UKG Pro Import Tool
XML and Configuration Settings

Guide

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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

- 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
- 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.

- 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

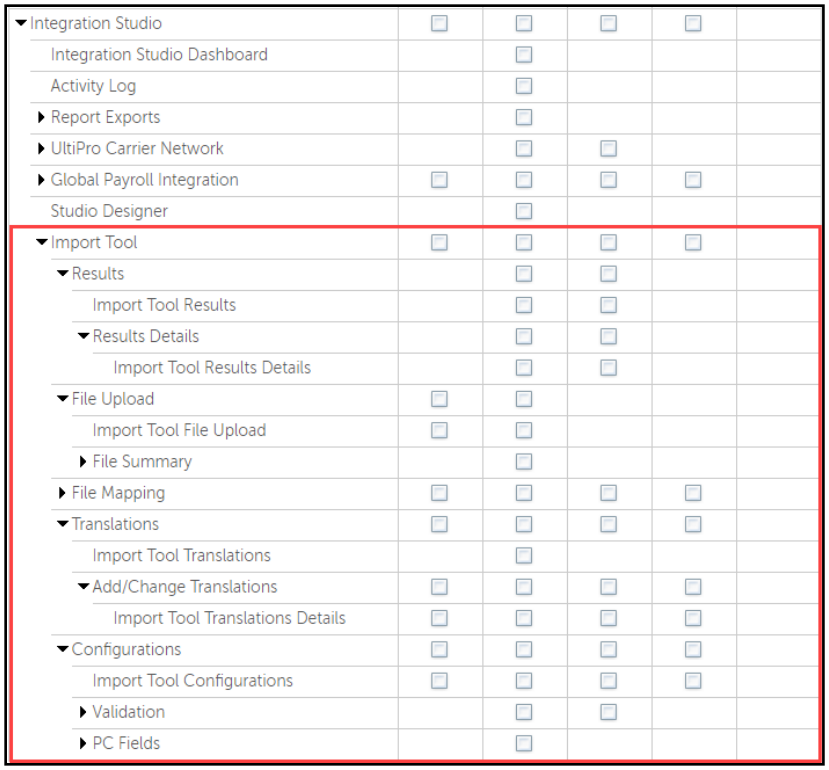
Note: Resident Tax Changes (except local PSD codes are supported) cannot be imported using the Import Tool. SmartTax can be leveraged within the integration to assist with Resident Tax default values

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



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

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

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 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).	TRUE
The direct deposit information in the transfer-in (Company A) company remains intact.	FALSE (or not set)

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 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 B).	TRUE
The PTO accrual information in the transfer-in company (Company A) is retained.	FALSE (or not set)

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 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 SmartTax	FALSE (or not set)

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 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.	TRUE
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

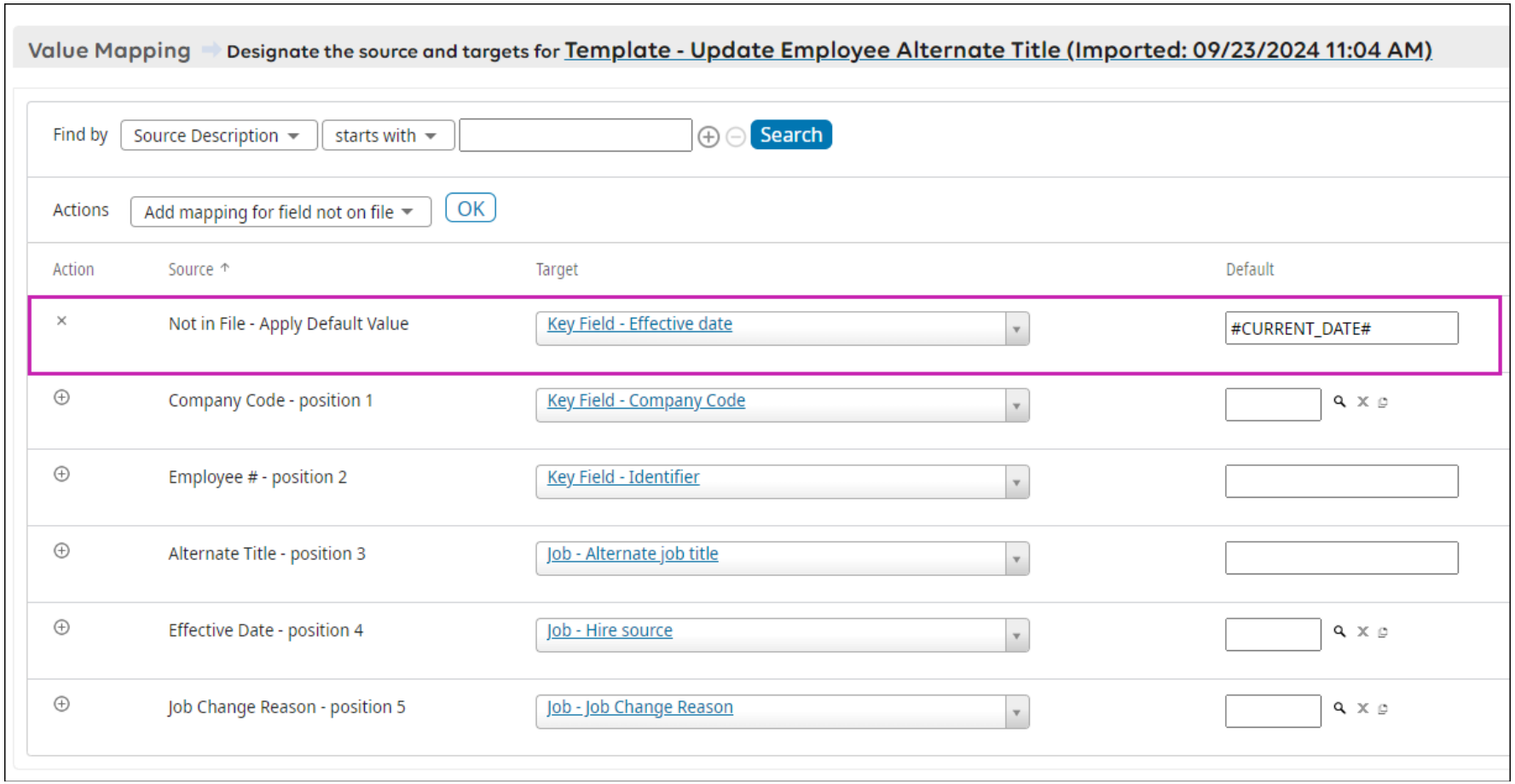
Options	ApprovalRule Values
Force approvals and not route through for approvals	FORCEAUTO
Follow standard configured workflow approval(s)	n/a

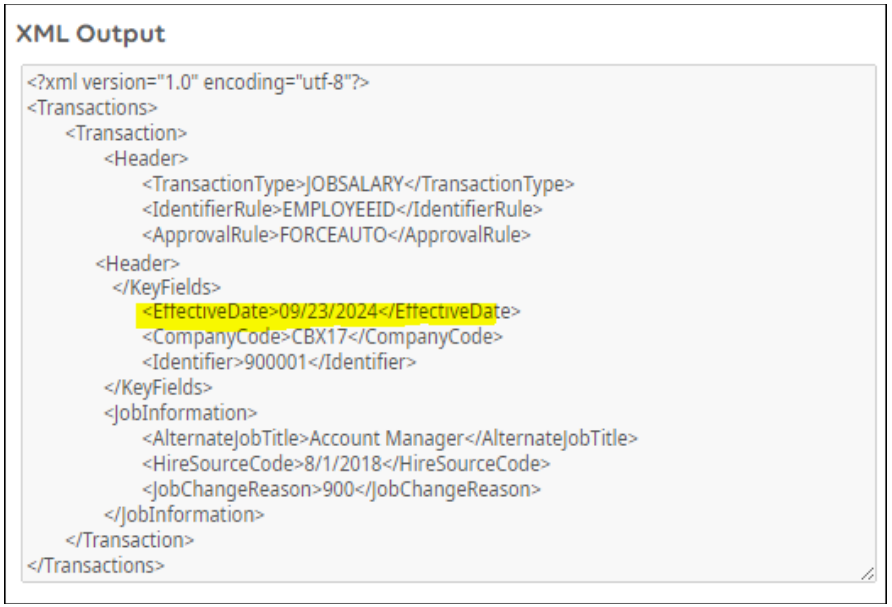
Future Dating

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.


Value Mapping
Designate the source and targets for Template - Update Employee Alternate Title (Imported: 09/23/2024 11:04 AM)
Find by
Source Description
starts with
Search
Actions
Add mapping for field not on file
OK
Action
Source
Target
Default
Not in File - Apply Default Value
Key Field - Effective date
#CURRENT_DATE#
Company Code - position 1
Key Field - Company Code
Employee # - position 2
Key Field - Identifier
Alternate Title - position 3
Job - Alternate job title
Effective Date - position 4
Job - Hire source
Job Change Reason - position 5
Job - Job Change Reason



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 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	RETROACTIVECHANGE

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 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.	LATESTONLY

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 deduction code setup.	TRUE
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

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 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.	USECOMPANYADDRPOSTUPDATE

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

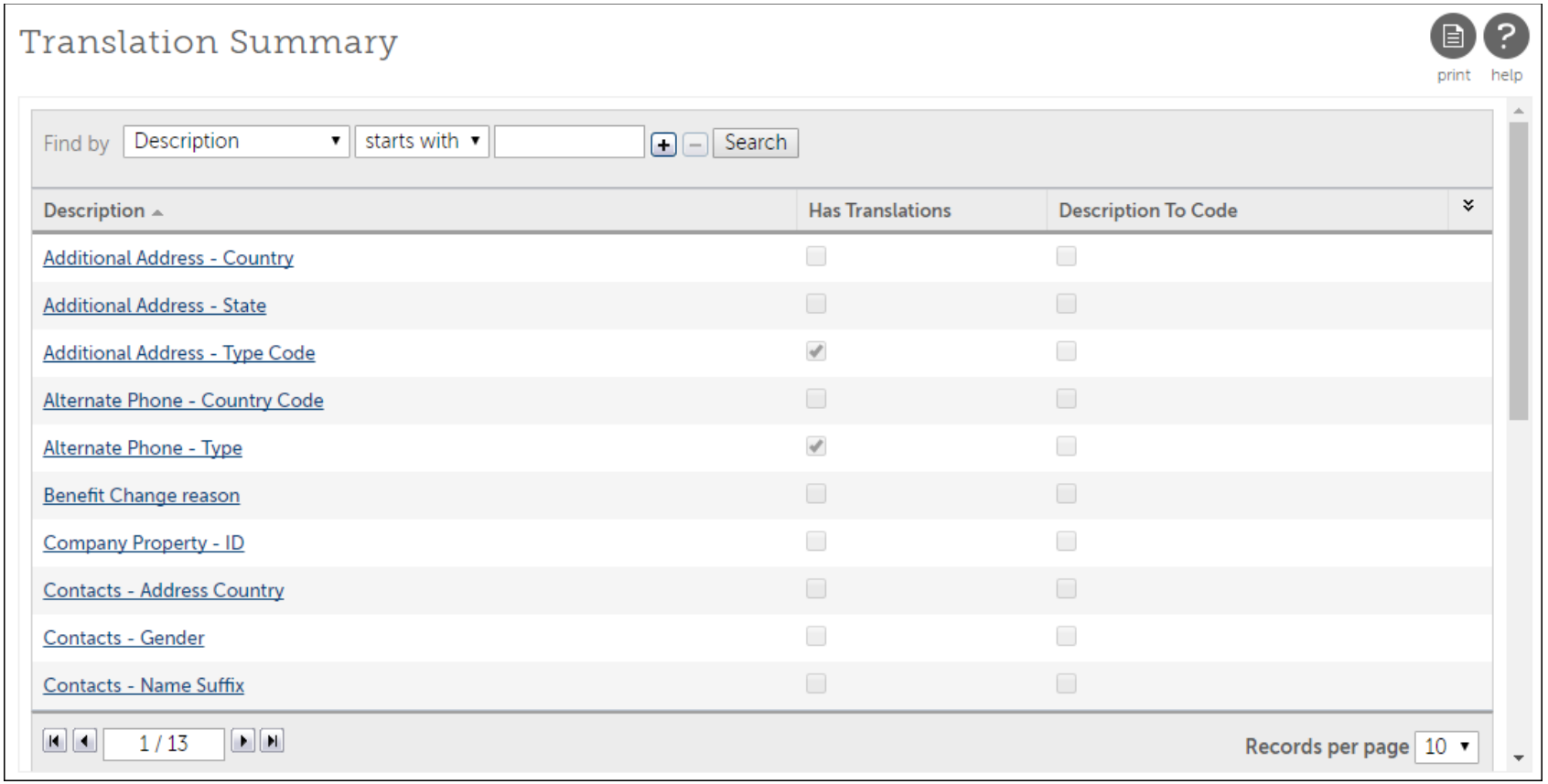
Administrative web pages are available for you to manage and maintain the mappings. This includes translations for most of the fields listed in the grids for the business processes below. In the grids, look for the Code Table Validation column which contains a Y.

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.

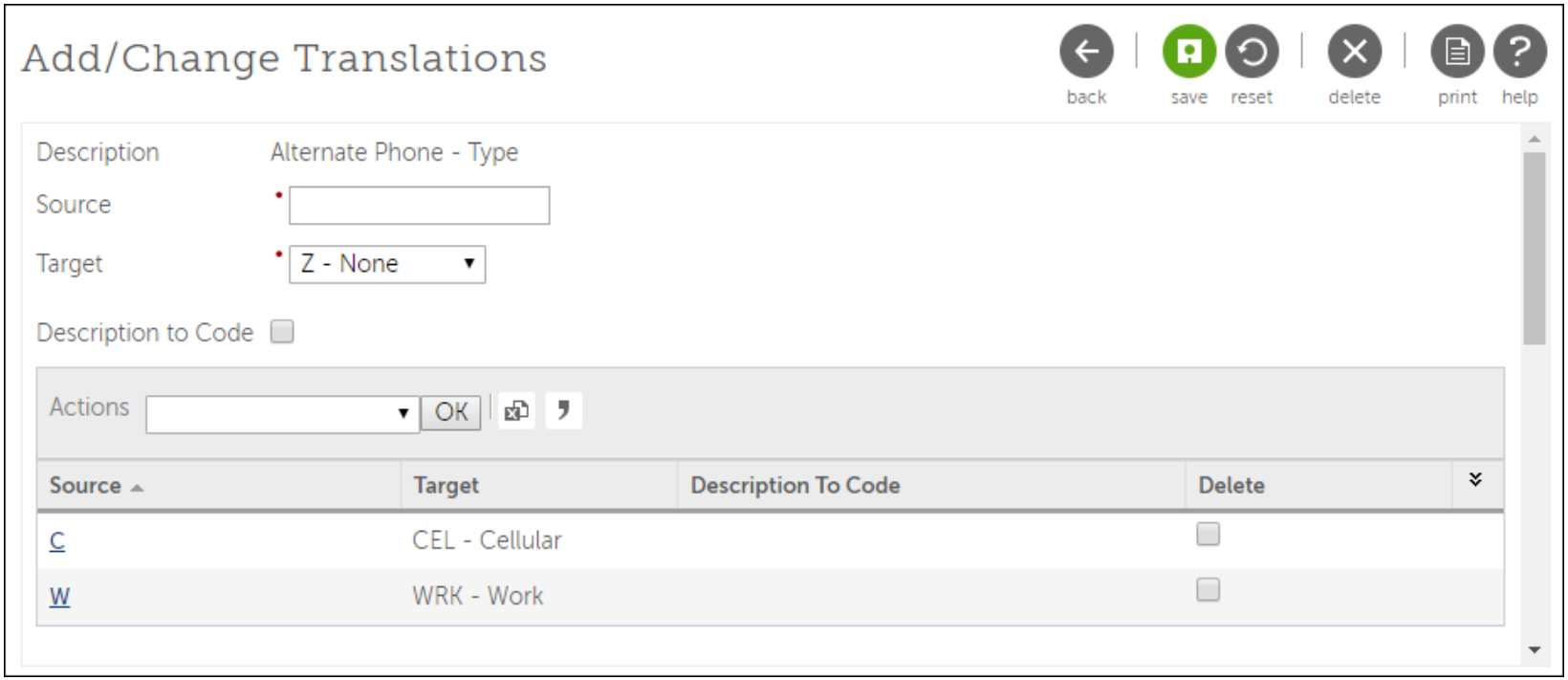
Translations that are more than the basic field to field translation or requires logic to derive field values is not included. If either or both are needed, we can offer custom options to help address this.



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.

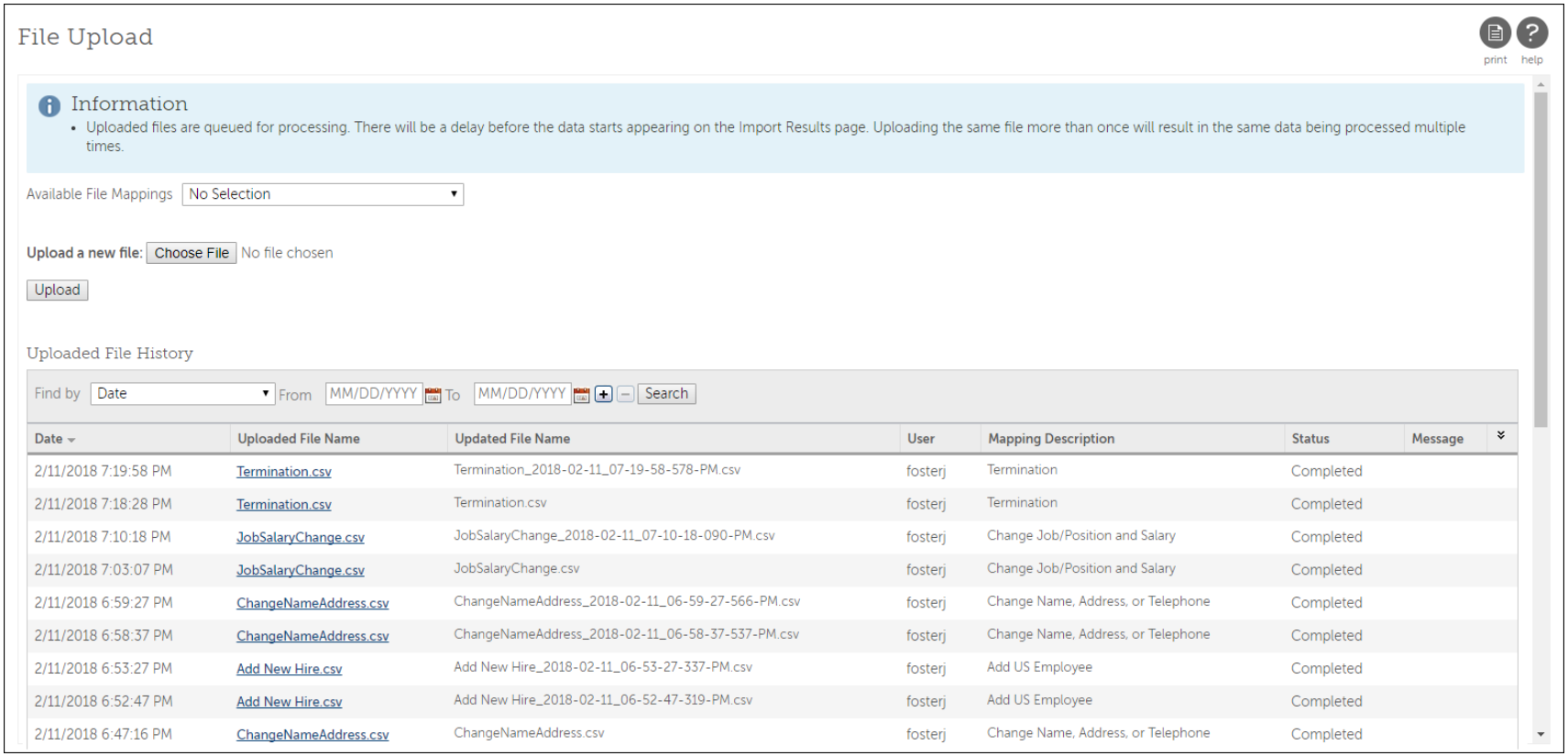


File Upload Page

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.

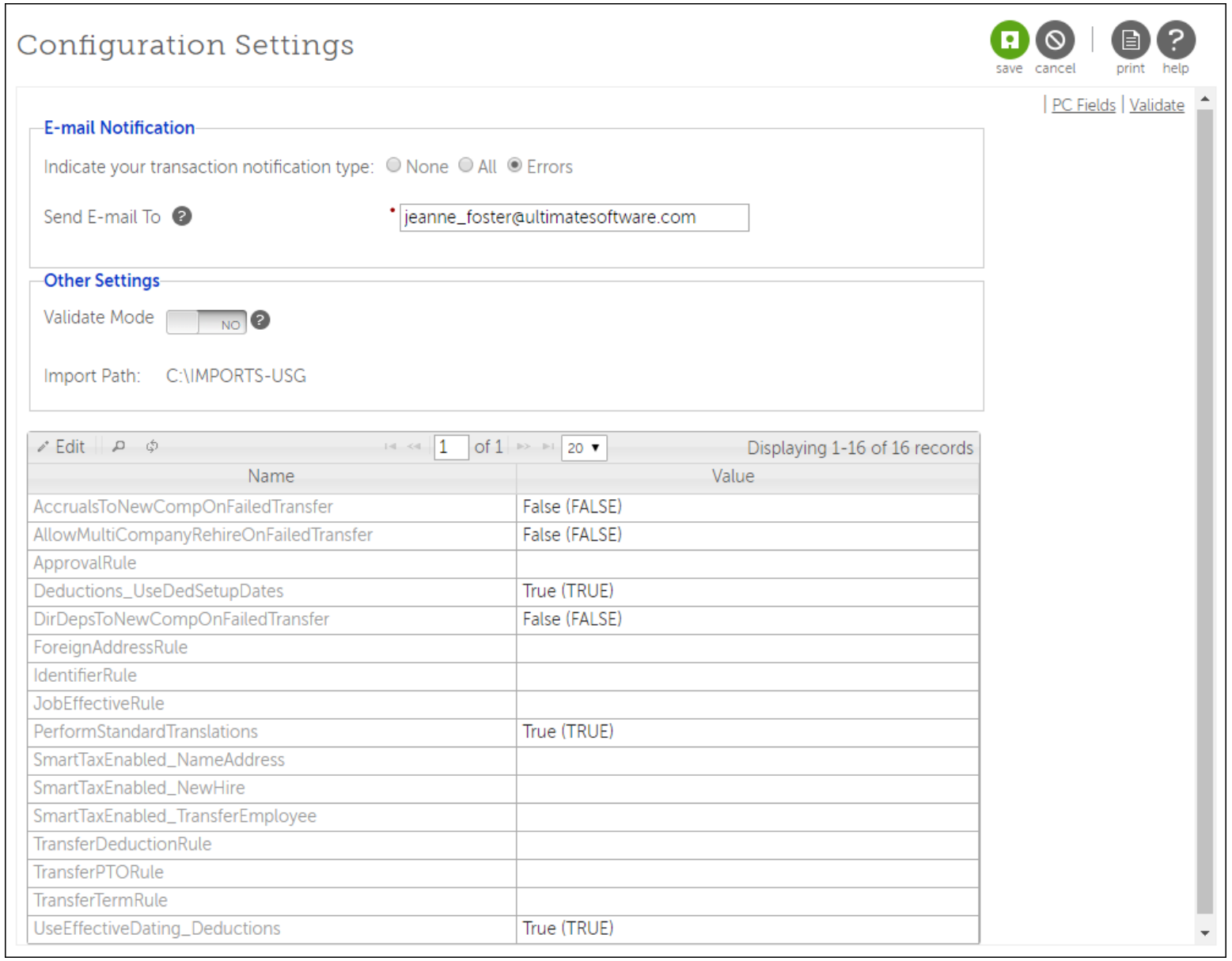
Under the **Validate Mode** toggle is a display only value of the **Import Path**. The path displays the pertinent portion of the folder name (the '//us.saas/xx' portion is not displayed) where the Import Tool is expecting a file to reside when using UDES for automated file delivery. Ensure your automated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

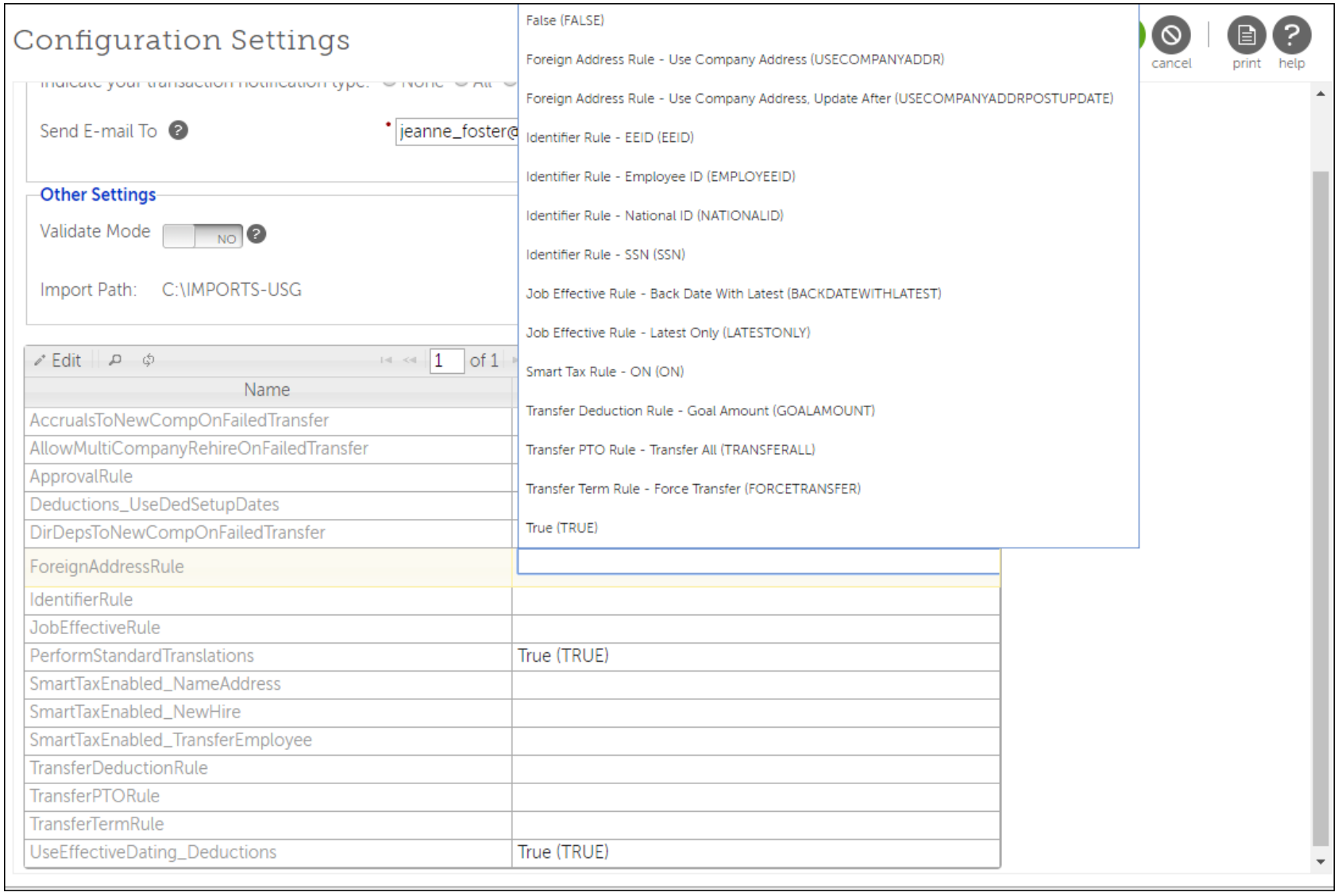
- AccrualsToNewCompOnFailedTransfer
- AllowMultiCompanyRehireOnFailedTransfer
- Approval Rule
- Deductions_UseDedSetupDates
- DirDepsToNewCompOnFailedTransfer
- Foreign Address Rule
- Identifier Rule

- 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

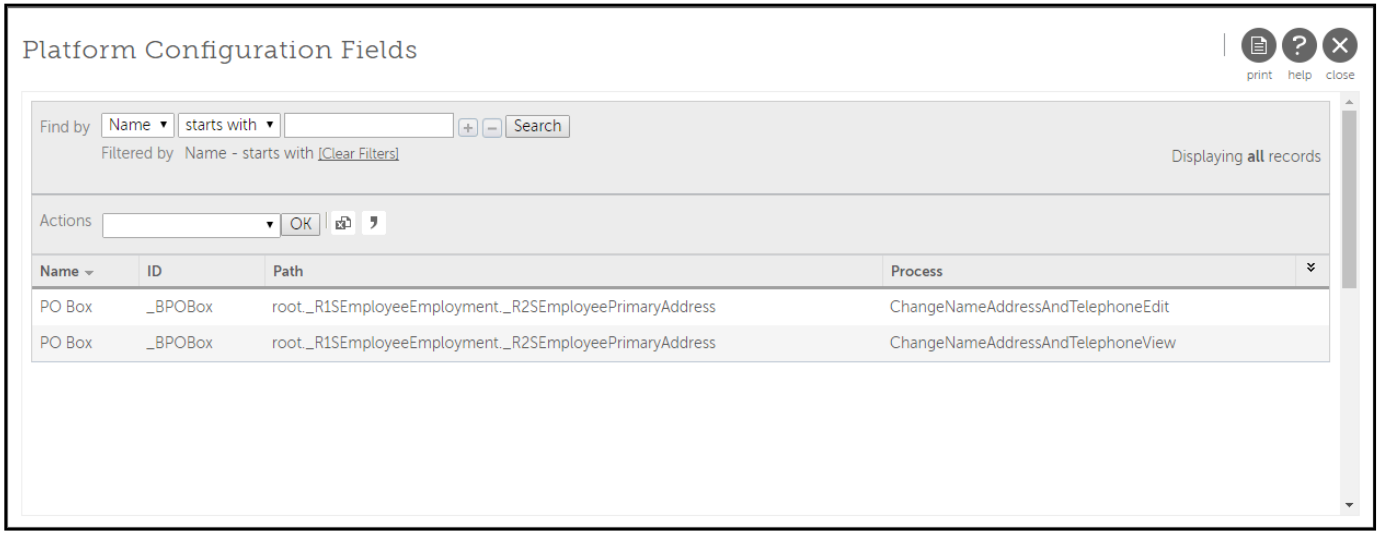
If the option is sent in the XML, it will supersede what is set at the global level via the Configuration Settings page (table).


Configuration Settings
save
cancel
print
help
PC Fields | Validate
E-mail Notification
Indicate your transaction notification type: None All Errors
Send E-mail To
jeanne_foster@ultimatesoftware.com
Other Settings
Validate Mode
NO
Import Path: C:\IMPORTS-USG
Edit
1 of 1
20
Displaying 1-16 of 16 records
Name
Value
AccrualsToNewCompOnFailedTransfer
False (FALSE)
AllowMultiCompanyRehireOnFailedTransfer
False (FALSE)
ApprovalRule
Deductions_UseDedSetupDates
True (TRUE)
DirDepsToNewCompOnFailedTransfer
False (FALSE)
ForeignAddressRule
IdentifierRule
JobEffectiveRule
PerformStandardTranslations
True (TRUE)
SmartTaxEnabled_NameAddress
SmartTaxEnabled_NewHire
SmartTaxEnabled_TransferEmployee
TransferDeductionRule
TransferPTORule
TransferTermRule
UseEffectiveDating_Deductions
True (TRUE)

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.



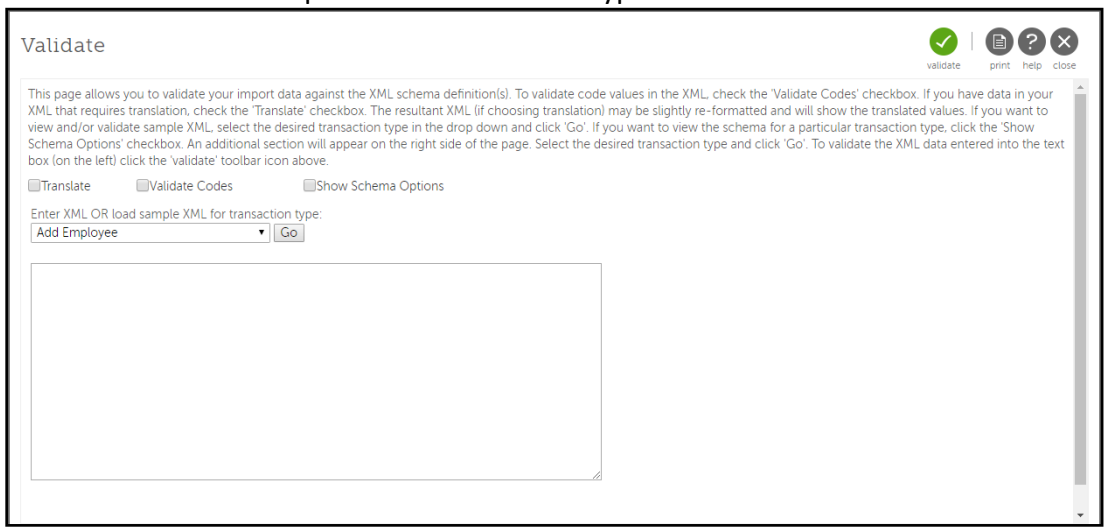
The **PC Fields** link (located at the top right of the Configuration Settings page) – displays a pop-up page that lists all Platform Configuration fields that have been configured. This can be used to get the ID and Path that is needed to be passed to handle updates to these fields. The ID is used to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

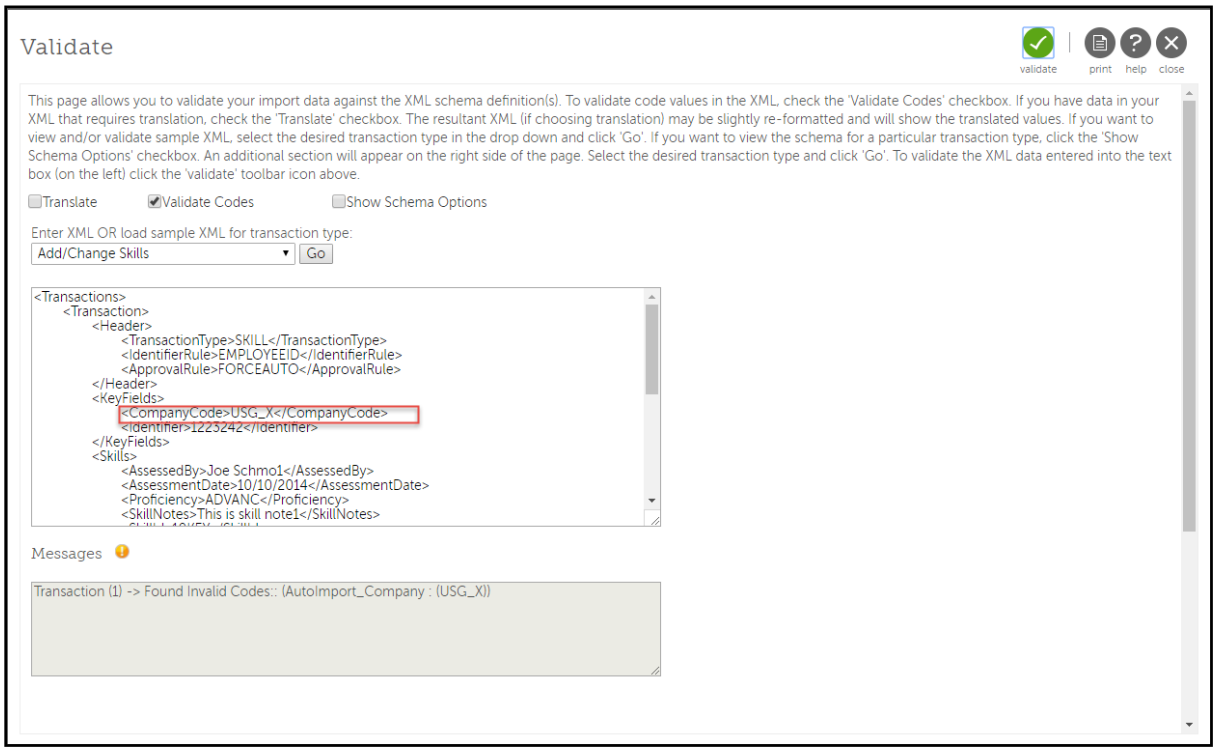
- imported data against the XML schema definition
- code values in the XML
- translations

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.

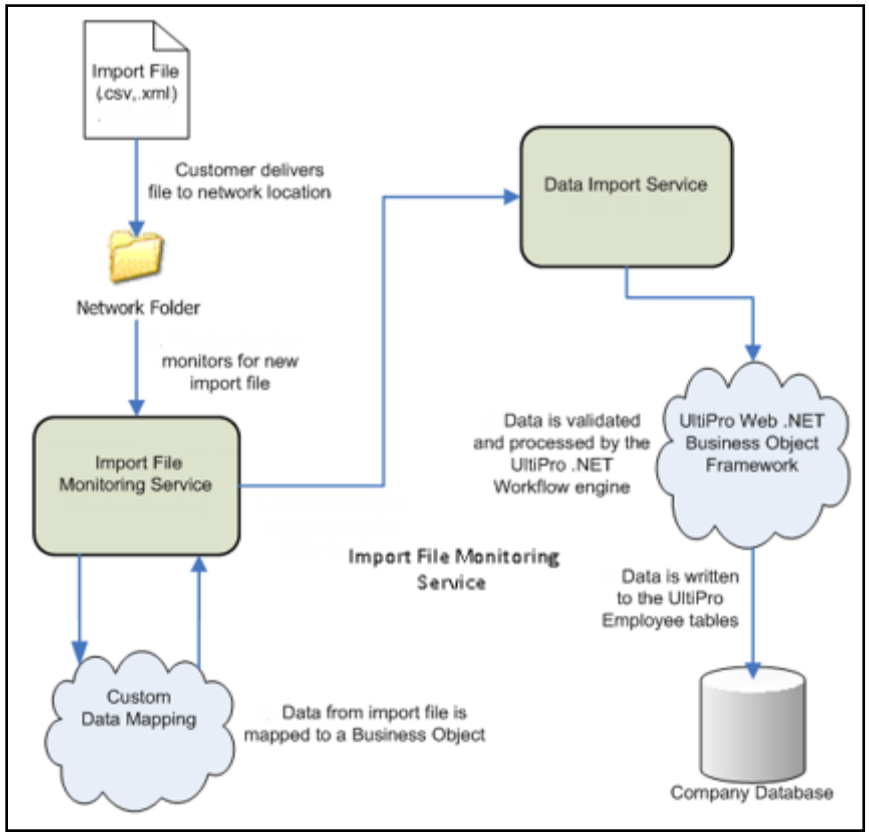
Web Access	There are web pages used to setup, monitor and manage the import process. Access to one or more of the pages needs to be granted based on the user's responsibility with the import via the SMC or Role/User Administration in the portal. The Client is responsible for role and user security setups.	**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.

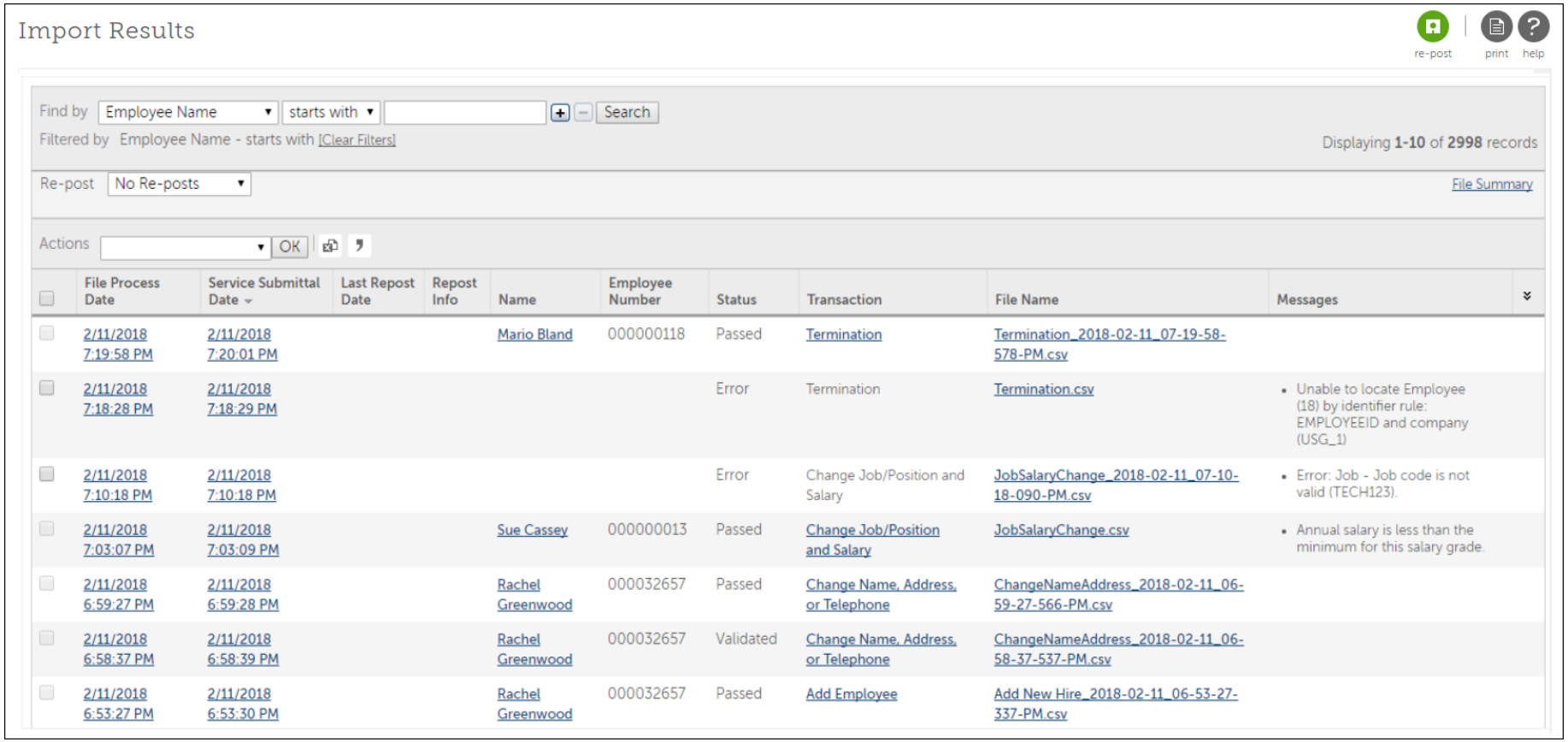
By default, the page opens with just the fields with values displaying. To show all fields included in the mapping, select **Show Empty Fields**.

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.



File Process Date	Service Submittal Date	Last Repost Date	Repost Info	Name	Employee Number	Status	Transaction	File Name	Messages
2/11/2018 7:19:58 PM	2/11/2018 7:20:01 PM			Mario Bland	000000118	Passed	Termination	Termination_2018-02-11_07-19-58-578-PM.csv	
2/11/2018 7:18:28 PM	2/11/2018 7:18:29 PM					Error	Termination	Termination.csv	• Unable to locate Employee (18) by identifier rule: EMPLOYEEID and company (USG_1)
2/11/2018 7:10:18 PM	2/11/2018 7:10:18 PM					Error	Change Job/Position and Salary	JobSalaryChange_2018-02-11_07-10-18-090-PM.csv	• Error: Job - Job code is not valid (TECH123).
2/11/2018 7:03:07 PM	2/11/2018 7:03:09 PM			Sue Cassey	000000013	Passed	Change Job/Position and Salary	JobSalaryChange.csv	• Annual salary is less than the minimum for this salary grade.
2/11/2018 6:59:27 PM	2/11/2018 6:59:28 PM			Rachel Greenwood	000032657	Passed	Change Name, Address, or Telephone	ChangeNameAddress_2018-02-11_06-59-27-566-PM.csv	
2/11/2018 6:58:37 PM	2/11/2018 6:58:39 PM			Rachel Greenwood	000032657	Validated	Change Name, Address, or Telephone	ChangeNameAddress_2018-02-11_06-58-37-537-PM.csv	
2/11/2018 6:53:27 PM	2/11/2018 6:53:30 PM			Rachel Greenwood	000032657	Passed	Add Employee	Add New Hire_2018-02-11_06-53-27-337-PM.csv	

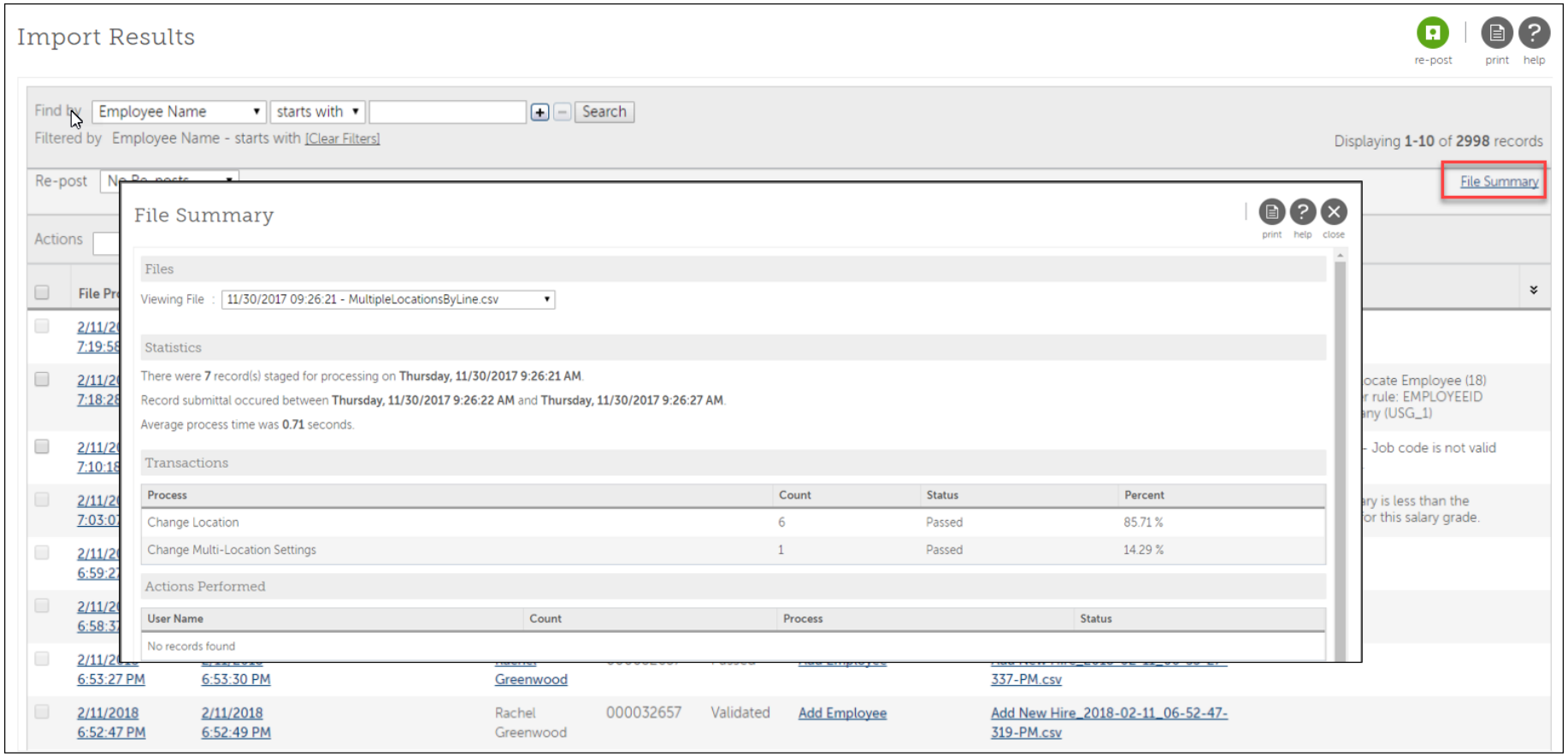
The page shows the status of each record. The statuses without the “*” are standard workflow statuses. The statuses marked with “*” are specific to the import process.

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.

Import Results Details
Transaction
Change Name, Address, or Telephone
Name
Harry Baker
Employee number
000012543
Status
Passed
File name
c:\imports\NameAddressPhonePCFields_2017-03-15_02-04-49-945-PM.csv
File Process Date
3/15/2017 2:04:49 PM
Last Repost Date
Show Empty Fields
Only Show Field Names Containing
You can edit the file values below and re-post.
Field Name
Notes
Field Value
Transformation
Staging Value
Transaction type:
NAMEADDRESS
Identifier Rule:
EMPLOYEEID
Key Field - Company Code:
USG_4
Key Field - Identifier:
000012543
Platform Configuration Token:
_BShirtSize
Platform Configuration Value:
M
Platform Configuration View Path:
root._R1SEmployeeEm
Show Additional Information
Import Data
<Transaction>
<Header>
<TransactionType>NAMEADDRESS</TransactionType>
<IdentifierRule>EMPLOYEEID</IdentifierRule>
</Header>
<KeyFields>
<CompanyCode>USG_4</CompanyCode>
<Identifier>000012543</Identifier>
</KeyFields>
<PlatformConfiguration>
<PCToken>_BShirtSize</PCToken>
<PCViewPath>root._R1SEmployeeEmployment._R1SPersonEmployee</PCViewPath>
<PCValue>M</PCValue>
</PlatformConfiguration>
</Transaction>
Original Data
USG_4,"Baker, Al",000012543,,M
Translated Data

Business Processes and Transaction Types

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

Transaction Type – Add Employee Business Process (New Hires, Re-Hires)	
Comments/ Special Instructions	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 Direct Deposit, UTM and PTO plans. 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: • User Defined Fields • Licenses & Certifications • Previous Employment • Company Property • Additional Addresses • Education • Emergency Contacts • Skills • Awards • Alternate Phone • Secondary Jobs

	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 ○ OrgLv1-4 ○ Job ○ Location If using pay scales and the job is setup for pay scales, notes are included below for fields applicable/required

<table>
<tr><th colspan="4">Header and Transaction Rules – New Hires and Re-Hires Records</th></tr>
<tr><th>Field Label</th><th>Required</th><th>XPath</th><th>Import Requirements</th></tr>
<tr><td>TransactionType</td><td>Y</td><td>/Transactions/Transaction/Header/TransactionType/</td><td>Identifies the type of transaction to process. Available field options are:

<table><tr><th>Options</th><th>TRANSACTIONTYPE Value</th></tr><tr><td>New Hires/Rehires</td><td>HIRE</td></tr></table></td></tr>
<tr><td>EmployeeKey</td><td>Y</td><td>/Transactions/Transaction/Header/IdentifierRule/</td><td>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. Note: 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.</td></tr>
</table>

<table>
<tr><th colspan="4">Header and Transaction Rules – New Hires and Re-Hires Records</th></tr>
<tr><th>Field Label</th><th>Required</th><th>XPath</th><th>Import Requirements</th></tr>
<tr><td>Workflow Approvals</td><td>A</td><td>/Transactions/Transaction/Header/ApprovalRule/</td><td>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.</td></tr>
<tr><td>Foreign Address Handling</td><td>A</td><td>/Transactions/Transaction/Header/ForeignAddressRule/</td><td>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).</td></tr>
<tr><td>Delete All</td><td>A</td><td>/Transactions/Transaction/Header/DeleteAllRule/</td><td>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: DeleteAllRule
<table><tr><th>Options</th><th>DeleteAllRule Value</th></tr></table></td></tr>
</table>

<table>
<tr><th colspan="4">Header and Transaction Rules – New Hires and Re-Hires Records</th></tr>
<tr><th>Field Label</th><th>Required</th><th>XPath</th><th>Import Requirements</th></tr>
<tr><td></td><td></td><td></td><td>
<table>
<tr><td>Delete all records - All current records will be deleted first and then replaced with the information from the file.</td><td>ON</td></tr>
<tr><td>Add new data will be done</td><td>OFF (or not sent)</td></tr>
</table>
</td></tr>
<tr><td>Direct Deposit Rule</td><td>A</td><td>/Transactions/Transaction/Header/DirectDepositRule/</td><td>Applicable to Rehires only.

The rule applies to direct deposits data being sent with the Hire so they will all be treated the same based on the rule. If you don’t want them to be treated the same, separate transactions can be sent for the direct deposit data.

Setting Name: DirectDepositRule
<table>
<tr><th>Options</th><th>DirectDepositRule Value</th></tr>
<tr><td>Delete all records – All direct deposit records will be deleted first and then replaced with the information from the file.</td><td>DELETEALL</td></tr>
<tr><td>Inactivate all records – All direct deposit records will be inactivated first and then replaced with the information from the file.</td><td>INACTIVATEALL</td></tr>
</table>
</td></tr>
<tr><td>Additional Data</td><td>A</td><td></td><td>Supported</td></tr>
<tr><td>Platform Configuration Data</td><td>A</td><td></td><td>Currently supported</td></tr>
</table>

<table>
<tr><th colspan="7">Field Requirements – New Hires and Re-Hires Records</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td>Includes only fields that are part of the new hire / rehire transaction type.</td></tr>
<tr><td>Company</td><td>/Transactions/Transaction/KeyFields/CompanyCode/</td><td>char</td><td>5</td><td>Y</td><td>Y</td><td>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 vs Canada Component Company.</td></tr>
<tr><td>Employee Key</td><td>/Transactions/Transaction/KeyFields/Identifier/</td><td>varchar</td><td>50</td><td>N</td><td>Y</td><td>One of the 4 options available as outlined in the Employee Key section above should be sent. Note: This is only needed for rehires.</td></tr>
<tr><td>Multi-Company Hire</td><td>/Transactions/Transaction/KeyFields/MultiCompanyHire/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>Requires a valid UKG Pro Code. Codes are system delivered:
<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table>
For a multi-hire record where the employee is being hired into a second company (or third company, etc.), both an Employee Key Identifier and the SSN/SIN must be sent.</td></tr>
<tr><td>Home Company ID</td><td>/Transactions/Transaction/JobInformation/HomeCOID/</td><td>char</td><td>5</td><td>Y</td><td>A</td><td>Validation based on the Company Code the employee is already hired in or being hired into.

If the import file does not have a home company specified in the import file, then the employee’s original company is maintained as the home company.</td></tr>
<tr><td>SSN</td><td>/Transactions/Transaction/ID/SSN/</td><td>char</td><td>9</td><td>N</td><td>A</td><td>Required for US

Format: nnnnnnnnn</td></tr>
</table>

Field Requirements – New Hires and Re-Hires Records						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
SIN	/Transactions/Transaction/ID/NationalID/	varchar	50	N	A	CAN only – Required – a valid SIN is required. UKG Pro will automatically check the SIN. Format: nnnnnnnnn
Expiry Date	/Transactions/Transaction/PrivateInfo/NationalIDExpireDate/	datetime	10	N	A	CAN only – Required if SIN is a temporary SIN. UKG Pro automatically recognizes a temporary SIN when it starts with a 9. Format: mm/dd/yyyy
Prefix	/Transactions/Transaction/Personal/NamePrefixCode/	varchar	4	Y	A	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 Rules > Name Prefix page. You will need to provide valid values to Vendor.
First name	/Transactions/Transaction/Personal/NameFirst/	varchar	20	N	Y	
Preferred name	/Transactions/Transaction/Personal/NamePreferred/	varchar	20	N	A	
Middle name	/Transactions/Transaction/Personal/NameMiddle/	varchar	20	N	A	
Last name	/Transactions/Transaction/Personal/NameLast/	varchar	30	N	Y	

Field Requirements – New Hires and Re-Hires Records						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
Former last	/Transactions/Transaction/Personal/NameFormer/	varchar	30	N	A	
Suffix	/Transactions/Transaction/Personal/NameSuffixCode/	varchar	5	Y	A	Requires a valid UKG Pro Suffix Code. Code value is restricted to 5. Codes are client configured. Codes are setup in the System Configuration > Business Rules > Name Suffix page. You will need to provide valid values to Vendor.
Employee number	/Transactions/Transaction/ID/EmployeeNumber/	char	9	N	A	If using Employee Numbering Rule = Manual, this field is required.
Time clock	/Transactions/Transaction/JobInformation/TimeclockID/	char	12	N	A	
Address	/Transactions/Transaction/PrimaryAddress/AddressLine1/	varchar	30	N	Y	
Address line 2	/Transactions/Transaction/PrimaryAddress/AddressLine2/	varchar	30	N	A	
City	/Transactions/Transaction/PrimaryAddress/AddressCity/	varchar	30	N	Y	

Field Requirements – New Hires and Re-Hires Records						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
State/Province (Resident Tax State)	/Transactions/Transaction/PrimaryAddress/AddressStateCode/	varchar	2	Y	Y	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 States/Provinces/Regions/Districts) page. You will need to provide valid values to Vendor.
Zip/Postal code	/Transactions/Transaction/PrimaryAddress/AddressZipCode/	varchar	10	N	Y	Format US: nnnnn, nnnnnnnnn, nnnnn nnnn, or nnnnn-nnnn Format CAN: ananan or ana nan The Canada postal code can be submitted in either capital letters, lowercase letters, or a combination of both.
Country	/Transactions/Transaction/PrimaryAddress/AddressCountryCode/	char	3	Y	A	CAN 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 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/Transaction/Primary	varchar	30	N	A	

Field Requirements – New Hires and Re-Hires Records						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
	Address/Address County/					
Home phone	/Transactions/Transaction/Personal/PhoneHomeNumber/	varchar	10	N	A	Format: nnnnnnnnnn
Country Code	/Transactions/Transaction/Contacts/ConPhoneHomeNumberCountryCode	varchar	3	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) page. You will need to provide valid values to Vendor.
Work phone	/Transactions/Transaction/Personal/PhoneBusinessNumber/	varchar	10	N	A	Format: nnnnnnnnnn
Country Code	/Transactions/Transaction/Contacts/ConPhoneWorkNumberCountryCode	varchar	3	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) page. You will need to provide valid values to Vendor.
Extension	/Transactions/Transaction/Personal/PhoneBusinessExtension/	varchar	5	N	A	

Field Requirements – New Hires and Re-Hires Records						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
Other	/Transactions/Transaction/Personal/PhoneOtherNumber/	varchar	10	N	A	Format: nnnnnnnnnn
Country Code	/Transactions/Transaction/Contacts/ConPhoneOtherNumberCountryCode	varchar	3	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) page. You will need to provide valid values to Vendor.
Other Type	/Transactions/Transaction/Personal/PhoneOtherTypeCode/	char	3	Y	A	Requires a valid UKG Pro Phone Type Code. Codes are client configured. Codes are setup in the Other Telephone Types business rule (Menu > System Configuration > Business Rules > Other Telephone Types). You will need to provide valid values to Vendor.
Primary e-mail	/Transactions/Transaction/Personal/AddressEmail/	varchar	50	N	A	
Alternate e-mail	/Transactions/Transaction/Personal/AlternateEmail/	varchar	50	N	A	
Mailstop	/Transactions/Transaction/Personal/MailStop	char	10	N	A	

<table>
<tr><th colspan="7">Field Requirements – New Hires and Re-Hires Records</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td>Date of birth</td><td>/Transactions/Transaction/Personal/DateOfBirth/</td><td>datetime</td><td>10</td><td>N</td><td>Y</td><td>Format: mm/dd/yyyy</td></tr>
<tr><td>Gender</td><td>/Transactions/Transaction/Personal/GenderCode/</td><td>char</td><td>1</td><td>Y</td><td>Y</td><td>Requires a valid UKG Pro Gender Code. Codes are system delivered:

Codes are setup in the Gender business rule (Menu > System Configuration > Business Rules > Gender). You will need to provide valid values to Vendor.</td></tr>
<tr><td>Marital status</td><td>/Transactions/Transaction/Personal/MaritalStatusCode/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>Requires a valid UKG Pro Marital Status Code. Some codes are system delivered:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>D</td><td>Divorced</td></tr><tr><td>M</td><td>Married</td></tr><tr><td>S</td><td>Single</td></tr><tr><td>W</td><td>Widow(er)</td></tr><tr><td>Z</td><td>None</td></tr></table>
Codes are setup in the Menu > System Configuration > Business Rules > Marital Status page. You will need to provide valid values to Vendor.</td></tr>
<tr><td>Ethnic origin</td><td>/Transactions/Transaction/Personal/EthnicId/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>US only - Required

Requires a valid UKG Pro Ethnic Origin Code. Codes are system-delivered:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>1</td><td>White</td></tr></table></td></tr>
</table>

<table>
<tr><th colspan="7">Field Requirements – New Hires and Re-Hires Records</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td><table>
<tr><td>2</td><td>Black or African American</td></tr>
<tr><td>3</td><td>Hispanic or Latino</td></tr>
<tr><td>5</td><td>American Indian/Alaskan Native</td></tr>
<tr><td>6</td><td>Asian</td></tr>
<tr><td>7</td><td>Native Hawaiian or Other Pacific Islander</td></tr>
<tr><td>8</td><td>Two or more races</td></tr>
<tr><td>Z</td><td>Not specified</td></tr>
</table></td></tr>
<tr><td>Ethnicity</td><td>/Transactions/Transaction/Personal/Ethnicity/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>CAN only

Requires a valid UKG Pro Ethnicity Code. Codes are client configured.

Codes are setup in the Menu > System Configuration > Business Rules > International Ethnic Code page. You will need to provide valid values to Vendor.</td></tr>
<tr><td>Preferred language for pay statement (CAN)</td><td>/Transactions/Transaction/Personal/PreferredLanguageForPayStatement/</td><td>char</td><td>2</td><td>Y</td><td>A</td><td>CAN only - Required

Requires a valid UKG Pro Language Code. Codes are system delivered:

<table>
<tr><td>Code</td><td>Description</td></tr>
<tr><td>EN</td><td>English</td></tr>
<tr><td>FR</td><td>French</td></tr>
</table></td></tr>
<tr><td>Aboriginal person (CAN)</td><td>/Transactions/Transaction/Personal/IsAboriginal/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>CAN only</td></tr>
</table>

<table>
<tr><th colspan="7">Field Requirements – New Hires and Re-Hires Records</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td>Requires a valid UKG Pro Code. Codes are system-delivered:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr><tr><td>D</td><td>Decline to answer</td></tr></table></td></tr>
<tr><td>Member of a visible minority (CAN)</td><td>/Transactions/Transaction/Personal/IsVisibleMinority/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>CAN only

Requires a valid UKG Pro Code. Codes are system-delivered:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr><tr><td>D</td><td>Decline to answer</td></tr></table></td></tr>
<tr><td>I-9 verification</td><td>/Transactions/Transaction/I9/I9VerifiedCode/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>US only - Required

Requires a valid UKG Pro Code. Codes are system-delivered:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr><tr><td>P</td><td>Pending</td></tr></table></td></tr>
</table>

Field Requirements – New Hires and Re-Hires Records						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
Hire date (Original)	/Transactions/Transaction/Status/DateOfOriginalHire/	datetime	10	N	A	Updated for New Hires only Format: mm/dd/yyyy If not sent on a New Hire record, the Date of Last Hire is used for this field. If not sent on a Rehire record, the date remains unchanged
Hire date (Last)	/Transactions/Transaction/Status/DateOfLastHire/	datetime	10	N	Y	Updated for both New Hires and Rehires Format: mm/dd/yyyy
Seniority	/Transactions/Transaction/Status/DateOfSeniority/	datetime	10	N	Y	Updated for both New Hires and Rehires Format: mm/dd/yyyy
Benefit seniority	/Transactions/Transaction/Status/DateOfBenefitSeniority/	datetime	10	N	Y	Updated for both New Hires and Rehires Format: mm/dd/yyyy
Next Review Dates: Salary	/Transactions/Transaction/Status/DateOfNextSalaryReview/	datetime	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

Field Requirements – New Hires and Re-Hires Records						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
Next Review Dates: Performance	/Transactions/Transaction/Status/DateOfNextPerformanceReview/	datetime	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
Supervisor	/Transactions/Transaction/JobInformation/SupervisorId/	char	9	N	A	The EmpNo should be sent and a lookup can be done to the SupervisorID (EEID)
Supervisor's Company Code	/Transactions/Transaction/JobInformation/SupervisorCompanyCode/	char	5	N	A	The Supervisor's Company Code should be sent to help identify the correct EmpNo of the employee's supervisor.
Job group	/Transactions/Transaction/JobInformation/JobGrpCode/	char	5	Y	A	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.

Field Requirements – New Hires and Re-Hires Records						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
						Codes are setup in the Menu > System Configuration > Business Rules > Job Groups page. You will need to provide valid values to Vendor.
Job	/Transactions/Transaction/JobInformation/JobCode/	char	8	Y	Y	Not required if using Position Management 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 provide valid values to Vendor.
Position	/Transactions/Transaction/JobInformation/PositionCode/	char	8	Y	A	Only applicable and required 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. When Position Management is used, the following fields are defaulted based on the Position configuration: • Job; cannot be overwritten • Location; can be overwritten • Org Levels 1-4; can be overwritten
Pay Scale	/Transactions/Transaction/JobInformation/PayScaleCode/	Char	6	Y	A	Only applicable and required when client has configured using Pay Scales and the job code is setup using Pay Scales

Field Requirements – New Hires and Re-Hires Records						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
						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.
Pay Step	/Transactions/Transaction/JobInformation/SalaryStep/	int	3	Y	A	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. Codes are setup in the Menu > 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.
Alternate Job Title	/Transactions/Transaction/JobInformation/AlternateJobTitle/	varchar	150	N	A	
Location	/Transactions/Transaction/JobInformation/LocationCode/	char	6	Y	Y	Not required if using Position Management and the position is configured to set Location, it will default based on Position sent Requires a valid UKG Pro Location Code. Codes are client configured.

Field Requirements – New Hires and Re-Hires Records						
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.
Hire source	/Transactions/Transaction/JobInformation/HireSourceCode/	char	6	Y	A	Requires a valid UKG Pro Hire Source Code. Codes are client configured. Codes are setup in the System Configuration > Business Rules > Hire Sources page. You will need to provide valid values to Vendor.
Project	/Transactions/Transaction/JobInformation/ProjectCode/	char	15	Y	A	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.
Org Level 1	/Transactions/Transaction/JobInformation/OrgLevel1Code/	char	6	Y	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 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/Transaction/JobInfor	char	6	Y	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

Field Requirements – New Hires and Re-Hires Records						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
	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.
Org Level 3	/Transactions/Transaction/JobInformation/OrgLevel 3Code/	char	6	Y	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 setup in the System Configuration > Business Rules > Client Org Level Name page. You will need to provide valid values to Vendor.
Org Level 4	/Transactions/Transaction/JobInformation/OrgLevel 4Code/	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 setup in the System Configuration > Business Rules > Client Org Level Name page. You will need to provide valid values to Vendor.
National union	/Transactions/Transaction/JobInfor	char	12	Y	A	Available when client has configured using Unions

<table>
<tr><th colspan="7">Field Requirements – New Hires and Re-Hires Records</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td></td><td>mation/LaborUnionNationalCode/</td><td></td><td></td><td></td><td></td><td>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.</td></tr>
<tr><td>Local union</td><td>/Transactions/Transaction/JobInformation/LaborUnionLocalCode/</td><td>char</td><td>12</td><td>Y</td><td>A</td><td>Available when you have 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.</td></tr>
<tr><td>Health Care Measurement Group</td><td>/Transactions/Transaction/JobInformation/HCEGroup/</td><td>Char</td><td>5</td><td>Y</td><td>A</td><td>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.</td></tr>
<tr><td>Pay rate (Per hour)</td><td>/Transactions/Transaction/JobInformation/HourlyPayRate/</td><td>decimal</td><td>11</td><td>N</td><td>A</td><td>The “Per” will be set accordingly.

<table><tr><td>Code</td><td>Description</td></tr><tr><td>H</td><td>Hour</td></tr></table>
Can send up to 4 decimals places</td></tr>
</table>

<table>
<tr><th colspan="7">Field Requirements – New Hires and Re-Hires Records</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td>Format nnnnnnn.nnnn

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.</td></tr>
<tr><td>Pay rate (Per Year)</td><td>/Transactions/Transaction/JobInformation/AnnualSalary/</td><td>decimal</td><td>11</td><td>N</td><td>A</td><td>The “Per” will be set accordingly.

<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Year</td></tr></table>
Can send up to 2 decimals places
Format nnnnnnnnn.nn

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.</td></tr>
<tr><td>Other rate 1</td><td>/Transactions/Transaction/JobInformation/OtherRate1/</td><td>decimal</td><td>14</td><td>N</td><td>A</td><td>Available when client has configured using Other Rates

Can send up to 4 decimals places
Format nnnnnnnnnn.nnnn</td></tr>
<tr><td>Other rate 2</td><td>/Transactions/Transaction/JobInformation/OtherRate2/</td><td>decimal</td><td>14</td><td>N</td><td>A</td><td>Available when client has configured using Other Rates

Can send up to 4 decimals places
Format nnnnnnnnnn.nnnn</td></tr>
</table>

Field Requirements – New Hires and Re-Hires Records						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
Other rate 3	/Transactions/Transaction/JobInformation/OtherRate3/	decimal	14	N	A	Available when client has configured using Other Rates Can send up to 4 decimals places Format nnnnnnnnnn.nnnn
Other rate 4	/Transactions/Transaction/JobInformation/OtherRate4/	decimal	14	N	A	Available when client has configured using Other Rates Can send up to 4 decimals places Format nnnnnnnnnn.nnnn
Pay group	/Transactions/Transaction/JobInformation/PayGroup/	char	6	Y	Y	Requires a valid UKG Pro Pay Group Code. Codes are client configured. Codes are setup in the System Configuration > Business Rules > Pay Groups page. You will need to provide valid values to Vendor.
Distribution center	/Transactions/Transaction/Personal/DistributionCenter/	char	6	Y	A	Requires a valid UKG Pro Distribution Center Code. Codes are client configured. Codes are setup in the System Configuration > Business Rules > Distribution Centers page. You will need to provide valid values to Vendor.
Scheduled hours	/Transactions/Transaction/JobInformation/ScheduledWorkHours/	decimal	8	N	Y	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 is weekly, then the hours sent should correspond to a weekly frequency (ex. 40). Format nnnn.nnnn
Earnings group	/Transactions/Transaction/JobInfor	char	5	Y	Y	Requires a valid UKG Pro Earnings Group Code. Codes are client configured.

<table>
<tr><th colspan="7">Field Requirements – New Hires and Re-Hires Records</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td></td><td>mation/Earnings GroupCode/</td><td></td><td></td><td></td><td></td><td>Codes are setup in the System Configuration > Business Rules > Earnings Groups page. You will need to provide valid values to Vendor.</td></tr>
<tr><td>Deduction/Benefit group</td><td>/Transactions/Transaction/JobInformation/BenefitGroupCode/</td><td>char</td><td>5</td><td>Y</td><td>Y</td><td>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.</td></tr>
<tr><td>1095-C Deduction Group Assignment Date</td><td>/Transactions/Transaction/JobInformation/DedGroup1095AssignDate/</td><td>datetime</td><td>10</td><td>N</td><td>A</td><td>US only

Format: mm/dd/yyyy</td></tr>
<tr><td>Employee Type</td><td>/Transactions/Transaction/JobInformation/EmployeeTypeCode/</td><td>char</td><td>3</td><td>Y</td><td>Y</td><td>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.</td></tr>
<tr><td>Hourly/Salaried</td><td>/Transactions/Transaction/JobInformation/SalaryOrHourly/</td><td>char</td><td>1</td><td>Y</td><td>Y</td><td>Requires a valid UKG Pro Hourly/Salary Code. Codes are system delivered:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>H</td><td>Hourly</td></tr><tr><td>S</td><td>Salaried</td></tr></table></td></tr>
</table>

<table>
<tr><th colspan="7">Field Requirements – New Hires and Re-Hires Records</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td>Full/part time</td><td>/Transactions/Transaction/JobInformation/FullOrPartTimeCode/</td><td>char</td><td>1</td><td>Y</td><td>Y</td><td>Requires a valid UKG Pro Fulltime/Parttime Code. Codes are system delivered:
<table><tr><th>Code</th><th>Description</th></tr><tr><td>F</td><td>Fulltime</td></tr><tr><td>P</td><td>Parttime</td></tr></table></td></tr>
<tr><td>Shift Group</td><td>/Transactions/Transaction/JobInformation/ShiftGroupCode/</td><td>char</td><td>5</td><td>Y</td><td>A</td><td>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 Rules > Shift Groups page. You will need to provide valid values to Vendor.</td></tr>
<tr><td>Shift</td><td>/Transactions/Transaction/JobInformation/ShiftCode/</td><td>char</td><td>2</td><td>Y</td><td>A</td><td>Available when client has configured using Shifts.
Requires a valid UKG Pro Shift Code. Codes are client configured.

Codes are setup in the System Configuration > Business Rules > Shifts page. You will need to provide valid values to Vendor.</td></tr>
<tr><td>Pay automatically</td><td>/Transactions/Transaction/JobInformation/IsAutopaid/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>Requires a valid UKG Pro Code. Codes are system delivered:
<table><tr><th>Code</th><th>Description</th></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table></td></tr>
</table>

<table>
<tr><th colspan="7">Field Requirements – New Hires and Re-Hires Records</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>Time and attendance employee</td><td>/Transactions/Transaction/TimeManagement/IsUTAEmployee/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>Required when client is using Time & Attendance.

Requires a valid UKG Pro Code. Codes are system delivered:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table></td></tr>
<tr><td>Filing status (Federal)</td><td>/Transactions/Transaction/USTaxes/FederalFilingStatusCode/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>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:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>H</td><td>Head of household</td></tr><tr><td>X</td><td>Married filing jointly – Multi job</td></tr><tr><td>V</td><td>Single/Married filing separately – Multi Job</td></tr><tr><td>Y</td><td>Head of household – Multi Job</td></tr><tr><td>E</td><td>NRA S/M filing separetly</td></tr></table></td></tr>
</table>

<table>
<tr><th colspan="7">Field Requirements – New Hires and Re-Hires Records</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td><table>
<tr><td>F</td><td>NRA – S/M filing separately – MJ</td></tr>
<tr><td>T</td><td>Single/Married filing separetly</td></tr>
<tr><td>U</td><td>Married filing jointly</td></tr>
<tr><td>G</td><td>Form 673 S/M filing separately</td></tr>
<tr><td>I</td><td>Form 673 Marreid filing jointly</td></tr>
<tr><td>J</td><td>Form 673 Head of household</td></tr>
<tr><td>K</td><td>Form 673 S/M file sep – MJ</td></tr>
<tr><td>L</td><td>Form 673 Married file joint – MJ</td></tr>
<tr><td>O</td><td>Form 673 House of Household - MJ</td></tr>
</table></td></tr>
<tr><td>Total allowances claimed (Federal)</td><td>/Transactions/Transaction/USTaxes/FederalTotalAllowances/</td><td>int</td><td>3</td><td>N</td><td>A</td><td>US only

If not provided, it will follow UKG Pro default

Rehire, if not provided, will default to employee’s current setting</td></tr>
<tr><td>Additional amount withheld each paycheck (Federal)</td><td>/Transactions/Transaction/USTaxes/FederalAdditionalAmountWithheld/</td><td>decimal</td><td>11</td><td>N</td><td>A</td><td>US only

If not provided, it will follow UKG Pro default

Rehire, if not provided, will default to employee’s current setting

Format: nnnnnnnnn.nn</td></tr>
<tr><td>Employee claims exemption from withholding</td><td>/Transactions/Transaction/USTaxes/FederalEmploye</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>US only

Requires a valid UKG Pro Code. Codes are system delivered:</td></tr>
</table>

<table>
<tr><th colspan="7">Field Requirements – New Hires and Re-Hires Records</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td>(blocked) (Federal)</td><td>eClaimsExemption/</td><td></td><td></td><td></td><td></td><td><table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table>
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’.</td></tr>
<tr><td>Payee is subject to backup withholding (Federal)</td><td>/Transactions/Transaction/USTaxes/FederalBackupWithholding/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>US only

Requires a valid UKG Pro Code. Codes are system delivered:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table>
If not provided, it will follow UKG Pro default (N)

Rehire, if not provided, will default to employee’s current setting</td></tr>
<tr><td>Pension (Federal)</td><td>/Transactions/Transaction/USTaxes</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>US only</td></tr>
</table>

<table>
<tr><th colspan="7">Field Requirements – New Hires and Re-Hires Records</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td></td><td>/FederalW2IsPension/</td><td></td><td></td><td></td><td></td><td>Requires a valid UKG Pro Code. Codes are system delivered:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table>
If not provided, it will follow UKG Pro default (N)

Rehire, if not provided, will default to employee’s current setting</td></tr>
<tr><td>Employee has a Federal lock-in letter (Federal)</td><td>/Transactions/Transaction/USTaxes/FederalLockInLetter/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>US only

Requires a valid UKG Pro Code. Codes are system delivered:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table>
If not provided, it will follow UKG Pro default (N)
Rehire, if not provided, will default to employee’s current setting</td></tr>
<tr><td>Exempt from Tax (Federal)</td><td>/Transactions/Transaction/USTaxes/FederalExemptFromTax/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>US only

Requires a valid UKG Pro Code. Codes are system delivered:</td></tr>
</table>

<table>
<tr><th colspan="7">Field Requirements – New Hires and Re-Hires Records</th></tr>
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<tr><td></td><td></td><td></td><td></td><td></td><td></td><td><table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table>
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’.</td></tr>
<tr><td>Filing status (State Work In)</td><td>/Transactions/Transaction/USTaxes/WorkInFilingStatusCode/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>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:</td></tr>
<tr><td>Total allowances claimed (State Work In)</td><td>/Transactions/Transaction/USTaxes/WorkInTotalAllowances/</td><td>int</td><td>3</td><td>N</td><td>A</td><td>US only

If not provided, it will follow UKG Pro default</td></tr>
</table>

Field Requirements – New Hires and Re-Hires Records						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
						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
Additional Allowances (State Work In)	/Transactions/Transaction/USTaxes/WorkInAdditionalAllowances/	int	3	N	A	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
Additional amount withheld each paycheck (State Work In)	/Transactions/Transaction/USTaxes/WorkInAdditionalAmountWithheld/	decimal	11	N	A	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 Format: nnnnnnnnn.nn
Employee claims exemption from withholding (blocked) (State Work In)	/Transactions/Transaction/USTaxes/WorkInEmployeeClaimsExemption/	char	1	Y	A	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 Requires a valid UKG Pro Code. Codes are system delivered:

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<tr><td></td><td></td><td></td><td></td><td></td><td></td><td><table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table>
If true, then employee taxes are blocked.</td></tr>
<tr><td>Employee has a lock-in letter (State Work In)</td><td>/Transactions/Transaction/USTaxes/WorkInLockInLetter/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>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

Requires a valid UKG Pro Code. Codes are system delivered:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table></td></tr>
<tr><td>Select the correct state plan (State Work In)</td><td>/Transactions/Transaction/USTaxes/WorkInStateTaxPlan/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>US only

This is only required if the Work Location state is California (CA). Codes are system-delivered:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>Z</td><td>State unem. (TPSP exempt from disability)</td></tr></table></td></tr>
</table>

<table>
<tr><th colspan="7">Field Requirements – New Hires and Re-Hires Records</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td><table>
<tr><td>P</td><td>Personal income tax only</td></tr>
<tr><td>S</td><td>State disability and state unemployment</td></tr>
<tr><td>J</td><td>State disability only (exempt from UI)</td></tr>
<tr><td>A</td><td>State un. only (public entity EE only)</td></tr>
<tr><td>X</td><td>State unem. (religious exempt from dis.)</td></tr>
<tr><td>Y</td><td>State unem. (sole stockhold exempt from dis.)</td></tr>
<tr><td>U</td><td>Vol. disability and state unemployment</td></tr>
<tr><td>L</td><td>Vol. disability only (exempt from UI)</td></tr>
</table></td></tr>
<tr><td>Select the correct disability plan (State Work In)</td><td>/Transactions/Transaction/USTaxes/WorkInStateTaxDisabilityPlan/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>US only

This is only required if the Work Location state is California, Rhode Island, New York, New Jersey, Puerto Rico, 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:

<table>
<tr><td>Code</td><td>Description</td></tr>
<tr><td>S</td><td>State</td></tr>
<tr><td>P</td><td>Private</td></tr>
<tr><td>R</td><td>New York Employer–Paid Plan</td></tr>
</table></td></tr>
</table>

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<tr><th colspan="7">Field Requirements – New Hires and Re-Hires Records</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td><table><tr><td>N</td><td>New York Employer–Employee Shared Plan</td></tr><tr><td>W</td><td>Washington Paid Medical Leave Employer Share</td></tr></table></td></tr>
<tr><td>Select a Geographic code (State Work In)</td><td>/Transactions/Transaction/USTaxes/WorkInStateGeographicCode/</td><td>char</td><td>2</td><td>Y</td><td>A</td><td>US only

This is only required if the Work Location state is Alaska.

If not provided, it will default to the first value in the list

Rehire, 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.
Codes are system delivered.</td></tr>
<tr><td>Select an occupational code (State Work In)</td><td>/Transactions/Transaction/USTaxes/WorkInStateOccupationalCode/</td><td>varchar</td><td>10</td><td>Y</td><td>A</td><td>US only

This is only required if the Work Location state is Alaska and Louisiana.

If not provided, it will default to the first value in the list

Rehire, 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.

Codes are system delivered.</td></tr>
</table>

<table>
<tr><th colspan="7">Field Requirements – New Hires and Re-Hires Records</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td>Not subject to Tax (State work-in)</td><td>/Transactions/Transaction/USTaxes/WorkInNotSubjectToTax/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>US only

Requires a valid UKG Pro Code. Codes are system delivered:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table>
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</td></tr>
<tr><td>Filing status (State Live In)</td><td>/Transactions/Transaction/USTaxes/ResidentFilingStatusCode/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>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</td></tr>
</table>

Field Requirements – New Hires and Re-Hires Records						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
						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
Total allowances claimed (State Live In)	/Transactions/Transaction/USTaxes/ResidentTotalAllowances/	int	3	N	A	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
Additional Allowances (State Live In)	/Transactions/Transaction/USTaxes/ResidentAdditionalAllowances/	int	3	N	A	US only Only applicable to states that allow additional allowances. 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
Additional amount withheld each paycheck (State Live In)	/Transactions/Transaction/USTaxes/ResidentAdditionalAmountWIthheld/	decimal	11	N	A	US only Format: nnnnnnnnn.nn 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

<table>
<tr><th colspan="7">Field Requirements – New Hires and Re-Hires Records</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td>Employee claims exemption from withholding (blocked) (State Live In)</td><td>/Transactions/Transaction/USTaxes/ResidentEmployeeClaimsExemption/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>US only

Requires a valid UKG Pro Code. Codes are system delivered:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table>
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</td></tr>
<tr><td>Employee has a lock-in letter (State Live In)</td><td>/Transactions/Transaction/USTaxes/ResidentLockInLetter/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>US only

Requires a valid UKG Pro Code. Codes are system delivered:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table>
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<tr><td></td><td></td><td></td><td></td><td></td><td></td><td>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</td></tr>
<tr><td>Not subject to Tax (live-in) (State Live In)</td><td>/Transactions/Transaction/USTaxes/ResidentNotSubjectToTax/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>US only

Requires a valid UKG Pro Code. Codes are system delivered:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table>
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</td></tr>
<tr><td>State Work In Received a certificate of non-residence from this employee (State Workin)</td><td>/Transactions/Transaction/USTaxes/WorkInReciprocalAgreement/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>US only

Requires a valid UKG Pro Code. Codes are system delivered:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table>
If not provided, it will follow UKG Pro default</td></tr>
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<tr><td></td><td></td><td></td><td></td><td></td><td></td><td>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</td></tr>
<tr><td>Work-in res vs work-in non-res (Local Work In)</td><td>/Transactions/Transaction/USTaxes/LocalWorkInTaxResidentStatus/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>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:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>R</td><td>Resident</td></tr><tr><td>N</td><td>Non-resident</td></tr></table>
If not provided and using SmartTax, 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 using SmartTax, then it will default to 'N'</td></tr>
<tr><td>Local Work-in OCC tax Not Subject to</td><td>/Transactions/Transaction/USTaxes/LocalWorkInOccNotSubjectToTax</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>US only

Requires a valid UKG Pro Code. Codes are system delivered:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table>
If not provided, it will follow UKG Pro default</td></tr>
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<tr><td></td><td></td><td></td><td></td><td></td><td></td><td>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</td></tr>
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<tr><td>SD tax Not Subject to (Live in Local)</td><td>/Transactions/Transaction/USTaxes/LocalResidentSDNotSubjectToTax/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>US only

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<tr><td>Workers Compensation Tax Not Subject To (Local Work In)</td><td>/Transactions/Transaction/USTaxes/LocalWorkInWCNotSubjectToTax/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>US only

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<tr><td>Not Subject to (Local Live In)</td><td>/Transactions/Transaction/USTaxes/LocalResidentNotSubjectToTax/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>US only

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<tr><td>PSD (Political Subdivision) Code (Resident Taxes)</td><td>/Transactions/Transaction/USTaxes/LocalPSDCode/</td><td>char</td><td>6</td><td>Y</td><td>A</td><td>US only

Requires a valid UKG Pro Code. Codes are system delivered

Must send resident county if sending this value</td></tr>
</table>

Field Requirements – New Hires and Re-Hires Records						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
						Rehire, if not provided, it will default to the employee's current setting
School District Code (Resident Taxes)	/Transactions/Transaction/USTaxes/LocalSchoolDistrictCode/	char	8	Y	A	US Only Requires a valid UKG Pro Code. Codes are system delivered Must send resident county if sending this value Rehire, if employee's record contains a school district code and no county is present, and there is an address change, the school district code will be removed from the employee's record.
Reduced amount withheld each paycheck (State Work In)	/Transactions/Transaction/USTaxes/WorkInReducedAmountWithheld/	decimal	11	N	A	US Only, Missouri Only If not provided, will default to employee's current setting Format: nnnnnnnnn.nn
Reduced amount withheld each paycheck (Resident Taxes)	/Transactions/Transaction/USTaxes/ResidentReducedAmountWithheld/	decimal	11	N	A	US Only, Missouri Only If not provided, will default to employee's current setting Format: nnnnnnnnn.nn
Exempt from Income Tax (Canada Federal)	/Transactions/Transaction/CANTaxes/FederalExemptFromTax/	char	1	Y	A	CAN only If not provided, it will follow UKG Pro default Requires a valid UKG Pro Code. Codes are system-delivered:

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<tr><td>Exempt from Canada Pension Plan (Canada Federal)</td><td>/Transactions/Transaction/CANTaxes/FederalPensionBlockTaxAmount/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>CAN only

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<tr><td>Employee provided Form CPT30, Election to Stop Contributing to the Canada Pension Plan or Revocation of a Prior Election Form CPT30 or</td><td>/Transactions/Transaction/CANTaxes/FederalPensionExemptDueToElections</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>CAN only

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<tr><td>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)</td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>Exempt from Employment Insurance (Canada Federal)</td><td>/Transactions/Transaction/CANTaxes/FederalExemptEmploymentInsurance/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>CAN only

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<tr><td>Withhold and Report Months to contribute (Canada Federal)</td><td>/Transactions/Transaction/CANTaxes/FederalPensionMonthsToContribute/</td><td>int</td><td>2</td><td>N</td><td>A</td><td>CAN only

If not provided, it will follow UKG Pro default

Options are 1-11</td></tr>
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<tr><td>Use basic personal amount (Canada Federal)</td><td>/Transactions/Transaction/CANTaxes/FederalUseBasicPersonalAmount/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>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

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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.</td></tr>
<tr><td>Total claim amount (Canada Federal)</td><td>/Transactions/Transaction/CANTaxes/FederalTotalClaimAmount/</td><td>decimal</td><td>11</td><td>N</td><td>A</td><td>CAN only

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<tr><td></td><td></td><td></td><td></td><td></td><td></td><td>• Total income less total claim amount

Format: nnnnnnnnn.nn</td></tr>
<tr><td>Deduction for living in prescribed zone (Canada Federal)</td><td>/Transactions/Transaction/CANTaxes/FederalPrescribedDeductionZone/</td><td>decimal</td><td>11</td><td>N</td><td>A</td><td>CAN only

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<tr><td>Total income less than total claim amount (Canada Federal)</td><td>/Transactions/Transaction/CANTaxes/FederalIncomeLessClaimAmount/</td><td>char</td><td>1t</td><td>Y</td><td>A</td><td>CAN only

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<tr><td>Additional tax to be deducted (Canada Federal)</td><td>/Transactions/Transaction/CANTaxes/FederalAdditi</td><td>decimal</td><td>11</td><td>N</td><td>A</td><td>CAN only

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<tr><td></td><td>onalAmountWithheld/</td><td></td><td></td><td></td><td></td><td>Format: nnnnnnnnn.nn</td></tr>
<tr><td>Annual deductions to income (Canada Federal)</td><td>/Transactions/Transaction/CANTaxes/FederalEERequestedReductionInTax/</td><td>decimal</td><td>11</td><td>N</td><td>A</td><td>CAN only

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Format: nnnnnnnnn.nn</td></tr>
<tr><td>Other Federal tax credit (Canada Federal)</td><td>/Transactions/Transaction/CANTaxes/FederalTaxCreditAmount/</td><td>decimal</td><td>11</td><td>N</td><td>A</td><td>CAN only

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Format: nnnnnnnnn.nn</td></tr>
<tr><td>Employee is commissioned claiming expenses (Canada Federal)</td><td>/Transactions/Transaction/CANTaxes/FederalIsCommissionEE/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>CAN only

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<tr><td>Estimated commission expense (Canada Federal)</td><td>/Transactions/Transaction/CANTaxes/FederalEECommissionedClaimingExpenses/</td><td>decimal</td><td>11</td><td>N</td><td>A</td><td>CAN only

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<tr><td>Estimated total remuneration (Canada Federal)</td><td>/Transactions/Transaction/CANTaxes/FederalEstimatedRemuneration/</td><td>decimal</td><td>11</td><td>N</td><td>A</td><td>CAN only

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<tr><td>Estimated total deduction amount for the year (Canada Federal)</td><td>/Transactions/Transaction/CANTaxes/FederalEstimatedTotIntlPreTaxAmount/</td><td>decimal</td><td>11</td><td>N</td><td>A</td><td>CAN only

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Format: nnnnnnnnn.nn</td></tr>
<tr><td>Exempt from Income Tax (Canada Provincial)</td><td>/Transactions/Transaction/CANTaxes/ProvinceExemptFromTax/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>CAN only

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<tr><td>Exempt from Quebec Pension Plan (Canada Provincial)</td><td>/Transactions/Transaction/CANTaxes/ProvincePensionBlockTaxAmount/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>CAN only

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<tr><td>Exempt from Parental Insurance Plan (Canada Provincial)</td><td>/Transactions/Transaction/CANTaxes/ProvinceInsPlanExemptFromTax/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>CAN only

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<tr><td>Number of dependents (Canada Provincial)</td><td>/Transactions/Transaction/CANTaxes/ProvinceNumberOfDependents/</td><td>int</td><td>3</td><td>N</td><td>A</td><td>CAN only

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<tr><td>Use basic personal amount</td><td>/Transactions/Transaction/CANTax</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>CAN only</td></tr>
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<tr><td>Total claim amount (Canada Provincial)</td><td>/Transactions/Transaction/CANTaxes/ProvinceTotalClaimAmount/</td><td>decimal</td><td>11</td><td>N</td><td>A</td><td>CAN only

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<tr><td>Additional tax to be deducted (Canada Provincial)</td><td>/Transactions/Transaction/CANTaxes/ProvinceAdditionalAmountWithheld/</td><td>decimal</td><td>11</td><td>N</td><td>A</td><td>CAN only

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Format: nnnnnnnnn.nn</td></tr>
<tr><td>Annual deductions to income (Canada Provincial)</td><td>/Transactions/Transaction/CANTaxes/ProvinceRequ</td><td>decimal</td><td>11</td><td>N</td><td>A</td><td>CAN only

If not provided, it will follow UKG Pro default</td></tr>
</table>

Field Requirements – New Hires and Re-Hires Records						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
	estReductionAmount/					Format: nnnnnnnnn.nn
Other Provincial tax credit (Canada Provincial)	/Transactions/Transaction/CANTaxes/ProvinceTaxCreditAmount/	decimal	11	N	A	CAN only If not provided, it will follow UKG Pro default Format: nnnnnnnnn.nn
Estimated net commission for year (Canada Provincial)	/Transactions/Transaction/CANTaxes/ProvinceNetCommissionAmt/	decimal	11	N	A	CAN only If not provided, it will follow UKG Pro default Format: nnnnnnnnn.nn
Work In Deduction Amount	/Transaction/USTaxes/WorkInDeductionAmount/	decimal	20	Y	A	Tax - Work In Deductions
Work In Other Income	/Transaction/USTaxes/WorkInOtherIncome/	decimal	20	Y	A	Tax - Work In Other Income
Work In Dependent Amount	/Transaction/USTaxes/WorkInDependentAmount/	decimal	20	Y	A	Tax - Work In Claim Dependents
FederalDeductionAmount	/Transaction/USTaxes/FederalDeductionAmount/	decimal	20	Y	A	Tax - Federal Deductions (US)
FederalOtherIncome	/Transaction/USTaxes/FederalOtherIncome/	decimal	20	Y	A	Tax - Federal Other Income (US)

<table>
<tr><th colspan="7">Field Requirements – New Hires and Re-Hires Records</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td>FederalDependentAmount</td><td>/Transaction/USTaxes/FederalDependentAmount/</td><td>decimal</td><td>20</td><td>Y</td><td>A</td><td>Tax - Federal Claim Dependents (US)</td></tr>
<tr><td>WorkInDependentAmount</td><td>/Transaction/USTaxes/WorkInDeductionAmount/</td><td>decimal</td><td>20</td><td>Y</td><td>A</td><td>Tax - Work In Deductions</td></tr>
<tr><td>ResidentDeductionAmount</td><td>/Transaction/USTaxes/WorkInOtherIncome/</td><td>decimal</td><td>20</td><td>Y</td><td>A</td><td>Tax - Work In Other Income</td></tr>
<tr><td>Working From Home</td><td>/Transactions/Transaction/USTaxes/WorkInWorkingFromHome/</td><td>char</td><td>1</td><td></td><td>A</td><td>US Only

If not provided, it will default to N.

Requires a valid UKG Pro Code. Codes are system delivered:<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table>
If true, it will enable the configuration of certain Resident taxes on the Work Location.</td></tr>
<tr><td>Disable State Reciprocity</td><td>/Transactions/Transaction/USTaxes/WorkInDisableStateReciprocity/</td><td>char</td><td>1</td><td></td><td>A</td><td>US Only

If not provided, it will default to N.

Requires a valid UKG Pro Code. Codes are system delivered:<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr></table></td></tr>
</table>

Field Requirements – New Hires and Re-Hires Records						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
						N = No If true, it will withhold and report on full Resident taxable wages without consideration for multi-state rules.
Resident Tax - Total ($) Allowances Claimed	/Transaction/USTaxes/ResidentTotalAllowancesClaimed	numeric	10		A	US only. Use only for Iowa locations. If not provided, it will follow UKG Pro default. Rehire, if not provided, it will default to employee's current setting if in the same state. Format: nnnnnnnnnn
Work-In Tax - Total ($) Allowances Claimed	/Transaction/USTaxes/WorkInTotalAllowancesClaimed	numeric	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: nnnnnnnnnn
ChildCareContributionTaxRateEE	/Transaction/USTaxes/ChildCareContributionTaxRateEE	boolean	1		A	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
OverrideChildCareContributionTaxRateEECompanyRate	/Transaction/USTaxes/OverrideChildCareContributionTaxRateEECompanyRate	decimal	11	Y	A	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 Pro** section within this document. These are global settings. They cannot be set at the individual record level.

Header and Transaction Rules – FEIN Transfers (aka Component Company Changes)			
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** Transfer Employee / TRANSFER
EmployeeKey	Y	/Transactions/Transaction/Header/IdentifierRule/	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. Available field options are outlined in the HR Interface for UKG Pro > Employee Key section.

<table>
<tr><th colspan="4">Header and Transaction Rules – FEIN Transfers (aka Component Company Changes)</th></tr>
<tr><th>Field Label</th><th>Required</th><th>XPath</th><th>Import Requirements</th></tr>
<tr><td>Workflow Approvals</td><td>A</td><td>/Transactions/Transaction/Header/ApprovalRule/</td><td>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.</td></tr>
<tr><td>Transfer PTO Rule</td><td>A</td><td>/Transactions/Transaction/Header/TransferPTORule/</td><td>For Transfer, how to handle PTO plans (Transfer from Company A to Company B):

<table><tr><th>Options</th><th>TRANSFERPTORULE Value</th></tr><tr><td>Option for transferring balances</td><td>TRANSFERALL</td></tr><tr><td>Remove all existing PTO Records before new PTO Codes are added</td><td>n/a</td></tr></table>
This will handle transferring a PTO Plan (accrual option) to the same PTO Plan (accrual option) in the new company. It will not handle if there are multiple plans of the same type (accrual code). It will not transfer from one plan to another plan of the same type. New plans can also be sent.

If TRANSFERALL is not on, then just get the new ones sent setup.</td></tr>
<tr><td>Transfer Deduction Rule</td><td>A</td><td>/Transactions/Transaction/Header/TransferDeductionRule/</td><td>For Transfer, how to handle Deduction/Benefit plan goals:

<table><tr><th>Options</th><th>TRANSFERDEDUCTION_RULE Value</th></tr><tr><td>Option for transferring goal amount</td><td>GOALAMOUNT</td></tr><tr><td>Do not transfer the employee’s goal amounts</td><td>n/a</td></tr></table>
This will be applicable to all deduction/benefit plans that have been transferred.

If GOALAMOUNT is not on, then no goal amounts are transferred with the deduction/benefit plan(s).</td></tr>
</table>

<table>
<tr><th colspan="4">Header and Transaction Rules – FEIN Transfers (aka Component Company Changes)</th></tr>
<tr><th>Field Label</th><th>Required</th><th>XPath</th><th>Import Requirements</th></tr>
<tr><td>Transfer Term Rule</td><td>A</td><td>/Transactions/Transaction/Header/TransferTermRule/</td><td>For Transfer there is a limitation that you cannot transfer a terminated employee. This rule provides an option that will allow for the terminated employee to be transferred by changing their status to A, transferring them and then changing the status back to T:

<table><tr><th>Options</th><th>TRANSFERTERM_RULE Value</th></tr><tr><td>Transfer terminated employee</td><td>FORCETRANSFER</td></tr><tr><td>Do not transfer if employee’s status is terminated</td><td>n/a</td></tr></table>
If FORCETRANSFER is not on, then a terminated employee cannot be transferred and will result in an error.</td></tr>
<tr><td>Foreign Address Handling</td><td>A</td><td>/Transactions/Transaction/Header/ForeignAddressRule/</td><td>For employees transferred 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).</td></tr>
<tr><td>Additional Data</td><td>A</td><td></td><td>Supported</td></tr>
<tr><td>Platform Configuration Data</td><td>A</td><td></td><td>Currently supported</td></tr>
</table>

Field Requirements – FEIN Transfers (aka Component Company Changes)						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
						Includes only fields that are part of the Transfer transaction type.
Company	/Transactions/Transaction/KeyFields/PriorCompanyCode/	char	5	Y	Y	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.
Employee Key	/Transactions/Transaction/KeyFields/Identifier/	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.
New Company	/Transactions/Transaction/KeyFields/CompanyCode/	char	5	Y	Y	Requires a valid UKG Pro Company Code. Codes are client configured.
Effective Date	/Transactions/Transaction/KeyFields/EffectiveDate/	datetime	10	N	Y	Format: mm/dd/yyyy
SSN	/Transactions/Transaction/ID/SSN/	char	9	N	A	Required if transferring from a CAN company to a US company if they don't already have one Format: nnnnnnnnn
SIN	/Transactions/Transaction/ID/NationalID/	varchar	50	N	A	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. Format: nnnnnnnnn

Field Requirements – FEIN Transfers (aka Component Company Changes)						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
Expiry Date	/Transactions/Transaction/PrivateInfo/NationalIDExpireDate/	datetime	10	N	A	CAN only – required if it is a temporary SIN. UKG Pro automatically recognizes a temporary SIN when it starts with a 9. Format mm/dd/yyyy
Employee number	/Transactions/Transaction/ID/EmployeeNumber/	char	9	N	A	Required based on Client configuration
Time clock	/Transactions/Transaction/JobInformation/TimeclockID/	char	12	N	A	
Supervisor	/Transactions/Transaction/JobInformation/SupervisorId/	char	9	N	A	The EmpNo should be sent and a lookup can be done to the SupervisorID (EEID)
Supervisor's Company Code	/Transactions/Transaction/JobInformation/SupervisorCompanyCode/	char	5	N	A	The Supervisor's Company Code should be sent to help identify the correct EmpNo of the employee's supervisor.
Job group	/Transactions/Transaction/JobInformation/JobGrpCode/	char	5	Y	A	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 Import Tool will auto assign the job group. If the job is

Field Requirements – FEIN Transfers (aka Component Company Changes)						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**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.
Job	/Transactions/Transaction/JobInformation/JobCode/	char	8	Y	A	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 provide valid values to Vendor.
Position	/Transactions/Transaction/JobInformation/PositionCode/	char	8	N	A	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. When Position Management is used, the following fields are defaulted based on the Position configuration: • Job; cannot be overwritten

Field Requirements – FEIN Transfers (aka Component Company Changes)						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
						• Location; can be overwritten • Org Levels 1-4; can be overwritten
Pay Scale	/Transactions/Transaction/JobInformation/PayScaleCode/	Char	6	Y	A	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. Codes are setup in the System Configuration > Business Rules > Pay Scales page. You will need to provide valid values to Vendor.
Pay Step	/Transactions/Transaction/JobInformation/SalaryStep/	int	3	Y	A	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 values to Vendor. Note: When the Pay Step is sent, the pay rate will be automatically calculated and set on the employee record.
Alternate job title	/Transactions/Transaction/JobInformation/AlternateJobTitle/	varchar	150	N	A	

Field Requirements – FEIN Transfers (aka Component Company Changes)						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
Location	/Transactions/Transaction/JobInformation/LocationCode/	char	6	Y	A	Not required if using Position Management and the position is configured to set Location, it will default based on Position sent 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.
Project	/Transactions/Transaction/JobInformation/ProjectCode/	char	15	Y	A	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.
Org Level 1	/Transactions/Transaction/JobInformation/OrgLevel1Code/	char	6	Y	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 setup in the System Configuration > Business Rules > Client Org Level Name page. You will need to provide valid values to Vendor.

Field Requirements – FEIN Transfers (aka Component Company Changes)						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
Org Level 2	/Transactions/Transaction/JobInformation/OrgLevel2Code/	char	6	Y	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 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/Transaction/JobInformation/OrgLevel3Code/	char	6	Y	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 setup in the System Configuration > Business Rules > Client Org Level Name page. You will need to provide valid values to Vendor.
Org Level 4	/Transactions/Transaction/JobInformation/OrgLevel4Code/	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.

Field Requirements – FEIN Transfers (aka Component Company Changes)						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**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.
National union	/Transactions/Transaction/JobInformation/LaborUnionNationalCode/	char	12	Y	A	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.
Local union	/Transactions/Transaction/JobInformation/LaborUnionLocalCode/	char	12	Y	A	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.
Health Care Measurement Group	/Transactions/Transaction/JobInformation/HCEGroup/	Char	5	Y	A	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.

<table>
<tr><th colspan="7">Field Requirements – FEIN Transfers (aka Component Company Changes)</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td>ROE Issue Reason</td><td>/Transactions/Transaction/ROE/ROEIssueReason/</td><td>char</td><td>3</td><td>Y</td><td>Y</td><td>CAN only

When Issue Record of Employment field is checked, then this field is required. For a transfer, this is defaulted to check and would require ROE Issue Reason.

Requires a valid UKG Pro ROE Issue Reason Code.

If a ROE Issue Reason code is sent, the Record of Employment field will be automatically set to ‘Y’.

Codes are system delivered:

<table>
<tr><td>Code</td><td>Description</td></tr>
<tr><td>A00</td><td>Shortage of work / End of contract or season</td></tr>
<tr><td>A01</td><td>Employer bankruptcy or receivership</td></tr>
<tr><td>B00</td><td>Strike or lockout</td></tr>
<tr><td>D00</td><td>Illness or injury</td></tr>
<tr><td>E00</td><td>Quit</td></tr>
<tr><td>E02</td><td>Quit / Follow spouse</td></tr>
<tr><td>E03</td><td>Quit / Return to school</td></tr>
<tr><td>E04</td><td>Quit / Health reasons</td></tr>
<tr><td>E05</td><td>Quit / Voluntary retirement</td></tr>
<tr><td>E06</td><td>Quit / Take another job</td></tr>
<tr><td>E09</td><td>Quit / Employer relocation</td></tr>
<tr><td>E10</td><td>Quit / Care for dependent</td></tr>
<tr><td>E11</td><td>Quit / To become self-employed</td></tr>
</table>
</td></tr>
</table>

<table>
<tr><th colspan="6">Field Requirements – FEIN Transfers (aka Component Company Changes)</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td>
<table>
<tr><td>F00</td><td>Maternity</td></tr>
<tr><td>G00</td><td>Mandatory retirement</td></tr>
<tr><td>G07</td><td>Retirement / Approved workforce reduction</td></tr>
<tr><td>H00</td><td>Work-Sharing</td></tr>
<tr><td>J00</td><td>Apprentice training</td></tr>
<tr><td>K00</td><td>Other</td></tr>
<tr><td>K12</td><td>Other / Change of payroll frequency</td></tr>
<tr><td>K13</td><td>Other / Change of ownership</td></tr>
<tr><td>K14</td><td>Other / Requested by Employment Insurance</td></tr>
<tr><td>K15</td><td>Other/Canadian Forces – Queen’s Regulations</td></tr>
<tr><td>K16</td><td>Other / At the employee’s request</td></tr>
<tr><td>K17</td><td>Other / Change of Service Provider</td></tr>
<tr><td>M00</td><td>Dismissal</td></tr>
<tr><td>M08</td><td>Dismissal/Terminated in probationary period</td></tr>
<tr><td>N00</td><td>Leave of absence</td></tr>
<tr><td>P00</td><td>Parental</td></tr>
<tr><td>Z00</td><td>Compassionate Care</td></tr>
</table>
</td></tr>
<tr><td>Pay rate (Per hour)</td><td>/Transactions/Transaction/JobInformation/HourlyPayRate/</td><td>decimal</td><td>11</td><td>N</td><td>A</td><td>The “Per” will be set accordingly.

<table>
<tr><td>Code</td><td>Description</td></tr>
<tr><td>H</td><td>Hour</td></tr>
</table>

Can send up to 4 decimals places
Format nnnnnnn.nnnn</td></tr>
</table>

<table>
<tr><th colspan="7">Field Requirements – FEIN Transfers (aka Component Company Changes)</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td>Either Hourly Pay Rate OR Annual Salary should be sent, not both

Note: This value is automatically defaulted if using Pay Scale Functionality.</td></tr>
<tr><td>Pay rate (Per Year)</td><td>/Transactions/Transaction/JobInformation/AnnualSalary/</td><td>decimal</td><td>11</td><td>N</td><td>A</td><td>The “Per” will be set accordingly.

<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Year</td></tr></table>
Can send up to 2 decimals places
Format nnnnnnnnn.nn

Either Hourly Pay Rate OR Annual Salary should be sent, not both

Note: This value is automatically defaulted if using Pay Scale Functionality.</td></tr>
<tr><td>Other rate 1</td><td>/Transactions/Transaction/JobInformation/OtherRate1/</td><td>decimal</td><td>14</td><td>N</td><td>A</td><td>Available when you have configured using Other Rates

Can send up to 4 decimals places
Format nnnnnnnnnn.nnnn</td></tr>
<tr><td>Other rate 2</td><td>/Transactions/Transaction/JobInformation/OtherRate2/</td><td>decimal</td><td>14</td><td>N</td><td>A</td><td>Available when client has configured using Other Rates

Can send up to 4 decimals places
Format nnnnnnnnnn.nnnn</td></tr>
</table>

Field Requirements – FEIN Transfers (aka Component Company Changes)						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
Other rate 3	/Transactions/Transaction/JobInformation/OtherRate3/	decimal	14	N	A	Available when client has configured using Other Rates Can send up to 4 decimals places Format nnnnnnnnnn.nnnn
Other rate 4	/Transactions/Transaction/JobInformation/OtherRate4/	decimal	14	N	A	Available when client has configured using Other Rates Can send up to 4 decimals places Format nnnnnnnnnn.nnnn
Pay group	/Transactions/Transaction/JobInformation/PayGroup/	char	6	Y	A	Requires a valid UKG Pro Pay Group Code. Codes are client configured. Codes are setup in the System Configuration > Business Rules > Pay Groups page. You will need to provide valid values to Vendor.
Distribution center	/Transactions/Transaction/Personal/DistributionCenter/	char	6	Y	A	Requires a valid UKG Pro Distribution Center Code. Codes are client configured. Codes are setup in the System Configuration > Business Rules > Distribution Centers page. You will need to provide valid values to Vendor.
Scheduled hours	/Transactions/Transaction/JobInformation/ScheduledWorkHours/	decimal	8	N	A	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 an employee is weekly, then the hours sent should correspond to a weekly frequency (ex. 40). Format nnnn.nnnn

<table>
<tr><th colspan="7">Field Requirements – FEIN Transfers (aka Component Company Changes)</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td>Earnings group</td><td>/Transactions/Transaction/JobInformation/EarningsGroupCode/</td><td>char</td><td>5</td><td>Y</td><td>A</td><td>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.</td></tr>
<tr><td>Deduction/Benefit group</td><td>/Transactions/Transaction/JobInformation/BenefitGroupCode/</td><td>char</td><td>5</td><td>Y</td><td>A</td><td>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.</td></tr>
<tr><td>1095-C Deduction Group Assignment Date</td><td>/Transactions/Transaction/JobInformation/DedGroup1095AssignDate/</td><td>datetime</td><td>10</td><td>N</td><td>A</td><td>US only

Format: mm/dd/yyyy</td></tr>
<tr><td>Employee Type</td><td>/Transactions/Transaction/JobInformation/EmployeeTypeCode/</td><td>char</td><td>3</td><td>Y</td><td>A</td><td>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.</td></tr>
<tr><td>Hourly/Salaried</td><td>/Transactions/Transaction/JobInformation/SalaryOrHourly/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>Requires a valid UKG Pro Hourly/Salary Code. Codes are system-delivered:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>H</td><td>Hourly</td></tr></table></td></tr>
</table>

<table>
<tr><th colspan="7">Field Requirements – FEIN Transfers (aka Component Company Changes)</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td><table><tr><td>S</td><td>Salaried</td></tr></table></td></tr>
<tr><td>Full/part time</td><td>/Transactions/Transaction/JobInformation/FullOrPartTimeCode/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>Requires a valid UKG Pro Fulltime/Parttime Code. Codes are system delivered:
<table><tr><td>Code</td><td>Description</td></tr><tr><td>F</td><td>Fulltime</td></tr><tr><td>P</td><td>Parttime</td></tr></table></td></tr>
<tr><td>Shift Group</td><td>/Transactions/Transaction/JobInformation/ShiftGroupCode/</td><td>char</td><td>5</td><td>Y</td><td>A</td><td>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 Rules > Shift Groups page. You will need to provide valid values to Vendor.</td></tr>
<tr><td>Shift</td><td>/Transactions/Transaction/JobInformation/ShiftCode/</td><td>char</td><td>2</td><td>Y</td><td>A</td><td>Available when client has configured using Shifts.
Requires a valid UKG Pro Shift Code. Codes are client configured.

Codes are setup in the System Configuration > Business Rules > Shifts page. You will need to provide valid values to Vendor.</td></tr>
</table>

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<tr><td>Pay automatically</td><td>/Transactions/Transaction/JobInformation/IsAutopaid/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>Requires a valid UKG Pro Code. Codes are system delivered:
<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table></td></tr>
<tr><td>Address</td><td>/Transactions/Transaction/PrimaryAddress/AddressLine1/</td><td>varchar</td><td>30</td><td>N</td><td>A</td><td></td></tr>
<tr><td>Address line 2</td><td>/Transactions/Transaction/PrimaryAddress/AddressLine2/</td><td>varchar</td><td>30</td><td>N</td><td>A</td><td></td></tr>
<tr><td>City</td><td>/Transactions/Transaction/PrimaryAddress/AddressCity/</td><td>varchar</td><td>30</td><td>N</td><td>A</td><td></td></tr>
<tr><td>State/Province (Resident Tax State)</td><td>/Transactions/Transaction/PrimaryAddress/AddressStateCode/</td><td>varchar</td><td>2</td><td>Y</td><td>A</td><td>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 States/Provinces/Regions/Districts) page. You will need to provide valid values to Vendor.</td></tr>
</table>

Field Requirements – FEIN Transfers (aka Component Company Changes)						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
Zip/Postal code	/Transactions/Transaction/PrimaryAddress/AddressZipCode/	varchar	10	N	A	Page length is restricted to 10; data provided longer will be truncated Format: nnnnn or nnnnnnnnn Canada format: ananan
Country	/Transactions/Transaction/PrimaryAddress/AddressCountryCode/	char	3	Y	A	CAN only 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/Transaction/PrimaryAddress/AddressCounty/	varchar	30	N	A	
Home phone	/Transactions/Transaction/Personal/PhoneHomeNumber/	varchar	10	N	A	Format: nnnnnnnnnn
Country Code	/Transactions/Transaction/Contacts/ConPhoneHome	varchar	3	Y	A	Requires a valid UKG Pro Country Code. Codes are system delivered based on client configured Countries.

Field Requirements – FEIN Transfers (aka Component Company Changes)						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
	NumberCountryCode					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.
Work phone	/Transactions/Transaction/Personal/PhoneBusinessNumber/	varchar	10	N	A	Format: nnnnnnnnnn
Country Code	/Transactions/Transaction/Contacts/ConPhoneWorkNumberCountryCode	varchar	3	Y	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.
Extension	/Transactions/Transaction/Personal/PhoneBusinessExtension/	varchar	5	N	A	
Other	/Transactions/Transaction/Personal/PhoneOtherNumber/	varchar	10	N	A	Format: nnnnnnnnnn
Country Code	/Transactions/Transaction/Contacts/ConPhoneOtherNumberCountryCode	varchar	3	Y	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.

<table>
<tr><th colspan="7">Field Requirements – FEIN Transfers (aka Component Company Changes)</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td>Other Type</td><td>/Transactions/Transaction/Personal/PhoneOtherTypeCode/</td><td>char</td><td>3</td><td>Y</td><td>A</td><td>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 provide valid values to Vendor.</td></tr>
<tr><td>Primary e-mail</td><td>/Transactions/Transaction/Personal/AddressEmail/</td><td>varchar</td><td>50</td><td>N</td><td>A</td><td></td></tr>
<tr><td>Alternate e-mail</td><td>/Transactions/Transaction/Personal/AlternateEmail/</td><td>varchar</td><td>50</td><td>N</td><td>A</td><td></td></tr>
<tr><td>Mailstop</td><td>/Transactions/Transaction/Personal/MailStop</td><td>char</td><td>10</td><td>N</td><td>A</td><td></td></tr>
<tr><td>Marital status</td><td>/Transactions/Transaction/Personal/MaritalStatusCode/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>Requires a valid UKG Pro Marital Status Code. Some codes are system delivered:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>D</td><td>Divorced</td></tr><tr><td>M</td><td>Married</td></tr><tr><td>S</td><td>Single</td></tr><tr><td>W</td><td>Widow(er)</td></tr><tr><td>Z</td><td>None</td></tr></table></td></tr>
</table>

<table>
<tr><th colspan="7">Field Requirements – FEIN Transfers (aka Component Company Changes)</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td>Codes are setup in the System Configuration > Business Rules > Marital Status page. You will need to provide valid values to Vendor.</td></tr>
<tr><td>Ethnic origin</td><td>/Transactions/Transaction/Personal/EthnicId/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>US only

Requires a valid UKG Pro Ethnic Origin Code. Codes are system delivered:

<table><tr><th>Code</th><th>Description</th></tr><tr><td>1</td><td>White</td></tr><tr><td>2</td><td>Black or African American</td></tr><tr><td>3</td><td>Hispanic or Latino</td></tr><tr><td>5</td><td>American Indian/Alaskan Native</td></tr><tr><td>6</td><td>Asian</td></tr><tr><td>7</td><td>Native Hawaiian or Other Pacific Islander</td></tr><tr><td>8</td><td>Two or more races</td></tr><tr><td>Z</td><td>Not specified</td></tr></table></td></tr>
<tr><td>Ethnicity</td><td>/Transactions/Transaction/Personal/Ethnicity/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>CAN only

Requires a valid UKG Pro Ethnicity Code. Codes are client configured.</td></tr>
</table>

<table>
<tr><th colspan="7">Field Requirements – FEIN Transfers (aka Component Company Changes)</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td>Codes are setup in the System Configuration > Business Rules > International Ethnic Code page. You will need to provide valid values to Vendor.</td></tr>
<tr><td>Filing status (Federal)</td><td>/Transactions/Transaction/USTaxes/FederalFilingStatusCode/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>US only

If not provided, it will default to employee’s current setting.

Requires a valid UKG Pro Filing Status Code. Codes are system delivered:

<table>
<tr><th>Code</th><th>Description</th></tr>
<tr><td>H</td><td>Head of household</td></tr>
<tr><td>X</td><td>Married filing jointly – Multi job</td></tr>
<tr><td>V</td><td>Single/Married filing separately – Multi Job</td></tr>
<tr><td>Y</td><td>Head of household – Multi Job</td></tr>
<tr><td>E</td><td>NRA S/M filing separetly</td></tr>
<tr><td>F</td><td>NRA – S/M filing separately – MJ</td></tr>
<tr><td>T</td><td>Single/Married filing separetly</td></tr>
<tr><td>U</td><td>Married filing jointly</td></tr>
<tr><td>G</td><td>Form 673 S/M filing separately</td></tr>
<tr><td>I</td><td>Form 673 Marreid filing jointly</td></tr>
<tr><td>J</td><td>Form 673 Head of household</td></tr>
<tr><td>K</td><td>Form 673 S/M file sep – MJ</td></tr>
<tr><td>L</td><td>Form 673 Married file joint – MJ</td></tr>
<tr><td>O</td><td>Form 673 House of Household - MJ</td></tr>
</table></td></tr>
</table>

<table>
<tr><th colspan="7">Field Requirements – FEIN Transfers (aka Component Company Changes)</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>Total allowances claimed (Federal)</td><td>/Transactions/Transaction/USTaxes/FederalTotalAllowances/</td><td>int</td><td>3</td><td>N</td><td>A</td><td>US only

If not provided, will default to employee’s current setting</td></tr>
<tr><td>Additional amount withheld each paycheck (Federal)</td><td>/Transactions/Transaction/USTaxes/FederalAdditionalAmountWithheld/</td><td>decimal</td><td>11</td><td></td><td>A</td><td>US only

If not provided, will default to employee’s current setting

Format: nnnnnnnn.nn</td></tr>
<tr><td>Employee claims exemption from withholding (blocked) (Federal)</td><td>/Transactions/Transaction/USTaxes/FederalEmployeeClaimsExemption/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>US only

If not provided, will default to employee’s current setting

Requires a valid UKG Pro Code. Codes are system delivered:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table>
If true, then employee taxes are blocked.

If this value is ‘Y’, then the value for ‘Exempt From Tax’ should be set to ‘N’.</td></tr>
<tr><td>Payee is subject to backup</td><td>/Transactions/Transaction/USTaxes/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>US only</td></tr>
</table>

<table>
<tr><th colspan="7">Field Requirements – FEIN Transfers (aka Component Company Changes)</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td>withholding (Federal)</td><td>FederalBackupWithholding/</td><td></td><td></td><td></td><td></td><td>If not provided, will default to employee’s current setting

Requires a valid UKG Pro Code. Codes are system delivered:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table></td></tr>
<tr><td>Pension (Federal)</td><td>/Transactions/Transaction/USTaxes/FederalW2IsPension/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>US only

If not provided, will default to employee’s current setting

Requires a valid UKG Pro Code. Codes are system delivered:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table></td></tr>
<tr><td>Employee has a Federal lock-in letter (Federal)</td><td>/Transactions/Transaction/USTaxes/FederalLockInLetter/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>US only

If not provided, will default to employee’s current setting

Requires a valid UKG Pro Code. Codes are system delivered:

<table><tr><td>Code</td><td>Description</td></tr></table></td></tr>
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<tr><td></td><td></td><td></td><td></td><td></td><td></td><td><table><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table></td></tr>
<tr><td>Exempt from Tax (Federal)</td><td>/Transactions/Transaction/USTaxes/FederalExemptFromTax/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>US only

If not provided, will default to employee’s current setting

Requires a valid UKG Pro Code. Codes are system delivered:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table>
If this value is ‘Y’, then the value for ‘Employee claims exemptions from withholding (blocked Federal)’ should be set to ‘N’.</td></tr>
<tr><td>Filing status (State Work In)</td><td>/Transactions/Transaction/USTaxes/WorkInFilingStatusCode/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>US only

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:

See Code list in Hire section</td></tr>
</table>

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<tr><th colspan="7">Field Requirements – FEIN Transfers (aka Component Company Changes)</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td>Total allowances claimed (State Work In)</td><td>/Transactions/Transaction/USTaxes/WorkInTotalAllowances/</td><td>int</td><td>3</td><td>N</td><td>A</td><td>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</td></tr>
<tr><td>Additional Allowances (State Work In)</td><td>/Transactions/Transaction/USTaxes/WorkInAdditionalAllowances/</td><td>Int</td><td>3</td><td>N</td><td>A</td><td>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</td></tr>
<tr><td>Additional amount withheld each paycheck (State Work In)</td><td>/Transactions/Transaction/USTaxes/WorkInAdditionalAmountWithheld/</td><td>decimal</td><td>11</td><td>N</td><td>A</td><td>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: nnnnnnnnn.nn</td></tr>
<tr><td>Employee claims exemption from withholding (blocked) (State Work In)</td><td>/Transactions/Transaction/USTaxes/WorkInEmployeeClaimsExemption/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>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

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<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr></table></td></tr>
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<tr><td></td><td></td><td></td><td></td><td></td><td></td><td><table><tr><td>N</td><td>No</td></tr></table>
If true, then employee taxes are blocked.</td></tr>
<tr><td>Employee has a lock-in letter (State Work In)</td><td>/Transactions/Transaction/USTaxes/WorkInLockInLetter/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>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:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table></td></tr>
<tr><td>Select the correct state plan (State Work In)</td><td>/Transactions/Transaction/USTaxes/WorkInStateTaxPlan/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>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

This is only required if the Work Location state is California (CA).

Codes are system delivered:</td></tr>
</table>

<table>
<tr><th colspan="6">Field Requirements – FEIN Transfers (aka Component Company Changes)</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td><table><tr><th>Code</th><th>Description</th></tr><tr><td>Z</td><td>State unem. (TPSP exempt from disability)</td></tr><tr><td>P</td><td>Personal income tax only</td></tr><tr><td>S</td><td>State disability and state unemployment</td></tr><tr><td>J</td><td>State disability only (exempt from UI)</td></tr><tr><td>A</td><td>State un. only (public entity EE only)</td></tr><tr><td>X</td><td>State unem. (religious exempt from dis.)</td></tr><tr><td>Y</td><td>State unem. (sole stockhold exempt from dis.)</td></tr><tr><td>U</td><td>Vol. disability and state unemployment</td></tr><tr><td>L</td><td>Vol. disability only (exempt from UI)</td></tr></table></td></tr>
<tr><td>Select the correct disability plan (State Work In)</td><td>/Transactions/Transaction/USTaxes/WorkInStateTaxDisabilityPlan/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>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

This is only required if the Work Location state is California, Rhode Island, New York, New Jersey, Puerto Rico, or Washington.

Codes are system delivered:</td></tr>
</table>

<table>
<tr><th colspan="7">Field Requirements – FEIN Transfers (aka Component Company Changes)</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td><table><tr><td>Code</td><td>Description</td></tr><tr><td>S</td><td>State</td></tr><tr><td>P</td><td>Private</td></tr><tr><td>R</td><td>New York Employer–Paid Plan</td></tr><tr><td>N</td><td>New York Employer–Employee Shared Plan</td></tr><tr><td>W</td><td>Washington Paid Medical Leave Employer Share</td></tr></table></td></tr>
<tr><td>Select a Geographic code (State Work In)</td><td>/Transactions/Transaction/USTaxes/WorkInStateGeographicCode/</td><td>char</td><td>2</td><td>Y</td><td>A</td><td>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</td></tr>
<tr><td>Select an occupational code (State Work In)</td><td>/Transactions/Transaction/USTaxes/WorkInStateOccupationalCode/</td><td>varchar</td><td>10</td><td>Y</td><td>A</td><td>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.</td></tr>
</table>

<table>
<tr><th colspan="7">Field Requirements – FEIN Transfers (aka Component Company Changes)</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td>This is only required if the Work Location state is Alaska and Louisiana.

Codes are system delivered:

See Code list in Hire section</td></tr>
<tr><td>Not subject to Tax (State work-in)</td><td>/Transactions/Transaction/USTaxes/WorkInNotSubjectToTax/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>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:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table></td></tr>
<tr><td>Filing status (State Live In)</td><td>/Transactions/Transaction/USTaxes/ResidentFilingStatusCode/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>US only

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 Filing Status Code. Codes are system delivered:</td></tr>
</table>

Field Requirements – FEIN Transfers (aka Component Company Changes)						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
						See Filing Status file above
Total allowances claimed (State Live In)	/Transactions/Transaction/USTaxes/ResidentTotalAllowances/	int	3	N	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
Additional Allowances (State Live In)	/Transactions/Transaction/USTaxes/ResidentAdditionalAllowances/	int	3	N	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 Only applicable to states that allow additional allowances.
Additional amount withheld each paycheck (State Live In)	/Transactions/Transaction/USTaxes/ResidentAdditionalAmountWIthheld/	decimal	11	N	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 Format: nnnnnnnnn.nn
Employee claims exemption from withholding (blocked) (State Live In)	/Transactions/Transaction/USTaxes/ResidentEmployeeClaimsExemption/	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

<table>
<tr><th colspan="7">Field Requirements – FEIN Transfers (aka Component Company Changes)</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td>Requires a valid UKG Pro Code. Codes are system delivered:
<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table>
If true, then employee taxes are blocked.</td></tr>
<tr><td>Employee has a lock-in letter (State Live In)</td><td>/Transactions/Transaction/USTaxes/ResidentLockInLetter/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>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:
<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table></td></tr>
<tr><td>Not subject to Tax (State live-in)</td><td>/Transactions/Transaction/USTaxes/ResidentNotSubjectToTax/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>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</td></tr>
</table>

<table>
<tr><th colspan="7">Field Requirements – FEIN Transfers (aka Component Company Changes)</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
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<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table></td></tr>
<tr><td>Received a certificate of non-residence from this employee (State Work In)</td><td>/Transactions/Transaction/USTaxes/WorkInReciprocalAgreement/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>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

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<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table>
If not provided, it will follow UKG Pro default</td></tr>
<tr><td>Work-in res vs work-in non-res</td><td>/Transactions/Transaction/USTaxes/LocalWorkInTaxResidentStatus/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>US only

Some jurisdictions have a work-in resident rate and a work-in non-resident rate (Ex. Denver, 5 Boroughs).

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<tr><td></td><td></td><td></td><td></td><td></td><td></td><td><table><tr><td>Code</td><td>Description</td></tr><tr><td>R</td><td>Resident</td></tr><tr><td>N</td><td>Non-resident</td></tr></table>
If not provided and using SmartTax, 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 using SmartTax, then it will default to ‘N’</td></tr>
<tr><td>OCC tax Not Subject to (Local Work-in)</td><td>/Transactions/Transaction/USTaxes/LocalWorkInOccNotSubjectToTax/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>US only

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<tr><td>OCC Block Tax Amount (Local Work-in)</td><td>/Transactions/Transaction/USTaxes/LocalWorkInOccClaimsExemption/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>US only</td></tr>
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<tr><td>OTHER tax Not Subject to (Local Work In)</td><td>/Transactions/Transaction/USTaxes/LocalWorkInOthNotSubjectToTax/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>US only

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<tr><td>OTHER Block Tax Amount (Local Work In)</td><td>/Transactions/Transaction/USTaxes/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>US only</td></tr>
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<tr><td></td><td>LocalWorkInOthClaimsExemption/</td><td></td><td></td><td></td><td></td><td>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

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<tr><td>SD tax Not Subject to (Local Live In)</td><td>/Transactions/Transaction/USTaxes/LocalResidentSDNotSubjectToTax/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>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

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<tr><td>SD Block Tax Amount (Local Live In)</td><td>/Transactions/Transaction/USTaxes/LocalResidentSDClaimsExemption/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>US only

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<tr><td>Workers Compensation Tax Not Subject To (Local Work In)</td><td>/Transactions/Transaction/USTaxes/LocalWorkInWCNotSubjectToTax/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>US only

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<tr><td>Not Subject to (Local Work-in)</td><td>/Transactions/Transaction/USTaxes/LocalWorkInNotSubjectToTax/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>US only

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<tr><td>Block Tax Amount (Local Live In)</td><td>/Transactions/Transaction/USTaxes/LocalWorkInClaimsExemption/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>US only

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<tr><td>Not Subject to (Local Live In)</td><td>/Transactions/Transaction/USTaxes/LocalResidentNotSubjectToTax/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>US only

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<tr><td>PSD Code (Resident Taxes)</td><td>/Transactions/Transaction/USTaxes/LocalPSDCode/</td><td>char</td><td>8</td><td>Y</td><td>A</td><td>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 current setting</td></tr>
<tr><td>Exempt from Income Tax (Canada Federal)</td><td>/Transactions/Transaction/CANTaxes/FederalExemptFromTax/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>CAN only

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<tr><td>Exempt from Canada Pension Plan (Canada Federal)</td><td>/Transactions/Transaction/CANTaxes/FederalPensionBlockTaxAmount/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>CAN only

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<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table></td></tr>
<tr><td>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</td><td>/Transactions/Transaction/CANTaxes/FederalPensionExemptDueToElections</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>CAN only

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<tr><td>types listed on the back of Form CPT20, Election to Pay Canada Pension Plan Contributions Form CPT20 (Canada Federal)</td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>Exempt from Employment Insurance (Canada Federal)</td><td>/Transactions/Transaction/CANTaxes/FederalExemptEmploymentInsurance/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>CAN only

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<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table></td></tr>
<tr><td>Withhold and Report Months to contribute (Canada Federal)</td><td>/Transactions/Transaction/CANTaxes/FederalPensionMonthsToContrtibute/</td><td>int</td><td>2</td><td>N</td><td>A</td><td>CAN only

Options and 1-11</td></tr>
<tr><td>Use basic personal amount (Canada Federal)</td><td>/Transactions/Transaction/CANTaxes/FederalUseBasicPersonalAmount/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>CAN only

Only one of the 3 is selected:
Use basic personal amount or
Total claim amount or</td></tr>
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<tr><td></td><td></td><td></td><td></td><td></td><td></td><td>• Total income less total claim amount

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<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table>
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.</td></tr>
<tr><td>Total claim amount (Canada Federal)</td><td>/Transactions/Transaction/CANTaxes/FederalTotalClaimAmount/</td><td>decimal</td><td>11</td><td>N</td><td>A</td><td>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: nnnnnnnnn.nn</td></tr>
<tr><td>Deduction for living in prescribed zone (Canada Federal)</td><td>/Transactions/Transaction/CANTaxes/FederalPrescribedDeductionZone/</td><td>decimal</td><td>11</td><td>N</td><td>A</td><td>CAN only

Format: nnnnnnnnn.nn</td></tr>
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<tr><td>Total income less than total claim amount (Canada Federal)</td><td>/Transactions/Transaction/CANTaxes/FederalIncomeLessClaimAmount/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>CAN only

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Total claim amount or
Total income less total claim amount
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<tr><td>Additional tax to be deducted (Canada Federal)</td><td>/Transactions/Transaction/CANTaxes/FederalAdditionalAmountWithheld/</td><td>decimal</td><td>11</td><td>N</td><td>A</td><td>CAN only

Format: nnnnnnnnn.nn</td></tr>
<tr><td>Annual deductions to income (Canada Federal)</td><td>/Transactions/Transaction/CANTaxes/FederalEERequestedReductionInTax/</td><td>decimal</td><td>11</td><td>N</td><td>A</td><td>CAN only

Format: nnnnnnnnn.nn</td></tr>
<tr><td>Other Federal tax credit (Canada Federal)</td><td>/Transactions/Transaction/CANTaxe</td><td>decimal</td><td>11</td><td>N</td><td>A</td><td>CAN only

Format: nnnnnnnnn.nn</td></tr>
</table>

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<tr><td></td><td>s/FederalTaxCreditAmount/</td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>Employee is commissioned claiming expenses (Canada Federal)</td><td>/Transactions/Transaction/CANTaxes/FederalIsCommissionEE/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>CAN only

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<tr><td>Estimated commission expense (Canada Federal)</td><td>/Transactions/Transaction/CANTaxes/FederalEECommissionedClaimingExpenses/</td><td>decimal</td><td>11</td><td>N</td><td>A</td><td>CAN only

Format: nnnnnnnnn.nn</td></tr>
<tr><td>Estimated total remuneration (Canada Federal)</td><td>/Transactions/Transaction/CANTaxes/FederalEstimatedRemuneration/</td><td>decimal</td><td>11</td><td>N</td><td>A</td><td>CAN only

Format: nnnnnnnnn.nn</td></tr>
<tr><td>Estimated total deduction amount for the year (Canada Federal)</td><td>/Transactions/Transaction/CANTaxes/FederalEstimatedTotIntlPreTaxAmount/</td><td>decimal</td><td>11</td><td>N</td><td>A</td><td>CAN only

Format: nnnnnnnnn.nn</td></tr>
<tr><td>Exempt from Income Tax</td><td>/Transactions/Transaction/CANTaxe</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>CAN only</td></tr>
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<tr><td>(Canada Provincial)</td><td>s/ProvinceExemptFromTax/</td><td></td><td></td><td></td><td></td><td>Requires a valid UKG Pro Code. Codes are system delivered:
<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table></td></tr>
<tr><td>Exempt from Quebec Pension Plan (Canada Provincial)</td><td>/Transactions/Transaction/CANTaxes/ProvincePensionBlockTaxAmount/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>CAN only

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<tr><td>Exempt from Parental Insurance Plan (Canada Provincial)</td><td>/Transactions/Transaction/CANTaxes/ProvinceInsPlanExemptFromTax/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>CAN only

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<tr><td>Withhold and Report Months</td><td>/Transactions/Transaction/CANTaxe</td><td>int</td><td>2</td><td>N</td><td>A</td><td>CAN only</td></tr>
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<tr><td>to contribute (Canada Provincial)</td><td>s/ProvincePensionMonthsToContribute</td><td></td><td></td><td></td><td></td><td>Options are 1-11</td></tr>
<tr><td>Number of dependents (Canada Provincial)</td><td>/Transactions/Transaction/CANTaxes/ProvinceNumberOfDependents/</td><td>int</td><td>3</td><td>N</td><td>A</td><td>CAN only</td></tr>
<tr><td>Use basic personal amount (Canada Provincial)</td><td>/Transactions/Transaction/CANTaxes/ProvinceUseBasicPersonalAmount/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>CAN only

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Total income less total claim amount
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<tr><td>Total claim amount (Canada Provincial)</td><td>/Transactions/Transaction/CANTaxes/ProvinceTotalClaimAmount/</td><td>decimal</td><td>11</td><td>N</td><td>A</td><td>CAN only

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<tr><td>Deduction for living in prescribed zone (Canada Provincial)</td><td>/Transactions/Transaction/CANTaxes/ProvincePrescribedDeductionZone/</td><td>decimal</td><td>11</td><td>N</td><td>A</td><td>CAN only

Format: nnnnnnnnn.nn</td></tr>
<tr><td>Total income less than total claim amount (Canada Provincial)</td><td>/Transactions/Transaction/CANTaxes/ProvinceIncomeLessClaimAmount/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>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:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table></td></tr>
<tr><td>Additional tax to be deducted (Canada Provincial)</td><td>/Transactions/Transaction/CANTaxes/ProvinceAdditionalAmountWithheld/</td><td>decimal</td><td>11</td><td>N</td><td>A</td><td>CAN only

Format: nnnnnnnnn.nn</td></tr>
</table>

Field Requirements – FEIN Transfers (aka Component Company Changes)						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
Annual deductions to income (Canada Provincial)	/Transactions/Transaction/CANTaxes/ProvinceRequestReductionAmount /	decimal	11	N	A	CAN only Format: nnnnnnnnn.nn
Other Provincial tax credit (Canada Provincial)	/Transactions/Transaction/CANTaxes/ProvinceTaxCreditAmount/	decimal	11	N	A	CAN only Format: nnnnnnnnn.nn
Estimated net commission for year (Canada Provincial)	/Transactions/Transaction/CANTaxes/ProvinceNetCommissionAmt/	decimal	11	N	A	CAN only Format: nnnnnnnnn.nn
Original hire date	/Transactions/Transaction/Status/DateOfOriginalHire/	datetime	10	N	A	Updated for New Hires only Format: mm/dd/yyyy
Last hire date	/Transactions/Transaction/Status/DateOfLastHire/	datetime	10	N	A	Updated for both New Hires and Rehires Format: mm/dd/yyyy
Seniority	/Transactions/Transaction/Status/DateOfSeniority/	datetime	10	N	A	Updated for both New Hires and Rehires Format: mm/dd/yyyy
Benefit seniority	/Transactions/Transaction/Status/DateOfBenefitSeniority/	datetime	10	N	A	Updated for both New Hires and Rehires Format: mm/dd/yyyy

<table>
<tr><th colspan="7">Field Requirements – FEIN Transfers (aka Component Company Changes)</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td>Next Review Dates: Salary</td><td>/Transactions/Transaction/Status/DateOfNextSalaryReview/</td><td>datetime</td><td>10</td><td>N</td><td>A</td><td>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</td></tr>
<tr><td>Next Review Dates: Performance</td><td>/Transactions/Transaction/Status/DateOfNextPerformanceReview/</td><td>datetime</td><td>10</td><td>N</td><td>A</td><td>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</td></tr>
<tr><td>Working From Home</td><td>/Transactions/Transaction/USTaxes/WorkInWorkingFromHome/</td><td>char</td><td>1</td><td></td><td>A</td><td>US Only

If not provided, it will default to N.

Requires a valid UKG Pro Code. Codes are system delivered:
<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table>
If true, it will enable the configuration of certain Resident taxes on the Work Location</td></tr>
</table>

Field Requirements – FEIN Transfers (aka Component Company Changes)						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
Disable State Reciprocity	/Transactions/Transaction/USTaxes/WorkInDisableStateReciprocity/	char	1		A	US Only If not provided, it will default to N. Requires a valid UKG Pro Code. Codes are system delivered: Code: 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

Transaction 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.

<table>
<tr><th colspan="4">Header and Transaction Rules – Add/Change Global Employee Business Process (Status and Key Dates Changes)</th></tr>
<tr><th>Field Label</th><th>Required</th><th>XPath</th><th>Import Requirements</th></tr>
<tr><td>TransactionType</td><td>Y</td><td>/Transactions/Transaction/Header/TransactionType/</td><td>Identifies the type of transaction to process. Available field options are:

<table><tr><th>Options</th><th>TRANSACTIONTYPE Value</th></tr><tr><td>Global Status Change</td><td>GLOBALSTATUS</td></tr></table></td></tr>
<tr><td>EmployeeKey</td><td>Y</td><td>/Transactions/Transaction/Header/IdentifierRule/</td><td>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.</td></tr>
<tr><td>Workflow Approvals</td><td>A</td><td>/Transactions/Transaction/Header/ApprovalRule/</td><td>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.</td></tr>
<tr><td>Additional Data</td><td>A</td><td></td><td>Supported</td></tr>
<tr><td>Platform Configuration Data</td><td>A</td><td></td><td>Not currently supported</td></tr>
</table>

Field Requirements – – Add/Change Global Employee Business Process (Status and Key Dates Changes)						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
						Includes only fields that are part of the Global Status Change transaction type.
Company	/Transactions/Transaction/KeyFields/CompanyCode/	char	5	Y	Y	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 vs Canada Component Company.
National ID	/Transactions/Transaction/ID/NationalID/	char	50	N	Y	
Status	/Transactions/Transaction/Status/StatusCode/	char	1	Y	A	Requires a valid UKG Pro Fulltime/Parttime Code. Codes are system delivered: Code: A – Description: Active Currently only supports changing Status from T(erminated) to A(ctive)
Original hire	/Transactions/Transaction/Status/DateOfOriginalHire/	datetime	10	N	A	Format: mm/dd/yyyy
Last hire	/Transactions/Transaction/Status/DateOfLastHire/	datetime	10	N	A	Format: mm/dd/yyyy
Seniority	/Transactions/Transaction/Status/DateOfSeniority/	datetime	10	N	A	Format: mm/dd/yyyy

Field Requirements – – Add/Change Global Employee Business Process (Status and Key Dates Changes)						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
Benefit seniority	/Transactions/Transaction/Status/DateOfBenefitSeniority/	datetime	10	N	A	Format: mm/dd/yyyy
Effective date	/Transactions/Transaction/KeyFields/EffectiveDate/	datetime	10	N	Y	Format: mm/dd/yyyy
Job Change Reason	/Transactions/Transaction/JobInformation/JobChangeReason/	char	6	Y	Y	Requires a valid UKG Pro Job Change Reason Code. Codes are client configured. Codes are setup in the System Configuration > Business Rules > Job Change Reasons page. You will need to provide valid values to 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.

<table>
<tr><th colspan="4">Header and Transaction Rules – Add/Change Global Employee Business Process (New Hires)</th></tr>
<tr><th>Field Label</th><th>Required</th><th>XPath</th><th>Import Requirements</th></tr>
<tr><td>TransactionType</td><td>Y</td><td>/Transactions/Transaction/Header/TransactionType/</td><td>Identifies the type of transaction to process. Available field options are:

<table><tr><th>Options</th><th>TRANSACTIONTYPE Value</th></tr><tr><td>Global New Hire</td><td>GLOBALHIRE</td></tr></table></td></tr>
<tr><td>EmployeeKey</td><td>Y</td><td>/Transactions/Transaction/Header/IdentifierRule/</td><td>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.

Available field options are outlined in the HR Interface for UKG Pro > Employee Key section.</td></tr>
<tr><td>Workflow Approvals</td><td>A</td><td>/Transactions/Transaction/Header/ApprovalRule/</td><td>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.</td></tr>
<tr><td>Additional Data</td><td>A</td><td></td><td>Supported</td></tr>
<tr><td>Platform Configuration Data</td><td>A</td><td></td><td>Currently supported</td></tr>
</table>

Field Requirements – Add/Change Global Employee Business Process (New Hires)						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
						Includes only fields that are part of the Add Global Employee transaction type.
Company	/Transactions/Transaction/KeyFields/CompanyCode/	char	5	Y	Y	Requires a valid UKG Pro Company Code. Codes are client configured.
Effective date	/Transactions/Transaction/KeyFields/EffectiveDate/	datetime	10	N	A	Format: mm/dd/yyyy This field is required if this is a Rehire.
National ID	/Transactions/Transaction/ID/NationalID/	char	50	N	Y	
Prefix	/Transactions/Transaction/Personal/NamePrefixCode/	varchar	4	Y	A	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 Rules > Name Prefix page. You will need to provide valid values to Vendor.
First name	/Transactions/Transaction/Personal/NameFirst/	varchar	100	N	Y	
Middle name	/Transactions/Transaction/Personal/NameMiddle/	varchar	50	N	A	
Last name	/Transactions/Transaction/Personal/NameLast/	varchar	100	N	Y	

Field Requirements – Add/Change Global Employee Business Process (New Hires)						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
Former last	/Transactions/Transaction/Personal/NameFormer/	varchar	100	N	A	
Preferred name	/Transactions/Transaction/Personal/NamePreferred/	varchar	100	N	A	
Suffix	/Transactions/Transaction/Personal/NameSuffixCode/	varchar	5	Y	A	Requires a valid UKG Pro Suffix Code. Code value is restricted to 5. Codes are client configured. Codes are setup in the System Configuration > Business Rules > Name Suffix page. You will need to provide valid values to Vendor.
Employee number	/Transactions/Transaction/ID/EmployeeNumber/	char	9	N	A	If using Employee Numbering Rule = Manual, this field is required.
Date of birth	/Transactions/Transaction/Personal/DateOfBirth/	datetime	10	N	Y	Format: mm/dd/yyyy
Marital Status	/Transactions/Transaction/Personal/MaritalStatusCode	string	1		A	UseGlobalHireEmpNo set to FALSE in Configurations Settings page (Menu Administration > Integration Studio > Import Tool > Configurations). Requires a valid UKG Pro Marital Status Code. Codes are client configured.

Field Requirements – Add/Change Global Employee Business Process (New Hires)						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**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.
Gender	/Transactions/Transaction/Personal/GenderCode/	char	1	Y	A	Requires a valid UKG Pro Gender Code. Codes are system delivered: Codes are setup in the System Configuration > Business Rules > Gender page. You will need to provide valid values to Vendor.
Country	/Transactions/Transaction/PrimaryAddress/AddressCountryCode/	char	3	Y	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.
Address	/Transactions/Transaction/PrimaryAddress/AddressLine1/	varchar	255	N	A	
Address line 2	/Transactions/Transaction/PrimaryAddress/AddressLine2/	varchar	255	N	A	
City	/Transactions/Transaction/PrimaryAddress/AddressCity/	varchar	255	N	A	

<table>
<tr><th colspan="7">Field Requirements – Add/Change Global Employee Business Process (New Hires)</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td>State/Province (Resident Tax State)</td><td>/Transactions/Transaction/PrimaryAddress/AddressStateCode/</td><td>varchar</td><td>6</td><td>Y</td><td>A</td><td>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) page. You will need to provide valid values to Vendor.</td></tr>
<tr><td>Zip/Postal code</td><td>/Transactions/Transaction/PrimaryAddress/AddressZipCode/</td><td>varchar</td><td>50</td><td>N</td><td>A</td><td></td></tr>
<tr><td>County</td><td>/Transactions/Transaction/PrimaryAddress/AddressCounty/</td><td>varchar</td><td>255</td><td>N</td><td>A</td><td></td></tr>
<tr><td>Home phone</td><td>/Transactions/Transaction/Personal/PhoneHomeNumber/</td><td>varchar</td><td>50</td><td>N</td><td>A</td><td></td></tr>
<tr><td>Home Phone is Private</td><td>/Transactions/Transaction/Personal/PhoneHomePrivate</td><td>string</td><td>1</td><td></td><td>A</td><td>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:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table></td></tr>
</table>

Field Requirements – Add/Change Global Employee Business Process (New Hires)						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
						If true, it will mark Home Phone as Private
Country Code	/Transactions/Transaction/Contacts/ConPhoneHomeNumberCountryCode	varchar	3	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) page. You will need to provide valid values to Vendor.
Work phone	/Transactions/Transaction/Personal/PhoneBusinessNumber/	varchar	50	N	A	
Country Code	/Transactions/Transaction/Contacts/ConPhoneWorkNumberCountryCode	varchar	3	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) page. You will need to provide valid values to Vendor.
Extension	/Transactions/Transaction/Personal/PhoneBusinessExtension/	varchar	10	N	A	
Primary e-mail	/Transactions/Transaction/Personal/AddressEmail/	varchar	50	N	A	

Field Requirements – Add/Change Global Employee Business Process (New Hires)						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
Alternate e-mail	/Transactions/Transaction/Personal/AlternateEmail/	varchar	50	N	A	
Mailstop	/Transactions/Transaction/Personal/Mailstop/	char	10	N	A	
Supervisor	/Transactions/Transaction/JobInformation/SupervisorId/	char	9	N	A	The EmpNo should be sent and a lookup can be done to the SupervisorID (EEID)
Supervisor's Company Code	/Transactions/Transaction/JobInformation/SupervisorCompanyCode/	char	5	Y	A	The Supervisor's Company Code should be sent to help identify the correct EmpNo of the employee's supervisor.
Change Reason	/Transactions/Transaction/JobInformation/JobChangeReason/	char	6	Y	A	Requires a valid UKG Pro Job Code. Codes are client configured. This field is required if this is a Global Rehire.
Job	/Transactions/Transaction/JobInformation/JobCode/	char	8	Y	Y	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 provide valid values to Vendor.
Alternate title	/Transactions/Transaction/JobInform	varchar	30	N	A	

Field Requirements – Add/Change Global Employee Business Process (New Hires)						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
	ation/AlternateJobTitle/					
Location	/Transactions/Transaction/JobInformation/LocationCode/	char	6	Y	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/Transaction/JobInformation/OrgLevel1Code/	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.
Org Level 2	/Transactions/Transaction/JobInformation/OrgLevel2Code/	char	6	Y	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/Transaction/JobInformation/OrgLevel3Code/	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 Requirements – Add/Change Global Employee Business Process (New Hires)						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
Org Level 4	/Transactions/Transaction/JobInformation/OrgLevel4Code/	char	6	Y	A	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.
Project	/Transactions/Transaction/JobInformation/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/Transaction/JobInformation/LaborUnionNationalCode	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.

<table>
<tr><th colspan="7">Field Requirements – Add/Change Global Employee Business Process (New Hires)</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td>Local Union</td><td>/Transactions/Transaction/JobInformation/LaborUnionLocalCode</td><td>string</td><td>12</td><td></td><td>A</td><td>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.</td></tr>
<tr><td>Currency</td><td>/Transactions/Transaction/JobInformation/CurrencyCode/</td><td>char</td><td>3</td><td>Y</td><td>Y</td><td>Requires a valid UKG Pro Code. Codes are system delivered.</td></tr>
<tr><td>Pay rate (Per hour)</td><td>/Transactions/Transaction/JobInformation/HourlyPayRate/</td><td>decimal</td><td>11</td><td>N</td><td>A</td><td>The “Per” will be set accordingly.

<table><tr><td>Code</td><td>Description</td></tr><tr><td>H</td><td>Hour</td></tr></table>
Can send up to 4 decimals places
Format nnnnnnn.nnnn

Either Hourly Pay Rate OR Annual Salary should be sent and it is required to send one or other</td></tr>
<tr><td>Pay rate (Per Year)</td><td>/Transactions/Transaction/JobInform</td><td>decimal</td><td>11</td><td>N</td><td>A</td><td>The “Per” will be set accordingly.

<table><tr><td>Code</td><td>Description</td></tr></table></td></tr>
</table>

Field Requirements – Add/Change Global Employee Business Process (New Hires)						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
	ation/AnnualSalary/					Y Year Can send up to 2 decimals places Format nnnnnnnnn.nn Either Hourly Pay Rate OR Annual Salary should be sent and it is required to send one or other
Other Rate 1	/Transactions/Transaction/JobInformation/OtherRate1	decimal	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 nnnnnnnnnn.nnnn
Other Rate 2	/Transactions/Transaction/JobInformation/OtherRate2	decimal	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 nnnnnnnnnn.nnnn
Other Rate 3	/Transactions/Transaction/JobInformation/OtherRate3	decimal	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 Requirements – Add/Change Global Employee Business Process (New Hires)						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
						Can send up to 4 decimals places Format nnnnnnnnnn.nnnn
Other Rate 4	/Transactions/Transaction/JobInformation/OtherRate4	decimal	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 nnnnnnnnnn.nnnn
Pay group	/Transactions/Transaction/JobInformation/PayGroup/	char	6	Y	Y	Requires a valid UKG Pro Pay Group Code. Codes are client configured. Codes are setup in the System Configuration > Business Rules > Pay Groups page. You will need to provide valid values to Vendor.
Scheduled hours	/Transactions/Transaction/JobInformation/ScheduledWorkHours/	decimal	8	N	Y	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). If an employee is weekly, then the hours sent should correspond to a weekly frequency (for example, 40). Format nnnn.nnnn
Shift	/Transactions/Transaction/JobInformation/ShiftCode	string	2		A	UseGlobalHireEmpNo set to FALSE in the Configurations Settings page (Menu Administration > Integration Studio > Import Tool > Configurations).

Field Requirements – Add/Change Global Employee Business Process (New Hires)						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
						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.
Payments per year	/Transactions/Transaction/JobInformation/NumberOfPayments/	int	3	Y	A	Requires a valid UKG Pro Code. Codes are system delivered: Code 12 13 14 15 This is required when the pay frequency is Monthly
Weekly hours	/Transactions/Transaction/JobInformation/WeeklyHours/	decimal	7	N	A	Format nnn.nnnn
Employee Type	/Transactions/Transaction/JobInformation/EmployeeTypeCode/	char	3	Y	Y	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/Transaction/JobInform	char	1	Y	Y	Requires a valid UKG Pro Hourly/Salary Code. Codes are system delivered:

<table>
<tr><th colspan="7">Field Requirements – Add/Change Global Employee Business Process (New Hires)</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td></td><td>ation/SalaryOrHourly/</td><td></td><td></td><td></td><td></td><td><table><tr><td>Code</td><td>Description</td></tr><tr><td>H</td><td>Hourly</td></tr><tr><td>S</td><td>Salaried</td></tr></table></td></tr>
<tr><td>Full/part time</td><td>/Transactions/Transaction/JobInformation/FullOrPartTimeCode/</td><td>char</td><td>1</td><td>Y</td><td>Y</td><td>Requires a valid UKG Pro Fulltime/Parttime Code. Codes are system delivered:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>F</td><td>Fulltime</td></tr><tr><td>P</td><td>Parttime</td></tr></table></td></tr>
<tr><td>Deduction/Benefit group</td><td>/Transactions/Transaction/JobInformation/BenefitGroupCode/</td><td>char</td><td>5</td><td>Y</td><td>Y</td><td>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.</td></tr>
<tr><td>Original hire</td><td>/Transactions/Transaction/Status/DateOfOriginalHire/</td><td>datetime</td><td>10</td><td>N</td><td>Y</td><td>Format: mm/dd/yyyy</td></tr>
<tr><td>Last hire</td><td>/Transactions/Transaction/Status/DateOfLastHire/</td><td>datetime</td><td>10</td><td>N</td><td>Y</td><td>Format: mm/dd/yyyy</td></tr>
</table>

Field Requirements – Add/Change Global Employee Business Process (New Hires)						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
Seniority	/Transactions/Transaction/Status/DateOfSeniority/	datetime	10	N	Y	Format: mm/dd/yyyy
Benefit seniority	/Transactions/Transaction/Status/DateOfBenefitSeniority/	datetime	10	N	Y	Format: mm/dd/yyyy

Global Employee Transfer

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.

<table>
<tr><th colspan="4">Header and Transaction Rules – Add/Change Global Employee Business Process (New Hires)</th></tr>
<tr><th>Field Label</th><th>Required</th><th>XPath</th><th>Import Requirements</th></tr>
<tr><td>TransactionType</td><td>Y</td><td>/Transactions/Transaction/Header/TransactionType/</td><td>Identifies the type of transaction to process. Available field options are:

<table><tr><th>Options</th><th>TRANSACTIONTYPE Value</th></tr><tr><td>Global New Hire</td><td>GLOBALTRANSFER</td></tr></table></td></tr>
<tr><td>EmployeeKey</td><td>Y</td><td>/Transactions/Transaction/Header/IdentifierRule/</td><td>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.

Available field options are outlined in the HR Interface for UKG Pro > Employee Key section.</td></tr>
<tr><td>Workflow Approvals</td><td>A</td><td>/Transactions/Transaction/Header/ApprovalRule/</td><td>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.</td></tr>
<tr><td>Additional Data</td><td>A</td><td></td><td>Supported</td></tr>
<tr><td>Platform Configuration Data</td><td>A</td><td></td><td>Currently supported</td></tr>
</table>

Field Requirements – Add/Change Global Employee Business Process (New Hires)						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
						Includes only fields that are part of the Add Global Employee transaction type.
Company	/Transactions/Transaction/KeyFields/CompanyCode/	char	5	Y	Y	Requires a valid UKG Pro Company Code. Codes are client configured.
Effective date	/Transactions/Transaction/KeyFields/EffectiveDate/	datetime	10	N	A	Format: mm/dd/yyyy This field is required if this is a Rehire.
National ID	/Transactions/Transaction/ID/NationalID/	char	50	N	Y	
Prefix	/Transactions/Transaction/Personal/NamePrefixCode/	varchar	4	Y	A	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 Rules > Name Prefix page. You will need to provide valid values to Vendor.
First name	/Transactions/Transaction/Personal/NameFirst/	varchar	100	N	Y	
Middle name	/Transactions/Transaction/Personal/NameMiddle/	varchar	50	N	A	
Last name	/Transactions/Transaction/Personal/NameLast/	varchar	100	N	Y	

Field Requirements – Add/Change Global Employee Business Process (New Hires)						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
Former last	/Transactions/Transaction/Personal/NameFormer/	varchar	100	N	A	
Preferred name	/Transactions/Transaction/Personal/NamePreferred/	varchar	100	N	A	
Suffix	/Transactions/Transaction/Personal/NameSuffixCode/	varchar	5	Y	A	Requires a valid UKG Pro Suffix Code. Code value is restricted to 5. Codes are client configured. Codes are setup in the System Configuration > Business Rules > Name Suffix page. You will need to provide valid values to Vendor.
Employee number	/Transactions/Transaction/ID/EmployeeNumber/	char	9	N	A	If using Employee Numbering Rule = Manual, this field is required.
Date of birth	/Transactions/Transaction/Personal/DateOfBirth/	datetime	10	N	Y	Format: mm/dd/yyyy
Gender	/Transactions/Transaction/Personal/GenderCode/	char	1	Y	A	Requires a valid UKG Pro Gender Code. Codes are system delivered: Codes are setup in the System Configuration > Business Rules > Gender page. You will need to provide valid values to Vendor.
Country	/Transactions/Transaction/PrimaryAd	char	3	Y	A	Requires a valid UKG Pro Country Code. Codes are system delivered based on client configured Countries.

Field Requirements – Add/Change Global Employee Business Process (New Hires)						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
	dress/AddressCountryCode/					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.
Address	/Transactions/Transaction/PrimaryAddress/AddressLine1/	varchar	255	N	A	
Address line 2	/Transactions/Transaction/PrimaryAddress/AddressLine2/	varchar	255	N	A	
City	/Transactions/Transaction/PrimaryAddress/AddressCity/	varchar	255	N	A	
State/Province (Resident Tax State)	/Transactions/Transaction/PrimaryAddress/AddressStateCode/	varchar	6	Y	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) page. You will need to provide valid values to Vendor.
Zip/Postal code	/Transactions/Transaction/PrimaryAddress/AddressZipCode/	varchar	50	N	A	
County	/Transactions/Transaction/PrimaryAd	varchar	255	N	A	

Field Requirements – Add/Change Global Employee Business Process (New Hires)						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
	dress/AddressCounty/					
Home phone	/Transactions/Transaction/Personal/PhoneHomeNumber/	varchar	50	N	A	
Country Code	/Transactions/Transaction/Contacts/ConPhoneHomeNumberCountryCode	varchar	3	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) page. You will need to provide valid values to Vendor.
Work phone	/Transactions/Transaction/Personal/PhoneBusinessNumber/	varchar	50	N	A	
Country Code	/Transactions/Transaction/Contacts/ConPhoneWorkNumberCountryCode	varchar	3	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) page. You will need to provide valid values to Vendor.
Extension	/Transactions/Transaction/Personal/PhoneBusinessExtension/	varchar	10	N	A	

Field Requirements – Add/Change Global Employee Business Process (New Hires)						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
Primary e-mail	/Transactions/Transaction/Personal/AddressEmail/	varchar	50	N	A	
Alternate e-mail	/Transactions/Transaction/Personal/AlternateEmail/	varchar	50	N	A	
Mailstop	/Transactions/Transaction/Personal/Mailstop/	char	10	N	A	
Supervisor	/Transactions/Transaction/JobInformation/SupervisorId/	char	9	N	A	The EmpNo should be sent and a lookup can be done to the SupervisorID (EEID)
Supervisor's Company Code	/Transactions/Transaction/JobInformation/SupervisorCompanyCode/	char	5	Y	A	The Supervisor's Company Code should be sent to help identify the correct EmpNo of the employee's supervisor.
Change Reason	/Transactions/Transaction/JobInformation/JobChangeReason/	char	6	Y	A	Requires a valid UKG Pro Job Code. Codes are client configured. This field is required if this is a Global Rehire.
Job	/Transactions/Transaction/JobInformation/JobCode/	char	8	Y	Y	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 provide valid values to Vendor.

Field Requirements – Add/Change Global Employee Business Process (New Hires)						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
Alternate title	/Transactions/Transaction/JobInformation/AlternateJobTitle/	varchar	30	N	A	
Location	/Transactions/Transaction/JobInformation/LocationCode/	char	6	Y	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/Transaction/JobInformation/OrgLevel1Code/	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.
Org Level 2	/Transactions/Transaction/JobInformation/OrgLevel2Code/	char	6	Y	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/Transaction/JobInformation/OrgLevel3Code/	char	6	Y	A	Requires a valid UKG Pro Org Level (3) Code. Codes are client configured.

<table>
<tr><th colspan="7">Field Requirements – Add/Change Global Employee Business Process (New Hires)</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td>Codes are setup in the System Configuration > Business Rules > Client Org Level Name page. You will need to provide valid values to Vendor.</td></tr>
<tr><td>Org Level 4</td><td>/Transactions/Transaction/JobInformation/OrgLevel4Code/</td><td>char</td><td>6</td><td>Y</td><td>A</td><td>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.</td></tr>
<tr><td>Currency</td><td>/Transactions/Transaction/JobInformation/CurrencyCode/</td><td>char</td><td>3</td><td>Y</td><td>Y</td><td>Requires a valid UKG Pro Code. Codes are system delivered.</td></tr>
<tr><td>Pay rate (Per hour)</td><td>/Transactions/Transaction/JobInformation/HourlyPayRate/</td><td>decimal</td><td>11</td><td>N</td><td>A</td><td>The “Per” will be set accordingly.

<table><tr><td>Code</td><td>Description</td></tr><tr><td>H</td><td>Hour</td></tr></table>
Can send up to 4 decimals places
Format nnnnnnn.nnnn

Either Hourly Pay Rate OR Annual Salary should be sent and it is required to send one or other</td></tr>
<tr><td>Pay rate (Per Year)</td><td>/Transactions/Transaction/JobInformation/AnnualSalary/</td><td>decimal</td><td>11</td><td>N</td><td>A</td><td>The “Per” will be set accordingly.

<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Year</td></tr></table></td></tr>
</table>

<table>
<tr><th colspan="7">Field Requirements – Add/Change Global Employee Business Process (New Hires)</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td>Can send up to 2 decimals places
Format nnnnnnnnn.nn

Either Hourly Pay Rate OR Annual Salary should be sent and it is required to send one or other</td></tr>
<tr><td>Pay group</td><td>/Transactions/Transaction/JobInformation/PayGroup/</td><td>char</td><td>6</td><td>Y</td><td>Y</td><td>Requires a valid UKG Pro Pay Group Code. Codes are client configured.

Codes are setup in the System Configuration > Business Rules > Pay Groups page. You will need to provide valid values to Vendor.</td></tr>
<tr><td>Scheduled hours</td><td>/Transactions/Transaction/JobInformation/ScheduledWorkHours/</td><td>decimal</td><td>8</td><td>N</td><td>Y</td><td>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 is weekly, then the hours sent should correspond to a weekly frequency (ex. 40).

Format nnnn.nnnn</td></tr>
<tr><td>Payments per year</td><td>/Transactions/Transaction/JobInformation/NumberOfPayments/</td><td>int</td><td>3</td><td>Y</td><td>A</td><td>Requires a valid UKG Pro Code. Codes are system delivered:

<table><tr><td>Code</td></tr><tr><td>12</td></tr><tr><td>13</td></tr><tr><td>14</td></tr><tr><td>15</td></tr></table></td></tr>
</table>

<table>
<tr><th colspan="7">Field Requirements – Add/Change Global Employee Business Process (New Hires)</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td>This is required when the pay frequency is Monthly</td></tr>
<tr><td>Weekly hours</td><td>/Transactions/Transaction/JobInformation/WeeklyHours/</td><td>decimal</td><td>7</td><td></td><td>A</td><td>Format nnn.nnnn</td></tr>
<tr><td>Employee Type</td><td>/Transactions/Transaction/JobInformation/EmployeeTypeCode/</td><td>char</td><td>3</td><td>Y</td><td>Y</td><td>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.</td></tr>
<tr><td>Hourly/Salaried</td><td>/Transactions/Transaction/JobInformation/SalaryOrHourly/</td><td>char</td><td>1</td><td>Y</td><td>Y</td><td>Requires a valid UKG Pro Hourly/Salary Code. Codes are system delivered:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>H</td><td>Hourly</td></tr><tr><td>S</td><td>Salaried</td></tr></table></td></tr>
<tr><td>Full/part time</td><td>/Transactions/Transaction/JobInformation/FullOrPartTimeCode/</td><td>char</td><td>1</td><td>Y</td><td>Y</td><td>Requires a valid UKG Pro Fulltime/Parttime Code. Codes are system delivered:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>F</td><td>Fulltime</td></tr><tr><td>P</td><td>Parttime</td></tr></table></td></tr>
</table>

Field Requirements – Add/Change Global Employee Business Process (New Hires)						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
Deduction/Benefit group	/Transactions/Transaction/JobInformation/BenefitGroupCode/	char	5	Y	Y	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.
Original hire	/Transactions/Transaction/Status/DateOfOriginalHire/	datetime	10	N	Y	Format: mm/dd/yyyy
Last hire	/Transactions/Transaction/Status/DateOfLastHire/	datetime	10	N	Y	Format: mm/dd/yyyy
Seniority	/Transactions/Transaction/Status/DateOfSeniority/	datetime	10	N	Y	Format: mm/dd/yyyy
Benefit seniority	/Transactions/Transaction/Status/DateOfBenefitSeniority/	datetime	10	N	Y	Format: mm/dd/yyyy
Prior Company Code	/Transactions/Transaction/KeyFields/PriorCompanyCode/	char	5	Y	Y	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.

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).

Header and Transaction Rules – Workforce Management (WFM)

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** Workforce Management / WFM
Identifier Rule	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.
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 Requirements – Add/Change Workforce Management Records						
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	Y	/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	Y	/Transactions/Transaction/KeyFields /Identifier/	String	50		This field will be used with the Company code to know which record to update.
Effective Date	Y	/Transactions/Transaction/KeyFields / EffectiveDate /	String	10	N	It is the effective date of the transaction passed. Format: mm/dd/yyyy
Enabled	Y	/Transactions/Transaction/ WfmEmployeeInfo/IsWfmEmployeeEnabled/	String	1	N	It shows that WFM is enabled for that employee or not.
Is Primary	Y	/Transactions/Transaction/ WfmEmployeeInfo/IsWfmPrimary/	String	1	N	It shows that the passed employee is Primary for that company or not.

Field Requirements – Add/Change Workforce Management Records						
Activities Profile Template	N	/Transactions/Transaction/ WfmTimeInfo/WfmActivitiesProfileTemplateDesc/	String	300	N	This template is present under Activities on the WFM screen.
License Profile Template	Y	/Transactions/Transaction/ WfmTimeInfo/WfmLicenseProfileTemplateDesc/	String	300	N	This template is present under Time Section on the WFM screen.
Employee Profile Template	N	/Transactions/Transaction/ WfmTimeInfo/WfmEmployeeProfileTemplateDesc/	String	300	N	This template is present under Time Section on the WFM screen.
Employee Profile Template Effective Date	N	/Transactions/Transaction/ WfmTimeInfo/WfmEmployeeProfileTemplate_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	Y	/Transactions/Transaction/ WfmTimeInfo/WfmTimekeepingProfileTemplateDesc/	String	300	N	This template is present under Time Section on the WFM screen.
Timekeeping Profile Template Effective Date	Y	/Transactions/Transaction/ WfmTimeInfo/WfmTimekeepingProfileTemplate_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 Requirements – Add/Change Workforce Management Records						
Schedule Profile Template	N	/Transactions/Transaction/ WfmTimeInfo/WfmScheduleProfileTemplateDesc/	String	300	N	This template is present under Time Section on the WFM screen.
Schedule Profile Template Effective Date	N	/Transactions/Transaction/ WfmTimeInfo/WfmScheduleProfileTemplate_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/WfmAccrualProfileTemplateDesc/	String	300	N	This template is present under Time Section on the WFM screen.
Accrual Profile Template Effective Date	N	/Transactions/Transaction/ WfmTimeInfo/WfmAccrualProfileTemplate_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_EffectiveDate/	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 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_EffectiveDate/	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/WfmEmploymentTermsDesc/	String	300	N	This template is present under Direct Assignments Section on the WFM screen.
Employment Terms Effective Date	N	/Transactions/Transaction/ WfmTimeInfo/WfmEmploymentTerms_EffectiveDate/	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/WfmPercentageAllocationRuleDesc/	String	300	N	This template is present under Direct Assignments Section on the WFM screen.

Field Requirements – Add/Change Workforce Management Records						
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 Requirements – Add/Change Workforce Management Records						
Manager Job Transfer Set Effective Date	N	/Transactions/Transaction/ WfmTimeInfo/WfmManagerJobTransferSet_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/WfmScheduleGroupAssignmentDesc/	String	300	N	This template is present under Direct Assignments Section on the WFM screen.
Schedule Group Assignment Effective Date	N	/Transactions/Transaction/ WfmTimeInfo/WfmScheduleGroupAssignment_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_EffectiveDate/	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 Requirements – Add/Change Workforce Management Records						
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_EffectiveDate/	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/WfmAttendanceProfileTemplateDesc/	String	300	N	This template is present under Leave & Attendance Section on the WFM screen.
Attendance Profile Template Effective Date	N	/Transactions/Transaction/ WfmLeaveAttendanceInfo/WfmAttendanceProfileTemplate_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/WfmLeaveProfileTemplateDesc/	String	300	N	This template is present under Leave & Attendance Section on the WFM screen.

Field Requirements – Add/Change Workforce Management Records						
BadgeId	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	
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	Y	/Transactions/Transaction/ Header/TransactionType/	Identifies the type of transaction to process. Available field options are: **Options** / **TRANSACTIONTYPE Value** Workforce Management / WFM

Header and Transaction Rules – Job and Pay Rate 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	A		Supported
Platform Configuration Data	A		Currently supported on Change Job page

Field Requirements – Job and Pay Rate Change Records						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
LicenseProfileTemplate	/Transactions/Transaction/WfmTimeInfo/WfmLicenseProfileTemplate	char	300		Y	
LicenseProfileTemplateDesc	/Transactions/Transaction/WfmTimeInfo/WfmLicenseProfileTemplateDesc/	char	300		Y	

Field Requirements – Job and Pay Rate Change Records						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
EmployeeProfile Template	/Transactions/Transaction /WfmTimeInfo/WfmEmployeeProfileTemplate/	char	300		N	
EmployeeProfile TemplateDesc	/Transactions/Transaction /WfmTimeInfo/WfmEmployeeProfileTemplateDesc/	char	300		N	
TimekeepingProfileTemplate	/Transactions/Transaction /WfmTimeInfo/WfmTimekeepingProfileTemplate/	char	300		Y	
TimekeepingProfileTemplateDesc	/Transactions/Transaction /WfmTimeInfo/WfmTimekeepingProfileTemplateDesc/	char	300		Y	
ScheduleProfileTemplate	/Transactions/Transaction /WfmTimeInfo/WfmScheduleProfileTemplate/	char	300		N	
ScheduleProfileTemplateDesc	/Transactions/Transaction /WfmTimeInfo/WfmScheduleProfileTemplateDesc/	char	300		N	
AccrualProfileTemplate	/Transactions/Transaction /WfmTimeInfo/WfmAccrualProfileTemplate/	char	300		N	
AccrualProfileTemplateDesc	/Transactions/Transaction /WfmTimeInfo/WfmAccrualProfileTemplateDesc/	char	300		N	
AccrualProfile	/Transactions/Transaction /WfmTimeInfo/WfmAccrualProfile/	char	300		N	

Field Requirements – Job and Pay Rate Change Records						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
AccrualProfileDesc	/Transactions/Transaction/WfmTimeInfo/WfmAccrualProfileDesc/	char	300		N	
Payrule	/Transactions/Transaction/WfmTimeInfo/WfmPayrule/	char	300		N	
PayruleDesc	/Transactions/Transaction/WfmTimeInfo/WfmPayruleDesc/	char	300		N	
EmploymentTerms	/Transactions/Transaction/WfmTimeInfo/WfmEmploymentTerms/	char	300		N	
EmploymentTermsDesc	/Transactions/Transaction/WfmTimeInfo/WfmEmploymentTermsDesc/	char	300		N	
PercentageAllocationRule	/Transactions/Transaction/WfmTimeInfo/WfmPercentageAllocationRule/	char	300		N	
PercentageAllocationRuleDesc	/Transactions/Transaction/WfmTimeInfo/WfmPercentageAllocationRuleDesc/	char	300		N	
EmployeeJobTransferSet	/Transactions/Transaction/WfmTimeInfo/WfmEmployeeJobTransferSet/	char	300		N	
EmployeeJobTransferSetDesc	/Transactions/Transaction/WfmTimeInfo/WfmEmployeeJobTransferSetDesc/	char	300		N	

Field Requirements – Job and Pay Rate Change Records						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
ManagerJobTransferSet	/Transactions/Transaction/WfmTimeInfo/WfmManagerJobTransferSet/	char	300		N	
ManagerJobTransferSetDesc	/Transactions/Transaction/WfmTimeInfo/WfmManagerJobTransferSetDesc/	char	300		N	
ScheduleGroupAssignment	/Transactions/Transaction/WfmTimeInfo/WfmScheduleGroupAssignment/	char	300		N	
ScheduleGroupAssignmentDesc	/Transactions/Transaction/WfmTimeInfo/WfmScheduleGroupAssignmentDesc/	char	300		N	
EmployeeGroup	/Transactions/Transaction/WfmTimeInfo/WfmEmployeeGroup/	char	300		N	
EmployeeGroupDesc	/Transactions/Transaction/WfmTimeInfo/WfmEmployeeGroupDesc/	char	300		N	
Timezone	/Transactions/Transaction/WfmTimeInfo/WfmTimezone/	char	300		N	
TimezoneDesc	/Transactions/Transaction/WfmTimeInfo/WfmTimezoneDesc/	char	300		N	
AttendanceProfileTemplate	/Transactions/Transaction/WfmLeaveAttendanceInfo/WfmAttendanceProfileTemplate/	char	300		N	

Field Requirements – Job and Pay Rate Change Records						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
AttendanceProfileTemplateDesc	/Transactions/Transaction/WfmLeaveAttendanceInfo/WfmAttendanceProfileTemplateDesc/	char	300		N	
LeaveProfileTemplate	/Transactions/Transaction/WfmLeaveAttendanceInfo/WfmLeaveProfileTemplate/	char	300		N	
LeaveProfileTemplateDesc	/Transactions/Transaction/WfmLeaveAttendanceInfo/WfmLeaveProfileTemplateDesc/	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.

<table>
<tr><th colspan="4">Header and Transaction Rules – Job and Pay Rate Changes</th></tr>
<tr><th>Field Label</th><th>Required</th><th>XPath</th><th>Import Requirements</th></tr>
<tr><td>TransactionType</td><td>Y</td><td>/Transactions/Transaction/Header/TransactionType/</td><td>Identifies the type of transaction to process. Available field options are:

<table><tr><th>Options</th><th>TRANSACTIONTYPE Value</th></tr><tr><td>Workforce Ready</td><td>WFR</td></tr></table></td></tr>
<tr><td>EmployeeKey</td><td>Y</td><td>/Transactions/Transaction/Header/IdentifierRule/</td><td>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.</td></tr>
<tr><td>Workflow Approvals</td><td>A</td><td>/Transactions/Transaction/Header/ApprovalRule/</td><td>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.</td></tr>
<tr><td>Additional Data</td><td>A</td><td></td><td>Supported</td></tr>
<tr><td>Platform Configuration Data</td><td>A</td><td></td><td>Currently supported on Change Job page</td></tr>
</table>

Field Requirements – Job and Pay Rate Change Records						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
AccrualProfile	/Transactions/Transaction/WfrTimeInfo/WfrAccrualProfile	char	300		N	
AccrualProfileDesc	/Transactions/Transaction/WfrTimeInfo/WfrAccrualProfileDesc	char	300		N	
AttestationProfile	/Transactions/Transaction/WfrTimeInfo/WfrAttestationProfile	char	300		N	
AttestationProfileDesc	/Transactions/Transaction/WfrTimeInfo/WfrAttestationProfileDesc	char	300		N	
Holiday	/Transactions/Transaction/WfrTimeInfo/WfrHoliday	char	300		N	
HolidayDesc	/Transactions/Transaction/WfrTimeInfo/WfrHolidayDesc	char	300		N	
PayCalculationsProfile	/Transactions/Transaction/WfrTimeInfo/WfrPayCalculationsProfile	char	300		Y	
PayCalculationsProfileDesc	/Transactions/Transaction/WfrTimeInfo/WfrPayCalculationsProfileDesc	char	300		Y	
PayPeriod	/Transactions/Transaction/WfrTimeInfo/WfrPayPeriod	char	300		Y	
PayPeriodDesc	/Transactions/Transaction/WfrTimeInfo/WfrPayPeriodDesc	char	300		Y	

Field Requirements – Job and Pay Rate Change Records						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
PayPrepProfile	/Transactions/Transaction/WfrTimeInfo/WfrPayPrepProfile	char	300		Y	
PayPrepProfileDesc	/Transactions/Transaction/WfrTimeInfo/WfrPayPrepProfileDesc	char	300		Y	
PointsProfile	/Transactions/Transaction/WfrTimeInfo/WfrPointsProfile	char	300		N	
PointsProfileDesc	/Transactions/Transaction/WfrTimeInfo/WfrPointsProfileDesc	char	300		N	
WorkSchedule	/Transactions/Transaction/WfrTimeInfo/WfrWorkSchedule	char	300		N	
WorkScheduleDesc	/Transactions/Transaction/WfrTimeInfo/WfrWorkScheduleDesc	char	300		N	
Security	/Transactions/Transaction/WfrTimeInfo/WfrSecurity	char	300		Y	
SecurityDesc	/Transactions/Transaction/WfrTimeInfo/WfrSecurityDesc	char	300		Y	
Timesheet	/Transactions/Transaction/WfrTimeInfo/WfrTimesheet	char	300		Y	
TimesheetDesc	/Transactions/Transaction/WfrTimeInfo/WfrTimesheetDesc	char	300		Y	

Field Requirements – Job and Pay Rate Change Records						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
TimesheetAutopopulate	/Transactions/Transaction/WfrTimeInfo/WfrTimesheetAutopopulate	char	300		N	
TimesheetAutopopulateDesc	/Transactions/Transaction/WfrTimeInfo/WfrTimesheetAutopopulateDesc	char	300		N	
Scheduler	/Transactions/Transaction/WfrSchedulerInfo/WfrScheduler	char	300		N	
SchedulerDesc	/Transactions/Transaction/WfrSchedulerInfo/WfrSchedulerDesc	char	300		N	
LeaveOfAbsenceProfile	/Transactions/Transaction/WfrLeaveInfo/WfrLeaveOfAbsenceProfile	char	300		N	
LeaveOfAbsenceProfileDesc	/Transactions/Transaction/WfrLeaveInfo/WfrLeaveOfAbsenceProfileDesc	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
	  ○ OrgLv1-4
	  ○ job
	  ○ 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.

<table>
<tr><th colspan="4">Header and Transaction Rules – Job and Pay Rate Changes</th></tr>
<tr><th>Field Label</th><th>Required</th><th>XPath</th><th>Import Requirements</th></tr>
<tr><td>TransactionType</td><td>Y</td><td>/Transactions/Transaction /Header/TransactionType /</td><td>Identifies the type of transaction to process. Available field options are:

<table><tr><th>Options</th><th>TRANSACTIONTYPE Value</th></tr><tr><td>Job and Salary changes</td><td>JOBSALARY</td></tr></table></td></tr>
<tr><td>EmployeeKey</td><td>Y</td><td>/Transactions/Transaction /Header/IdentifierRule/</td><td>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.</td></tr>
<tr><td>Workflow Approvals</td><td>A</td><td>/Transactions/Transaction /Header/ApprovalRule/</td><td>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.</td></tr>
<tr><td>Job Effective Rule</td><td>A</td><td>/Transactions/Transaction /Header/JobEffectiveRule /</td><td>This rule will define how to handle a Job/Pay change if it is retroactive (prior to the effective date of an already existing Job History record).

Available field options are outlined in the HR Interface for UKG Pro > Effective Dating section.</td></tr>
<tr><td>Additional Data</td><td>A</td><td></td><td>Supported</td></tr>
<tr><td>Platform Configuration Data</td><td>A</td><td></td><td>Currently supported on Change Job page</td></tr>
</table>

Field Requirements – Job and Pay Rate Change Records						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
						Include only fields that are part of the Job and Pay Rate Change transaction type.
Company	/Transactions/Transaction/KeyFields/CompanyCode/	char	1	Y	Y	
Employee Key	/Transactions/Transaction/KeyFields/Identifier/	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.
Effective Date	/Transactions/Transaction/KeyFields/EffectiveDate/	datetime	10	N	Y	Format: mm/dd/yyyy
Job Change Reason	/Transactions/Transaction/JobInformation/JobChangeReason/	char	6	Y	Y	Requires a valid UKG Pro Job Change Reason Code. Codes are client configured. Codes are setup in the System Configuration > Business Rules > Job Change Reasons page. You will need to provide valid values to Vendor.
Supervisor	/Transactions/Transaction/JobInformation/SupervisorId/	char	9	N	A	The EmpNo should be sent and a lookup can be done to the SupervisorID (EEID)
Supervisor's Company Code	/Transactions/Transaction/JobInformation/SupervisorCompanyCode/	char	5	N	A	The Supervisor's Company Code should be sent to help identify the correct EmpNo of the employee's supervisor.
Job group	/Transactions/Transaction/JobInfor	char	5	Y	A	Available when client has configured using Job Groups.

Field Requirements – Job and Pay Rate Change Records						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
	mation/JobGrpCode/					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 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.
Job	/Transactions/Transaction/JobInformation/JobCode/	char	8	Y	Y	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. Codes are setup in the Menu > System Configuration > Business Rules > Jobs page. You will need to provide valid values to Vendor.
Pay Scale	/Transactions/Transaction/JobInfor	char	6	Y	A	Only applicable when client has configured using Pay Scales and the job code is setup using Pay Scales

Field Requirements – Job and Pay Rate Change Records						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
	mation/PayScaleCode/					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.
Pay Step	/Transactions/Transaction/JobInformation/SalaryStep/	int	3	Y	A	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.
Position	/Transactions/Transaction/JobInfor	char	8	Y	A	Available when client has configured using Position Management.

<table>
<tr><th colspan="7">Field Requirements – Job and Pay Rate Change Records</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td></td><td>mation/PositionCode/</td><td></td><td></td><td></td><td></td><td>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:

• Job; cannot be overwritten
• Location; can be overwritten
• Org Levels 1-4; can be overwritten</td></tr>
<tr><td>Status (position)</td><td>/Transactions/Transaction/JobInformation/PositionStatus/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>Requires a valid UKG Pro Code:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>I</td><td>Inactivate</td></tr><tr><td>R</td><td>Remain active</td></tr></table>
If not provided, the current position will be moved to a secondary position and remain active.</td></tr>
<tr><td>Alternate title</td><td>/Transactions/Transaction/JobInformation/AlternateJobTitle/</td><td>varchar</td><td>150</td><td>N</td><td>A</td><td></td></tr>
<tr><td>Hire source</td><td>/Transactions/Transaction/JobInformation/HireSourceCode/</td><td>char</td><td>6</td><td>Y</td><td>A</td><td>Requires a valid UKG Pro Hire Source Code. Codes are client configured.</td></tr>
</table>

Field Requirements – Job and Pay Rate Change Records						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
						Codes are setup in the System Configuration > Business Rules > Hire Sources page. You will need to provide valid values to Vendor.
Project	/Transactions/Transaction/JobInformation/ProjectCode/	char	15	Y	A	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.
Org Level 1	/Transactions/Transaction/JobInformation/OrgLevel1Code/	char	6	Y	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 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/Transaction/JobInformation/OrgLevel2Code/	char	6	Y	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 setup in the System Configuration > Business Rules > Client Org Level Name page. You will need to provide valid values to Vendor.

Field Requirements – Job and Pay Rate Change Records						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
Org Level 3	/Transactions/Transaction/JobInformation/OrgLevel3Code/	char	6	Y	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 setup in the System Configuration > Business Rules > Client Org Level Name page. You will need to provide valid values to Vendor.
Org Level 4	/Transactions/Transaction/JobInformation/OrgLevel4Code/	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 setup in the System Configuration > Business Rules > Client Org Level Name page. You will need to provide valid values to Vendor.
National union	/Transactions/Transaction/JobInformation/LaborUnionNationalCode/	char	12	Y	A	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.
Local union	/Transactions/Transaction/JobInfor	char	12	Y	A	Available when client has configured using Unions

Field Requirements – Job and Pay Rate Change Records						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
	mation/LaborUnionLocalCode/					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.
Currency	/Transactions/Transaction/JobInformation/CurrencyCode/	char	3	Y	A	Global only Requires a valid UKG Pro Code. Codes are system delivered: See Currency field in Global Employee New Hires section for available options list.
Payments per year	/Transactions/Transaction/JobInformation/NumberOfPayments/	int	3	Y	A	Global only Requires a valid UKG Pro Code. Codes are system delivered: Code 12 13 14 15 This is required when the pay frequency is Monthly
Weekly hours	/Transactions/Transaction/JobInformation/WeeklyHours/	decimal	7	N	A	Global only

<table>
<tr><th colspan="7">Field Requirements – Job and Pay Rate Change Records</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td>Pay rate (Per hour)</td><td>/Transactions/Transaction/JobInformation/HourlyPayRate/</td><td>decimal</td><td>11</td><td>N</td><td>A</td><td>The “Per” will be set accordingly.

<table><tr><td>Code</td><td>Description</td></tr><tr><td>H</td><td>Hour</td></tr></table>
Can send up to 4 decimals places
Format nnnnnnn.nnnn

Either Hourly Pay Rate OR Annual Salary should be sent, not both

Note: This value is automatically defaulted if using Pay Scale Functionality.</td></tr>
<tr><td>Pay rate (Per Year)</td><td>/Transactions/Transaction/JobInformation/AnnualSalary/</td><td>decimal</td><td>11</td><td>N</td><td>A</td><td>The “Per” will be set accordingly.

<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Year</td></tr></table>
Can send up to 2 decimals places
Format nnnnnnnnn.nn

Either Hourly Pay Rate OR Annual Salary should be sent, not both

Note: This value is automatically defaulted if using Pay Scale Functionality.</td></tr>
<tr><td>Other rate 1</td><td>/Transactions/Transaction/JobInfor</td><td>decimal</td><td>14</td><td>N</td><td>A</td><td>Available when client has configured using Other Rates</td></tr>
</table>

Field Requirements – Job and Pay Rate Change Records						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
	mation/OtherRate 1/					Can send up to 4 decimals places Format nnnnnnnnnn.nnnn
Other rate 2	/Transactions/Transaction/JobInformation/OtherRate 2/	decimal	14	N	A	Available when client has configured using Other Rates Can send up to 4 decimals places Format nnnnnnnnnn.nnnn
Other rate 3	/Transactions/Transaction/JobInformation/OtherRate 3/	decimal	14	N	A	Available when client has configured using Other Rates Can send up to 4 decimals places Format nnnnnnnnnn.nnnn
Other rate 4	/Transactions/Transaction/JobInformation/OtherRate 4/	decimal	14	N	A	Available when client has configured using Other Rates Can send up to 4 decimals places Format nnnnnnnnnn.nnnn
Pay group	/Transactions/Transaction/JobInformation/PayGroup/	char	6	Y	A	Requires a valid UKG Pro Pay Group Code. Codes are client configured. Codes are setup in the System Configuration > Business Rules > Pay Groups page. You will need to provide valid values to Vendor.
Scheduled hours	/Transactions/Transaction/JobInformation/ScheduledWorkHours/	decimal	8	N	Y	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 is weekly, then the hours sent should correspond to a weekly frequency (ex. 40).

<table>
<tr><th colspan="7">Field Requirements – Job and Pay Rate Change Records</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td>Format nnnn.nnnn</td></tr>
<tr><td>Employee Type</td><td>/Transactions/Transaction/JobInformation/EmployeeTypeCode/</td><td>char</td><td>3</td><td>Y</td><td>A</td><td>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.</td></tr>
<tr><td>Hourly/Salaried</td><td>/Transactions/Transaction/JobInformation/SalaryOrHourly/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>Requires a valid UKG Pro Hourly/Salary Code. Codes are system delivered:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>H</td><td>Hourly</td></tr><tr><td>S</td><td>Salaried</td></tr></table></td></tr>
<tr><td>Full/part time</td><td>/Transactions/Transaction/JobInformation/FullOrPartTimeCode/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>Requires a valid UKG Pro Fulltime/Parttime Code. Codes are system delivered:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>F</td><td>Fulltime</td></tr><tr><td>P</td><td>Parttime</td></tr></table></td></tr>
<tr><td>Shift Group</td><td>/Transactions/Transaction/JobInformation/ShiftGroupCode/</td><td>char</td><td>5</td><td>Y</td><td>A</td><td>Available when client has configured using Shifts and Shift Groups.
Requires a valid UKG Pro Shift Group Code. Codes are client configured.</td></tr>
</table>

<table>
<tr><th colspan="7">Field Requirements – Job and Pay Rate Change Records</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td>Codes are setup in the System Configuration > Business Rules > Shift Groups page. You will need to provide valid values to Vendor.</td></tr>
<tr><td>Shift</td><td>/Transactions/Transaction/JobInformation/ShiftCode/</td><td>char</td><td>2</td><td>Y</td><td>A</td><td>Available when client has configured using Shifts. Requires a valid UKG Pro Shift Code. Codes are client configured.

Codes are setup in the System Configuration > Business Rules > Shifts page. You will need to provide valid values to Vendor.</td></tr>
<tr><td>Time clock</td><td>/Transactions/Transaction/JobInformation/TimeclockID/</td><td>char</td><td>12</td><td>N</td><td>A</td><td></td></tr>
<tr><td>Pay automatically</td><td>/Transactions/Transaction/JobInformation/IsAutopaid/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>Requires a valid UKG Pro Code. Codes are system delivered:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table></td></tr>
<tr><td>Seasonal</td><td>/Transactions/Transaction/JobInformation/IsSeasonal/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>Requires a valid UKG Pro Code. Codes are system delivered:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table></td></tr>
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<tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>Agricultural</td><td>/Transactions/Transaction/JobInformation/IsAgricultural/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>Requires a valid UKG Pro Code. Codes are system delivered:
<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table></td></tr>
<tr><td>Youth/Training</td><td>/Transactions/Transaction/JobInformation/IsYouthTraining/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>Requires a valid UKG Pro Code. Codes are system delivered:
<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table></td></tr>
<tr><td>Direct labor</td><td>/Transactions/Transaction/JobInformation/IsDirectLabor/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>Requires a valid UKG Pro Code. Codes are system delivered:
<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table></td></tr>
<tr><td>Promotion</td><td>/Transactions/Transaction/JobInformation/IsPromotion/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>Requires a valid UKG Pro Code. Codes are system delivered:
<table><tr><td>Code</td><td>Description</td></tr></table></td></tr>
</table>

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<tr><td>Transfer</td><td>/Transactions/Transaction/JobInformation/IsTransfer/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>Requires a valid UKG Pro Code. Codes are system delivered:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table></td></tr>
<tr><td>ROE Issue Reason</td><td>/Transactions/Transaction/ROE/ROEIssueReason/</td><td>char</td><td>3</td><td>Y</td><td>A</td><td>CAN only

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’.

Requires a valid UKG Pro ROE Issue Reason Code. Codes are system-delivered:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>A00</td><td>Shortage of work / End of contract or season</td></tr><tr><td>A01</td><td>Employer bankruptcy or receivership</td></tr><tr><td>B00</td><td>Strike or lockout</td></tr><tr><td>D00</td><td>Illness or injury</td></tr></table></td></tr>
</table>

Field Requirements – Job and Pay Rate Change Records						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
						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 K17 Other / Change of Service Provider M00 Dismissal M08 Dismissal/Terminated in probationary period N00 Leave of absence P00 Parental

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 Transaction Rules – Change Organization/Supervisor			
Field Label	**Required**	**XPath**	**Import Requirements**
TransactionType	Y	/Transactions/Transaction /Header/TransactionType /	Identifies the type of transaction to process. Available field options are: **Options**: Organization and Supervisor Changes **TRANSACTIONTYPE Value**: ORGCHANGE
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.
Additional Data	A		Supported

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

Effective Date	/Transactions/Transaction/KeyFields/EffectiveDate	datetime	10	N	Y	Format: mm/dd/yyyy
Job Change Reason	/Transactions/Transaction/JobInformation/JobChangeReason	char	6	Y	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/Transaction/JobInformation/LaborUnionLocalCode/	Char	12	Y	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.
LaborUnionNationalCode	/Transactions/Transaction/JobInformation/LaborUnionNationalCode/	Char	12	Y	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/Transaction/JobInformation/OrgLevel1Code	Char	2	Y	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/Transaction/JobInformation/OrgLevel2Code	Char	6	Y	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/Transaction/JobInformation/OrgLevel3Code	Char	6	Y	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/Transaction/JobInformation/OrgLevel4Code	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). You will need to provide valid values to Vendor.
Project	/Transactions/Transaction/JobInformation/ProjectCode	Char	15	Y	A	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/Transaction/JobInformation/SupervisorId	Char	9	N	A	The EmpNo should be sent. A lookup can be done to determine the SupervisorID (EEID)
Time clock	/Transactions/Transaction/JobInformation/TimeclockId	Char	12	N	A	
Work Pattern Code	/Transactions/Transaction/JobInformation/WorkPatternCode	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 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 Transaction Rules – Add Review History Records			
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** Add Review History / REVIEWS
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	A		Supported

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

Field Requirements – Add Review History Records						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
						Includes only fields that are part of the Add Review History transaction type.
Company	/Transactions/Transaction/KeyFields/CompanyCode/	char	5	Y	Y	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.
Employee Key	/Transactions/Transaction/KeyFields/Identifier/	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.
Review Category	/Transactions/Transaction/Reviews/RevCategory/	char	1	Y	Y	Requires a valid UKG Pro Hourly/Salary Code. Codes are system delivered: Code: P – Description: Performance Code: S – Description: Salary
Review Date	/Transactions/Transaction/Reviews/ReviewDate/	datetime	10	N	Y	Format: mm/dd/yyyy

Field Requirements – Add Review History Records						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
Rating	/Transactions/Transaction/Reviews/RevRating/	char	6	Y	Y	Requires a valid UKG Pro Review Rating Code. Codes are client configured. Codes are setup in the System Configuration > Business Rules > Review Ratings page. You will need to provide valid values to Vendor.
Type	/Transactions/Transaction/Reviews/ReviewType/	char	6	Y	Y	Requires a valid UKG Pro Review Type Code. Codes are client configured. Codes are setup in the System Configuration > Business Rules > Review Types page. You will need to provide valid values to Vendor.
Reviewer	/Transactions/Transaction/Reviews/Reviewer/	varchar	255	N	A	
Next Review Date	/Transactions/Transaction/Reviews/NextReviewDate/	datetime	10	N	A	Format: mm/dd/yyyy
Notes	/Transactions/Transaction/ReviewNotes/	varchar	4000	N	A	

Status and Key Date Changes

Detail Record – Status and Key Dates Records	
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 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/	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.

Header and Transaction Rules – Status and Key Dates			
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	A		Supported
Platform Configuration Data	A		Currently supported

Field Requirements – Status and Key Dates Records						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
						Include only fields that are part of the Change Status & Key Dates transaction type.
Company	/Transactions/Transaction/KeyFields/CompanyCode/	char	5	Y	Y	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.
Employee Key	/Transactions/Transaction/KeyFields/Identifier/	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.
Original hire	/Transactions/Transaction/Status/DateOfOriginalHire/	datetime	10	N	A	Format: mm/dd/yyyy

Field Requirements – Status and Key Dates Records						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
Last hire	/Transactions/Transaction/Status/DateOfLastHire/	datetime	10	N	A	Must be equal to or greater than Original Hire date Format: mm/dd/yyyy
Seniority	/Transactions/Transaction/Status/DateOfSeniority/	datetime	10	N	A	Not compared to Original Hire - can be an older date Format: mm/dd/yyyy
Date in Job	/Transactions/Transaction/Status/DateInJob/	datetime	10	N	A	Must be equal to or greater than Original Hire date Format: mm/dd/yyyy
Benefit seniority	/Transactions/Transaction/Status/DateOfBenefitSeniority/	datetime	10	N	A	Format: mm/dd/yyyy
Last Review Dates: Salary	/Transactions/Transaction/Status/DateOfLastSalaryReview/	datetime	10	N	A	Format: mm/dd/yyyy
Next Review Dates: Salary	/Transactions/Transaction/Status/DateOfNextSalaryReview/	datetime	10	N	A	Format: mm/dd/yyyy
Last Review Dates: Performance	/Transactions/Transaction/Status/DateOfLastPerformanceReview/	datetime	10	N	A	Format: mm/dd/yyyy
Next Review Dates: Performance	/Transactions/Transaction/Status/Dat	datetime	10	N	A	Format: mm/dd/yyyy

<table>
<tr><th colspan="7">Field Requirements – Status and Key Dates Records</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td></td><td>eOfNextPerformanceReview/</td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>Status</td><td>/Transactions/Transaction/Status/StatusCode/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>Requires a valid UKG Pro Status Code. Codes are system delivered:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>A</td><td>Active</td></tr><tr><td>L</td><td>Leave of absence</td></tr><tr><td>O</td><td>On strike</td></tr><tr><td>R</td><td>Released/laid off</td></tr><tr><td>S</td><td>Suspended</td></tr></table></td></tr>
<tr><td>Start</td><td>/Transactions/Transaction/Status/StatusStartDate/</td><td>datetime</td><td>10</td><td>N</td><td>A</td><td>Required when status is changed

Must be greater than the current status date.

This should be the first date in this status.

Format: mm/dd/yyyy</td></tr>
<tr><td>Reason</td><td>/Transactions/Transaction/Status/OnLeaveReasonCode/</td><td>char</td><td>6</td><td>Y</td><td>A</td><td>Required when status is changed to L (leave of absence)

Requires a valid UKG Pro Leave Reason Code. Codes are client configured.

Codes are setup in the System Configuration > Business Rules > Leave Reasons page. You will need to provide valid values to Vendor.</td></tr>
</table>

<table>
<tr><th colspan="7">Field Requirements – Status and Key Dates Records</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td>ROE Issue Reason</td><td>/Transactions/Transaction/ROE/ROEIssueReason/</td><td>char</td><td>3</td><td>Y</td><td>A</td><td>CAN only

Required if Status = L, O, R, or S

If a ROE Issue Reason code is sent, the Record of Employment field will be automatically set to ‘Y’.

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:

<table>
<tr><th>Code</th><th>Description</th></tr>
<tr><td>A00</td><td>Shortage of work / End of contract or season</td></tr>
<tr><td>A01</td><td>Employer bankruptcy or receivership</td></tr>
<tr><td>B00</td><td>Strike or lockout</td></tr>
<tr><td>D00</td><td>Illness or injury</td></tr>
<tr><td>E00</td><td>Quit</td></tr>
<tr><td>E02</td><td>Quit / Follow spouse</td></tr>
<tr><td>E03</td><td>Quit / Return to school</td></tr>
<tr><td>E04</td><td>Quit / Health reasons</td></tr>
<tr><td>E05</td><td>Quit / Voluntary retirement</td></tr>
<tr><td>E06</td><td>Quit / Take another job</td></tr>
<tr><td>E09</td><td>Quit / Employer relocation</td></tr>
<tr><td>E10</td><td>Quit / Care for dependent</td></tr>
<tr><td>E11</td><td>Quit / To become self-employed</td></tr>
<tr><td>F00</td><td>Maternity</td></tr>
</table></td></tr>
</table>

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<tr><th colspan="7">Field Requirements – Status and Key Dates Records</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td><table>
<tr><td>G00</td><td>Mandatory retirement</td></tr>
<tr><td>G07</td><td>Retirement / Approved workforce reduction</td></tr>
<tr><td>H00</td><td>Work-Sharing</td></tr>
<tr><td>J00</td><td>Apprentice training</td></tr>
<tr><td>K00</td><td>Other</td></tr>
<tr><td>K12</td><td>Other / Change of payroll frequency</td></tr>
<tr><td>K13</td><td>Other / Change of ownership</td></tr>
<tr><td>K14</td><td>Other / Requested by Employment Insurance</td></tr>
<tr><td>K15</td><td>Other/Canadian Forces – Queen’s Regulations</td></tr>
<tr><td>K16</td><td>Other / At the employee’s request</td></tr>
<tr><td>K17</td><td>Other / Change of Service Provider</td></tr>
<tr><td>M00</td><td>Dismissal</td></tr>
<tr><td>M08</td><td>Dismissal/Terminated in probationary period</td></tr>
<tr><td>N00</td><td>Leave of absence</td></tr>
<tr><td>P00</td><td>Parental</td></tr>
<tr><td>Z00</td><td>Compassionate Care</td></tr>
</table></td></tr>
<tr><td>Pay Automatically</td><td>/Transactions/Transaction/Status/IsAutopaid/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>Requires a valid UKG Pro Code. Codes are system delivered:<table>
<tr><td>Code</td><td>Description</td></tr>
<tr><td>Y</td><td>Yes</td></tr>
<tr><td>N</td><td>No</td></tr>
</table></td></tr>
<tr><td>Anticipated end</td><td>/Transactions/Transaction/Status/Stat</td><td>datetime</td><td>10</td><td>N</td><td>A</td><td>Format: mm/dd/yyyy</td></tr>
</table>

Field Requirements – Status and Key Dates Records						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
	usExpectedEndDate/					
Pay suspended from	/Transactions/Transaction/Status/PaySuspendedFromDate/	datetime	10	N	A	Format: mm/dd/yyyy
Pay suspended to	/Transactions/Transaction/Status/PaySuspendedToDate/	datetime	10	N	A	Required if Pay suspended from is provided Format: mm/dd/yyyy
Arrears suspended from	/Transactions/Transaction/Status/ArrearsSuspendedFromDate/	datetime	10	N	A	Format: mm/dd/yyyy
Arrears suspended to	/Transactions/Transaction/Status/ArrearsSuspendedToDate/	datetime	10	N	A	Required if Arrears suspended from is provided Format: mm/dd/yyyy
PTO suspended from	/Transactions/Transaction/Status/AccrSuspTimePaidFromDate/	datetime	10	N	A	Format: mm/dd/yyyy
PTO suspended to	/Transactions/Transaction/Status/AccrSuspTimePaidToDate/	datetime	10	N	A	Required if PTO suspended from is provided Format: mm/dd/yyyy
Retirement date – Early	/Transactions/Transaction/Status/Dat	datetime	10	N	A	Format: mm/dd/yyyy

<table>
<tr><th colspan="7">Field Requirements – Status and Key Dates Records</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td></td><td>eOfEarlyRetirement/</td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>Retirement date – Regular</td><td>/Transactions/Transaction/Status/DateOfRegRetirement/</td><td>datetime</td><td>10</td><td>N</td><td>A</td><td>Format: mm/dd/yyyy</td></tr>
<tr><td>Deceased</td><td>/Transactions/Transaction/Status/W2IsDeceased/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>Requires a valid UKG Pro Code. Codes are system delivered:
<table><tr><th>Code</th><th>Description</th></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table></td></tr>
<tr><td>Date deceased</td><td>/Transactions/Transaction/Status/DateDeceased/</td><td>datetime</td><td>10</td><td>N</td><td>A</td><td>Required when Deceased is checked (Y).

Format: mm/dd/yyyy</td></tr>
<tr><td>HCSO Not Covered</td><td>/Transactions/Transaction/Status/HCSONotCovered/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>Requires a valid UKG Pro Code. Codes are system delivered:
<table><tr><th>Code</th><th>Description</th></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table></td></tr>
<tr><td>HCSO Start Date</td><td>/Transactions/Transaction/Status/HCSOStartDate/</td><td>datetime</td><td>10</td><td>N</td><td>A</td><td>This field is available when ‘HCSO Not Covered’ is checked (Y).
Format: mm/dd/yyyy</td></tr>
<tr><td>HCSO End Date</td><td>/Transactions/Transaction/Status/HCSOEndDate/</td><td>datetime</td><td>10</td><td>N</td><td>A</td><td>This field is available when ‘HCSO Not Covered’ is checked (Y).

Format: mm/dd/yyyy</td></tr>
</table>

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 Transaction Rules – Add/Change Status History			
Field Label	**Required**	**XPath**	**Import Requirements**
Transaction Type	Y	/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	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.

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 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.
Company Code	/Transactions/Transaction/KeyFields/CompanyCode/	string	5		Y	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		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.
SHTransactionFlag	/Transactions/Transaction/StatusHistory/SHTransactionFlag	string	1		A	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. To delete a record, then pass D: <SHTransactionFlag>D</SHTransactionFlag>

<table>
<tr><th colspan="7">Field Requirements – Add/Change Status History Records</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td>Status</td><td>/Transactions/Transaction/StatusHistory/SHEmplStatus</td><td>string</td><td>1</td><td></td><td>A</td><td>Requires a valid UKG Pro Status Code. Codes are system delivered:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>A</td><td>Active</td></tr><tr><td>L</td><td>Leave of absence</td></tr><tr><td>O</td><td>On strike</td></tr><tr><td>R</td><td>Released/laid off</td></tr><tr><td>S</td><td>Suspended</td></tr></table></td></tr>
<tr><td>Start Date</td><td>/Transactions/Transaction/StatusHistory/SHStatusStartDate/</td><td>string</td><td>10</td><td></td><td>Y</td><td>It is the start date of the status passed. It is used to identify a record for update:

Format: mm/dd/yyyy</td></tr>
<tr><td>Reason</td><td>/Transactions/Transaction/StatusHistory/SHEmplStatusReason</td><td>string</td><td>6</td><td></td><td>A</td><td>Required when status is changed to L (leave of absence)

Requires a valid UKG Pro Leave Reason Code. Codes are client configured.

Codes are setup in the System Configuration > Business Rules > Leave Reasons page. You will need to provide valid values to Vendor.</td></tr>
</table>

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 Transaction Rules – Add/Change Job History			
Field Label	**Required**	**XPath**	**Import Requirements**
Transaction Type	Y	/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	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.

Header and Transaction Rules – 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 Requirements – Add/Change Job 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 Job History transaction type.
Company Code	/Transactions/Transaction/KeyFields/ CompanyCode/	string	5		Y	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		Y	This field will be used with the Company code to know which record to update.

Field Requirements – Add/Change Job History Records						
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.
Effective Date	/Transactions/Transaction/KeyFields/EffectiveDate/	String	10		Y	Defines the start date of the job in historical records. It is used to identify employee historical record for update/delete. If no matching effective date is found when updating, it simply adds a record.
JHTransactionFlag	/Transactions/Transaction/JobHistory/JHTransactionFlag	string	1		A	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> If the record passed is for update, but the effective date does not exist, then record will be added.
Job Change Reason	/Transactions/Transaction/JobHistory/JHReason	string	6		A	Requires a valid UKG Pro Job Change Reason Code. Codes are client configured. Codes are setup in the Job Change Reasons page (Menu > System Configuration >

Field Requirements – Add/Change Job History Records						
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.
Job Group	/Transactions/Transaction/JobHistory/JHJobGroupCode	string	5			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. Codes are setup in the Menu > System Configuration > Business Rules > Job Groups page. You will need to provide valid values to Vendor.
Job	/Transactions/Transaction/JobHistory/JHJobCode	String	8			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.

Field Requirements – Add/Change Job History Records						
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. You will need to provide valid values to Vendor.
Alternate title	/Transactions/Transaction/JobHistory/JHAlternateJobTitle	String	150			
Salary Grade	/Transactions/Transaction/JobHistory/JHSalaryGrade	String	6			
FLSA	/Transactions/Transaction/JobHistory/JHFLSACategory	String	1			
Pay Group	/Transactions/Transaction/JobHistory/JHPayGroup	String	6			Requires a valid UKG Pro Pay Group Code. Codes are client configured. Codes are setup in the System Configuration > Business Rules > Pay Groups page. You will need to provide valid values to Vendor.
Pay Frequency	/Transactions/Transaction/JobHistory/JHPayFrequency	String	1			
Scheduled Hours	/Transactions/Transaction/JobHistory/JHScheduledWorkHours	Decimal	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).

<table>
<tr><th colspan="7">Field Requirements – Add/Change Job History Records</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td>• If an employee is weekly, then the hours sent should correspond to a weekly frequency (for example, 40).
Format nnnn.nnnn</td></tr>
<tr><td>Status</td><td>/Transactions/Transaction/JobHistory/JHEmplStatus</td><td>String</td><td>1</td><td></td><td></td><td></td></tr>
<tr><td>Employee Type</td><td>/Transactions/Transaction/JobHistory/JHEmployeeTypeCode</td><td>String</td><td>3</td><td></td><td></td><td>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.</td></tr>
<tr><td>Salary/Hourly</td><td>/Transactions/Transaction/JobHistory/JHSalaryOrHourly</td><td>String</td><td>1</td><td></td><td></td><td>Requires a valid UKG Pro Hourly/Salary Code. Codes are system delivered:<table><tr><th>Code</th><th>Description</th></tr><tr><td>H</td><td>Hourly</td></tr><tr><td>S</td><td>Salaried</td></tr></table></td></tr>
<tr><td>Full Time/ Part Time</td><td>/Transactions/Transaction/JobHistory/JHFullOrPartTimeCode</td><td>String</td><td>1</td><td></td><td></td><td>Requires a valid UKG Pro Full Time/Part Time Code. Codes are system delivered:<table><tr><th>Code</th><th>Description</th></tr><tr><td>F</td><td>Full time</td></tr><tr><td>P</td><td>Part Time</td></tr></table></td></tr>
<tr><td>Annual Salary</td><td>/Transactions/Transaction/JobHistory/JHAnnualSalary</td><td>Decimal</td><td>16</td><td></td><td></td><td>The “Per” will be set accordingly.<table><tr><th>Code</th><th>Description</th></tr><tr><td>Y</td><td>Year</td></tr></table></td></tr>
</table>

<table>
<tr><th colspan="7">Field Requirements – Add/Change Job History Records</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td>Can send up to 4 decimals places.

Format nnnnnnn.nnnn

Either Hourly Pay Rate OR Annual Salary should be sent, not both.

Note: This value is automatically defaulted if using Pay Scale Functionality.</td></tr>
<tr><td>Hourly PayRate</td><td>/Transactions/Transaction/JobHistory/JHHourlyPayRate</td><td>Decimal</td><td>16</td><td></td><td></td><td>The “Per” will be set accordingly.<table><tr><th>Code</th><th>Description</th></tr><tr><td>H</td><td>Hour</td></tr></table>
Can send up to 4 decimals places.

Format nnnnnnn.nnnn

Either Hourly Pay Rate OR Annual Salary should be sent, not both.

Note: This value is automatically defaulted if using Pay Scale Functionality.</td></tr>
<tr><td>Location</td><td>/Transactions/Transaction/JobHistory/JHLocationCode</td><td>String</td><td>6</td><td></td><td></td><td></td></tr>
<tr><td>Shift</td><td>/Transactions/Transaction/JobHistory/JHShiftCode</td><td>String</td><td>2</td><td></td><td></td><td></td></tr>
</table>

Field Requirements – Add/Change Job History Records						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
ShiftGroupCode	/Transactions/Transaction/JobHistory/JHShiftGroupCode					
Supervisor Id	/Transactions/Transaction/JobHistory/JHSupervisorId	String	12			The EmpNo should be sent and a lookup can be done to the SupervisorID (EEID).
Supervisor Not In List	/Transactions/Transaction/JobHistory/JHSupervisorNotInList	String	1			
SupervisorFirstName	/Transactions/Transaction/JobHistory/JHSupervisorFirstName	String	20			
SupervisorLastName	/Transactions/Transaction/JobHistory/JHSupervisorLastName	String	30			
SupervisorCompanyCode	/Transactions/Transaction/JobHistory/JHSupervisorCompanyCode	String	5			
Project	/Transactions/Transaction/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 Requirements – Add/Change Job History Records						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
Local Union	/Transactions/Transaction/JobHistory/JHLaborUnionLocalCode	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/Transaction/JobHistory/JHLaborUnionNationalCode	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.
JHOrgLevel1Code	/Transactions/Transaction/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
JHOrgLevel2Code	/Transactions/Transaction/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 Requirements – Add/Change Job History Records						
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
JHOrgLevel3Code	/Transactions/Transaction/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
JHOrgLevel4Code	/Transactions/Transaction/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/Transaction/JobHistory/JHOtherRate1	Decimal	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 Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
						Format nnnnnnnnnn.nnnn
JHOtherRate2	/Transactions/Transaction/JobHistory/JHOtherRate2	Decimal	19			Available when client has configured using Other Rates. Can send up to 4 decimals places. Format nnnnnnnnnn.nnnn
JHOtherRate3	/Transactions/Transaction/JobHistory/JHOtherRate3	Decimal	19			Available when client has configured using Other Rates. Can send up to 4 decimals places. Format nnnnnnnnnn.nnnn
JHOtherRate4	/Transactions/Transaction/JobHistory/JHOtherRate4	Decimal	19			Available when client has configured using Other Rates. Can send up to 4 decimals places. Format nnnnnnnnnn.nnnn
Variable Pay Plan	/Transactions/Transaction/JobHistory/JHVarPayPlanCode	String	6			
IsJobChange	/Transactions/Transaction/JobHistory/JHIsJobChange	String	1			Value as Y or N
IsSalaryChange	/Transactions/Transaction/JobHistory/JHIsSalaryChange	String	1			Value as Y or N
IsOrgChange	/Transactions/Transaction/JobHistory/JHIsOrgChange	String	1			Value as Y or N

<table>
<tr><th colspan="7">Field Requirements – Add/Change Job History Records</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td>IsTransfer</td><td>/Transactions/Transaction/JobHistory/JHIsTransfer</td><td>String</td><td>1</td><td></td><td></td><td>Value as Y or N</td></tr>
<tr><td>IsPromotion</td><td>/Transactions/Transaction/JobHistory/JHIsPromotion</td><td>String</td><td>1</td><td></td><td></td><td>Value as Y or N</td></tr>
<tr><td>PaymentsPerYear</td><td>/Transactions/Transaction/JobHistory/JHPaymentsPerYear</td><td>Int</td><td>2</td><td></td><td></td><td>Global only Requires a valid UKG Pro Code.

This is required when the pay frequency is Monthly.

Codes are system delivered:
<table><tr><th>Codes</th></tr><tr><td>12</td></tr><tr><td>13</td></tr><tr><td>14</td></tr><tr><td>15</td></tr></table></td></tr>
<tr><td>PayScale</td><td>/Transactions/Transaction/JobHistory/JHPayScale</td><td>String</td><td>6</td><td></td><td></td><td>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</td></tr>
</table>

Field Requirements – Add/Change Job History Records						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
SalaryStep	/Transactions/Transaction/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/Transaction/JobHistory/JHPiecePayRate	Decimal	16			
Notes	/Transactions/Transaction/JobHistory/JHNotes	String	4000			
IsViewableByEmployee	/Transactions/Transaction/JobHistory/JHIsViewableByEmployee	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 Transaction Rules – Terminate Employee Records			
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** Terminate Employee / TERMINATION
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.

Header and Transaction Rules – Terminate Employee Records			
Field Label	**Required**	**XPath**	**Import Requirements**
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	A		Supported
Platform Configuration Data	A		Currently supported

Field Requirements – Terminate Employee Records						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
						Includes only fields that are part of the Terminate Employee transaction type.
Company	/Transactions/Transaction/KeyFields/CompanyCode/	char	5	Y	Y	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.
Employee Key	/Transactions/Transaction/KeyFields/Identifier/	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.
Termination date	/Transactions/Transaction/TerminationInfo/DateOfTermination/	datetime	10	N	Y	Date must be later than Date of Last Hire Format: mm/dd/yyyy

<table>
<tr><th colspan="7">Field Requirements – Terminate Employee Records</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td>Last day worked</td><td>/Transactions/Transaction/TerminationInfo/LastDateWorked/</td><td>datetime</td><td>10</td><td>N</td><td>A</td><td>Defaults to termination date if not provided.
Format: mm/dd/yyyy</td></tr>
<tr><td>Paid Thru</td><td>/Transactions/Transaction/TerminationInfo/DatePaidThru/</td><td>datetime</td><td>10</td><td>N</td><td>Y</td><td>Defaults to termination date if not provided.
Format: mm/dd/yyyy</td></tr>
<tr><td>Termination reason</td><td>/Transactions/Transaction/TerminationInfo/TermReasonCode/</td><td>char</td><td>6</td><td>Y</td><td>Y</td><td>Requires a valid UKG Pro Termination Reason Code. Codes are client configured.

Codes are setup in the System Configuration > Business Rules > Termination Reasons page. You will need to provide valid values to Vendor.</td></tr>
<tr><td>Eligible for rehire</td><td>/Transactions/Transaction/TerminationInfo/EligibleForRehire/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>Requires a valid UKG Pro Code. Codes are system delivered:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table></td></tr>
<tr><td>ROE Issue Reason</td><td>/Transactions/Transaction/ROE/ROEIssueReason/</td><td>char</td><td>3</td><td>Y</td><td>A</td><td>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:

<table><tr><td>Code</td><td>Description</td></tr></table></td></tr>
</table>

Field Requirements – Terminate Employee Records						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**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

<table>
<tr><th colspan="7">Field Requirements – Terminate Employee Records</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td><table><tr><td>K17</td><td>Other / Change of Service Provider</td></tr><tr><td>M00</td><td>Dismissal</td></tr><tr><td>M08</td><td>Dismissal/Terminated in probationary period</td></tr><tr><td>N00</td><td>Leave of absence</td></tr><tr><td>P00</td><td>Parental</td></tr><tr><td>Z00</td><td>Compassionate Care</td></tr></table></td></tr>
<tr><td>Inactivate autopay</td><td>/Transactions/Transaction/TerminationInfo/InactiveateAutoPay/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>Requires a valid UKG Pro Code. Codes are system delivered:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table>
Note: If the employee does not currently have autopay, and Inactivate Autopay is sent as (N), then autopay will be turned on. If you do not want the Inactivate Autopay field changed, then do not send the field/element.

Note the element name (XPath) does match what is in the XSD (InactiveateAutoPay).</td></tr>
<tr><td>Eligible for severance</td><td>/Transactions/Transaction/TerminationInfo/EligibleForSeverance/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>Requires a valid UKG Pro Code. Codes are system delivered:

<table><tr><td>Code</td><td>Description</td></tr></table></td></tr>
</table>

<table>
<tr><th colspan="7">Field Requirements – Terminate Employee Records</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td><table><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table></td></tr>
<tr><td>Inactivate direct deposit</td><td>/Transactions/Transaction/TerminationInfo/DirectDepositInactive/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>Requires a valid UKG Pro Code. Codes are system delivered:<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table></td></tr>
<tr><td>COBRA qualifying event</td><td>/Transactions/Transaction/TerminationInfo/IsCobraQualifying/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>Requires a valid UKG Pro Code. Codes are system delivered:<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table></td></tr>
<tr><td>Occurred on</td><td>/Transactions/Transaction/TerminationInfo/CobraDateOfEvent/</td><td>datetime</td><td>10</td><td>N</td><td>A</td><td>Format: mm/dd/yyyy</td></tr>
<tr><td>Due to</td><td>/Transactions/Transaction/TerminationInfo/CobraReason/</td><td>char</td><td>6</td><td>Y</td><td>A</td><td>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.</td></tr>
<tr><td>Notes</td><td>/Transactions/Transaction/TerminationInfo/TermNote/</td><td>varchar</td><td>4000</td><td>N</td><td>A</td><td></td></tr>
</table>

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 Work-in 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	Y	/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	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.

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

Field Requirements – Name, Address or Phone Changes						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
						Includes only fields that are part of the Name, Address, Phone transaction type.
Company	/Transactions/Transaction/KeyFields/CompanyCode/	char	5	Y	Y	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.
Employee Key	/Transactions/Transaction/KeyFields/Identifier/	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.
Effective date	/Transactions/Transaction/KeyFields/EffectiveDate/	datetime	10	N	A	Format: mm/dd/yyyy If not provided, it will default to the current date
First name	/Transactions/Transaction/Personal/NameFirst/	varchar	100	N	A	US/CAN: Page length is restricted to 20; data provided longer will be truncated
Middle name	/Transactions/Transaction/Personal/NameMiddle/	varchar	50	N	A	US/CAN: Page length is restricted to 20; data provided longer will be truncated

Field Requirements – Name, Address or Phone Changes						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
Last name	/Transactions/Transaction/Personal/NameLast/	varchar	100	N	A	US/CAN: Page length is restricted to 30; data provided longer will be truncated
Prefix	/Transactions/Transaction/Personal/NamePrefixCode/	varchar	4	Y	A	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 Rules > Name Prefix page. You will need to provide valid values to Vendor.
Preferred name	/Transactions/Transaction/Personal/NamePreferred/	varchar	100	N	A	US/CAN: Page length is restricted to 20; data provided longer will be truncated
Former last	/Transactions/Transaction/Personal/NameFormer/	varchar	100	N	A	US/CAN: Page length is restricted to 30; data provided longer will be truncated
Suffix	/Transactions/Transaction/Personal/NameSuffixCode/	varchar	5	Y	A	Requires a valid UKG Pro Suffix Code. Code value is restricted to 5. Codes are client configured. Codes are setup in the System Configuration > Business Rules > Name Suffix page. You will need to provide valid values to Vendor.
Address	/Transactions/Transaction/PrimaryAddress/AddressLine1/	varchar	255	N	A	US/CAN: Page length is restricted to 30; data provided longer will be truncated
Address line 2	/Transactions/Transaction/PrimaryAddress/AddressLine2/	varchar	255	N	A	US/CAN: Page length is restricted to 30; data provided longer will be truncated

Field Requirements – Name, Address or Phone Changes						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
City	/Transactions/Transaction/PrimaryAddress/AddressCity/	varchar	255	N	A	US/CAN: Page length is restricted to 30; data provided longer will be truncated
State/Province (Resident Tax State)	/Transactions/Transaction/PrimaryAddress/AddressStateCode/	varchar	6	Y	A	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 Rules > Countries (and States/Provinces/Regions/Districts) page. You will need to provide valid values to Vendor.
Zip/Postal code	/Transactions/Transaction/PrimaryAddress/AddressZipCode/	varchar	50	N	A	US/CAN: Page length is restricted to 10; data provided longer will be truncated Format US: nnnnn or nnnnnnnnn Format CAN: ananan
Country	/Transactions/Transaction/PrimaryAddress/AddressCountryCode/	char	3	Y	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.

<table>
<tr><th colspan="7">Field Requirements – Name, Address or Phone Changes</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td>County</td><td>/Transactions/Transaction/PrimaryAddress/AddressCounty/</td><td>varchar</td><td>255</td><td>N</td><td>A</td><td>US/CAN: Page length is restricted to 30; data provided longer will be truncated</td></tr>
<tr><td>Home phone</td><td>/Transactions/Transaction/Personal/PhoneHomeNumber/</td><td>varchar</td><td>50</td><td>N</td><td>A</td><td>US/CAN: Page length is restricted to 10; data provided longer will be truncated

Format US/CAN: nnnnnnnnnn</td></tr>
<tr><td>Home phone country code</td><td>/Transactions/Transaction/Personal/PhoneHomeCountryCode/</td><td>char</td><td>3</td><td>Y</td><td>A</td><td>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.</td></tr>
<tr><td>Private</td><td>/Transactions/Transaction/Personal/PhoneHomePrivate/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>Requires a valid UKG Pro Code. Codes are system delivered:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table></td></tr>
<tr><td>Primary e-mail</td><td>/Transactions/Transaction/Personal/AddressEmail/</td><td>varchar</td><td>50</td><td></td><td>A</td><td></td></tr>
<tr><td>Work phone</td><td>/Transactions/Transaction/Personal/PhoneBusinessNumber/</td><td>varchar</td><td>50</td><td>N</td><td>A</td><td>US/CAN: Page length is restricted to 10; data provided longer will be truncated</td></tr>
</table>

Field Requirements – Name, Address or Phone Changes						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
						Format US/CAN: nnnnnnnnn
Extension	/Transactions/Transaction/Personal/PhoneBusinessExtension/	varchar	10	N	A	
Work phone country code	/Transactions/Transaction/Personal/PhoneBusinessCountryCode/	char	3	Y	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.
Alternate e-mail	/Transactions/Transaction/Personal/AlternateEmail/	varchar	50	N	A	
Mailstop	/Transactions/Transaction/Personal/MailStop/	char	10	N	A	
Distribution center	/Transactions/Transaction/Personal/DistributionCenter/	char	6	Y	A	Requires a valid UKG Pro Distribution Center Code. Codes are client configured. Codes are setup in the System Configuration > Business Rules > Distribution Centers page. You will need to provide valid values to Vendor.
Marital Status	/Transactions/Transaction/Personal/MaritalStatusCode/	Char	1	Y	A	Requires a valid UKG Pro Marital Status Code. Some codes are system delivered: Code: D — Description: Divorced

Field Requirements – Name, Address or Phone Changes						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
						<table><tr><td>M</td><td>Married</td></tr><tr><td>S</td><td>Single</td></tr><tr><td>W</td><td>Widow(er)</td></tr><tr><td>Z</td><td>None</td></tr></table> Codes are setup in the System Configuration > Business Rules > Marital Status page. You 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 Transaction Rules – I-9 Changes			
Field Label	**Required**	**XPath**	**Import Requirements**
TransactionType	Y	/Transactions/Transaction/Header /TransactionType/	Identifies the type of transaction to process. Available field options are: <table><tr><th>Options</th><th>TRANSACTIONTYPE Value</th></tr><tr><td>I-9 Changes</td><td>I9</td></tr></table>
EmployeeKey	Y	/Transactions/Transaction/Header /IdentifierRule/	It will be used to identify the value to use to determine what employee to update.

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 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	A		Supported
Platform Configuration Data	A		Not currently supported

Field Requirements – I-9 Changes						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
						Includes only fields that are part of the I9 transaction type.
Company	/Transactions/Transaction /KeyFields/CompanyCode /	char	5	Y	Y	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.
Employee Key	/Transactions/Transaction /KeyFields/Identifier/	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.
Verified	/Transactions/Transaction /I9/I9VerifiedCode/	char	1	Y	A	Requires a valid UKG Pro Code. Codes are system delivered:

<table>
<tr><th colspan="7">Field Requirements – I-9 Changes</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td><table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr><tr><td>P</td><td>Pending</td></tr></table></td></tr>
<tr><td>Work authorization</td><td>/Transactions/Transaction/I9/I9WorkAutorization/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>Requires a valid UKG Pro Code. Codes are system delivered:<table><tr><td>Code</td><td>Description</td></tr><tr><td>U</td><td>A citizen of the United States</td></tr><tr><td>P</td><td>A lawful permanent resident</td></tr><tr><td>N</td><td>A noncitizen national of the United States</td></tr><tr><td>A</td><td>An alien authorized to work</td></tr></table></td></tr>
<tr><td>Document number</td><td>/Transactions/Transaction/I9/I9DocumentNumber/</td><td>char</td><td>20</td><td>N</td><td>A</td><td></td></tr>
<tr><td>Expiration date</td><td>/Transactions/Transaction/I9/I9ExpirationDate/</td><td>datetime</td><td>10</td><td>N</td><td>A</td><td>Format: mm/dd/yyyy</td></tr>
<tr><td>Document A</td><td>/Transactions/Transaction/I9/I9DocACode/</td><td>char</td><td>2</td><td>Y</td><td>A</td><td>Requires a valid UKG Pro Code. Codes are system delivered:<table><tr><td>Code</td><td>Description</td></tr><tr><td>A1</td><td>United States Passport</td></tr><tr><td>A2</td><td>United States Passport card</td></tr><tr><td>A4</td><td>Foreign passport with I-551 stamp</td></tr><tr><td>A5</td><td>Permanent resident card or alien registration receipt card (Form I-551)</td></tr></table></td></tr>
</table>

Field Requirements – I-9 Changes						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
						A6 – Passport from the Federated States of Micronesia with Form I-94 A7 – Passport from the Federated States of Micronesia with Form I-94A A8 – Passport from the Republic of the Marshall Islands with Form I-94 A9 – Passport from the Republic of the Marshall Islands with Form I-94A AA – Foreign passport with I-551 printed notation on visa AB – Foreign passport with a Form I-94 AC – Employment Authorization Document with photograph – Form I-766 AD – Foreign passport with a Form I-94A AE – Arrival portion of the Form I-94 with a temporary I-551 stamp and photograph affixed AF – Arrival portion of the Form I-94A with a temporary I-551 stamp and photograph affixed AG – Form I-94 with an unexpired refugee admission stamp AH – Form I-94A with an unexpired refugee admission stamp AI – EAD (Form I-766) – Expired with Form I-797C
Document B	/Transactions/Transaction/I9/I9DocBCode/	char	2	Y	A	Required if Document A is not provided

<table>
<tr><th colspan="7">Field Requirements – I-9 Changes</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td>Requires a valid UKG Pro Code. Codes are system delivered:

<table><tr><th>Code</th><th>Description</th></tr><tr><td>B2</td><td>Federal ID - Identification card for use of resident citizen in the U.S. (I-179)</td></tr><tr><td>B3</td><td>Driver's license issued by a U.S. State or U.S. outlying possession</td></tr><tr><td>B4</td><td>ID card issued by a U.S. State or U.S. outlying possession</td></tr><tr><td>B5</td><td>ID card issued by federal agencies</td></tr><tr><td>B6</td><td>ID card issued by state agencies</td></tr><tr><td>B7</td><td>ID card issued by local agencies</td></tr><tr><td>B8</td><td>School ID with photograph</td></tr><tr><td>B9</td><td>Voter registration card</td></tr><tr><td>BA</td><td>U.S. military card</td></tr><tr><td>BB</td><td>U.S. military draft record</td></tr><tr><td>BC</td><td>Military dependent's ID card</td></tr><tr><td>BD</td><td>U.S. Coast guard merchant mariner card</td></tr></table></td></tr>
</table>

<table>
<tr><th colspan="7">Field Requirements – I-9 Changes</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td><table>
<tr><td>BE</td><td>Native american tribal document</td></tr>
<tr><td>BF</td><td>Driver's license issued by a Canadian government authority</td></tr>
<tr><td>BG</td><td>School record</td></tr>
<tr><td>BH</td><td>School report card</td></tr>
<tr><td>BI</td><td>Clinic record</td></tr>
<tr><td>BJ</td><td>Doctor record</td></tr>
<tr><td>BK</td><td>Hospital record</td></tr>
<tr><td>BL</td><td>Day-care record</td></tr>
<tr><td>BM</td><td>Nursery school record</td></tr>
<tr><td>BN</td><td>Minor-No ID</td></tr>
<tr><td>BO</td><td>Disabled-No ID</td></tr>
</table></td></tr>
<tr><td>Document C</td><td>/Transactions/Transaction/I9/I9DocCCode/</td><td>char</td><td>2</td><td>Y</td><td>A</td><td>Required if Document A is not provided

Requires a valid UKG Pro Code. Codes are system delivered:
<table>
<tr><td>Code</td><td>Description</td></tr>
</table></td></tr>
</table>

Field Requirements – 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 CB — EAD issued by DHS - Form I-94 with Form I-797 CC — EAD issued by DHS - Form DS-2019 with I-94 and a letter from the exchange program

Field Requirements – 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 CH – 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 CK – EAD issued by DHS - Form I-94A with Form I-797A CL – EAD issued by DHS - Form I-94 with Form i-797B CM – EAD issued by DHS - Form I-94A with Form I-797B CN – EAD issued by DHS - Form I-94 with Form I-797C CO – EAD issued by DHS - Form I-94A with Form I-797C CP – Certificate of U.S. Citizenship - Form N-560 CQ – Certificate of U.S. Citizenship - Form N-561

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

National ID Changes

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

Header and Transaction Rules – 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	A		Supported
Platform Configuration Data	A		Not currently supported

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

Field Requirements – National ID Changes						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
						options available as outlined in the Employee Key section above should be sent.
National ID	/Transactions/Transaction/ID/NationalID/	varchar	50	N	A	CAN and Global only New SIN or National ID SIN Format: nnnnnnnnn
SSN	/Transactions/Transaction/ID/SSN/	char	9	N	A	US and CAN only New SSN Format: nnnnnnnnn
Expiry Date	/Transactions/Transaction/PrivateInfo/NationalIDExpireDate/	datetime	10	N	A	CAN only Required when SIN is a temporary ID Format mm/dd/yyyy

Work Location and Work-in State Tax Changes

Detail Record – Work Location and Work-in State Tax Changes (USA)	
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 Transaction Rules – Work Location and Work-in State Tax Changes (USA)			
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** Add Work Location / WORKLOCATION
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.

Header and Transaction Rules – Work Location and Work-in State Tax Changes (USA)			
Field Label	**Required**	**XPath**	**Import Requirements**
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	A		Supported
Platform Configuration Data	A		Not currently supported

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**
						Includes only fields that are part of the Work Location transaction type.
Company	/Transactions/Transaction/KeyFields/CompanyCode/	char	5	Y	Y	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.
Employee Key	/Transactions/Transaction/KeyFields/Identifier/	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.
Location	/Transactions/Transaction/USTaxes/WorkInLocationCode/	char	6	Y	Y	Requires a valid UKG Pro Location Code. Codes are client configured.

<table>
<tr><th colspan="7">Field Requirements – Work Location and Work-in State Tax Changes (USA)</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td>Codes are setup in the System Configuration > Business Rules > Locations page. You will need to provide valid values to Vendor.</td></tr>
<tr><td>Primary Work Location</td><td>/Transactions/Transaction/USTaxes/WorkInIsPrimaryLocation/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>Requires a valid UKG Pro Code. Codes are system delivered:
<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table>
If not provided, it will default to ‘N’</td></tr>
<tr><td>Active</td><td>/Transactions/Transaction/USTaxes/WorkInIsActiveLocation/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>Requires a valid UKG Pro Code. Codes are system delivered:
<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table>
If not provided, it will default to ‘N’</td></tr>
<tr><td>Filing status (State Work In)</td><td>/Transactions/Transaction/USTaxes/WorkInFilingStatusCode/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>US only

If not provided, it will follow UKG Pro default

Change, if not provided, it will default to employee’s current setting for the first found matching state. If not in same state, then it will default to the employee’s current setting for their</td></tr>
</table>

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
Total allowances claimed (State Work In)	/Transactions/Transaction/USTaxes/WorkInTotalAllowances/	int	3	N	A	US only If not provided, it will follow UKG Pro default 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/WorkInAdditionalAllowances/	int	3	N	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
Additional amount withheld each paycheck (State Work In)	/Transactions/Transaction/USTaxes/WorkInAdditionalAmountWithheld/	decimal	11	N	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 Format: nnnnnnnnn.nn

<table>
<tr><th colspan="7">Field Requirements – Work Location and Work-in State Tax Changes (USA)</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td>Employee claims exemption from withholding (blocked) (State Work In)</td><td>/Transactions/Transaction /USTaxes/WorkInEmployeeClaimsExemption/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>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:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table>
If true, then employee taxes are blocked.</td></tr>
<tr><td>Exempt from WACRFEE</td><td>/Transactions/Transaction /USTaxes/ExemptFromTax</td><td>Char</td><td>1</td><td>N</td><td>A</td><td>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:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table></td></tr>
</table>

<table>
<tr><th colspan="7">Field Requirements – Work Location and Work-in State Tax Changes (USA)</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td>If true, then employee taxes are exempt.</td></tr>
<tr><td>Employee has a lock-in letter (State Work In)</td><td>/Transactions/Transaction/USTaxes/WorkInLockInLetter/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>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:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table></td></tr>
<tr><td>Select the correct state plan (State Work In)</td><td>/Transactions/Transaction/USTaxes/WorkInStateTaxPlan/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>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

This is only required if the Work Location state is California (CA).

Codes are system delivered:

<table><tr><td>Code</td><td>Description</td></tr></table></td></tr>
</table>

<table>
<tr><th colspan="7">Field Requirements – Work Location and Work-in State Tax Changes (USA)</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td>
<table>
<tr><td>Z</td><td>State unem. (TPSP exempt from disability)</td></tr>
<tr><td>P</td><td>Personal income tax only</td></tr>
<tr><td>S</td><td>State disability and state unemployment</td></tr>
<tr><td>J</td><td>State disability only (exempt from UI)</td></tr>
<tr><td>A</td><td>State un. only (public entity EE only)</td></tr>
<tr><td>X</td><td>State unem. (religious exempt from dis.)</td></tr>
<tr><td>Y</td><td>State unem. (sole stockhold exempt from dis.)</td></tr>
<tr><td>U</td><td>Vol. disability and state unemployment</td></tr>
<tr><td>L</td><td>Vol. disability only (exempt from UI)</td></tr>
</table>
</td></tr>
<tr><td>Select the correct disability plan (State Work In)</td><td>/Transactions/Transaction /USTaxes/WorkInStateTax DisabilityPlan/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>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

This is only required if the Work Location state is California, Rhode Island, New York, New Jersey, Puerto Rico, or Washington.

Codes are system delivered:

<table>
<tr><td>Code</td><td>Description</td></tr>
</table>
</td></tr>
</table>

<table>
<tr><th colspan="7">Field Requirements – Work Location and Work-in State Tax Changes (USA)</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td><table>
<tr><td>S</td><td>State</td></tr>
<tr><td>P</td><td>Private</td></tr>
<tr><td>R</td><td>New York Employer–Paid Plan</td></tr>
<tr><td>N</td><td>New York Employer–Employee Shared Plan</td></tr>
<tr><td>W</td><td>Washington Paid Medical Leave Employer Share</td></tr>
</table></td></tr>
<tr><td>Select a Geographic code (State Work In)</td><td>/Transactions/Transaction/USTaxes/WorkInStateGeographicCode/</td><td>char</td><td>2</td><td>Y</td><td>A</td><td>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 Hires section for GEO codes list</td></tr>
<tr><td>Select an occupational code (State Work In)</td><td>/Transactions/Transaction/USTaxes/WorkInStateOccupationalCode/</td><td>varchar</td><td>10</td><td>Y</td><td>A</td><td>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</td></tr>
</table>

<table>
<tr><th colspan="7">Field Requirements – Work Location and Work-in State Tax Changes (USA)</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td>This is only required if the Work Location state is Alaska or Louisiana.

Codes are system delivered:

See Hires section for occupation code list</td></tr>
<tr><td>Not subject to Tax (State work-in)</td><td>/Transactions/Transaction/USTaxes/WorkInNotSubjectToTax/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>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:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table></td></tr>
<tr><td>Received a certificate of non-residence from this employee (State Work In)</td><td>/Transactions/Transaction/USTaxes/WorkInReciprocalAgreement/</td><td>char</td><td>1</td><td>Y</td><td>Y</td><td>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:</td></tr>
</table>

<table>
<tr><th colspan="7">Field Requirements – Work Location and Work-in State Tax Changes (USA)</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td><table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table></td></tr>
<tr><td>Work-in res vs work-in non-res</td><td>/Transactions/Transaction /USTaxes/LocalWorkInTax ResidentStatus/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>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:
<table><tr><td>Code</td><td>Description</td></tr><tr><td>R</td><td>Resident</td></tr><tr><td>N</td><td>Non-resident</td></tr></table></td></tr>
<tr><td>OCC tax Not Subject to (Local Work-in)</td><td>/Transactions/Transaction /USTaxes/ LocalWorkInOccNotSubjectToTax/</td><td>char</td><td>1</td><td>Y</td><td>N</td><td>US only

If not provided, it will default to employee’s current setting if the same local tax code. If not in</td></tr>
</table>

<table>
<tr><th colspan="7">Field Requirements – Work Location and Work-in State Tax Changes (USA)</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td>the same local tax code it will follow UKG Pro defaults

Requires a valid UKG Pro Code. Codes are system delivered:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table></td></tr>
<tr><td>OCC Block Tax Amount (Local Work-in)</td><td>/Transactions/Transaction/USTaxes/LocalWorkInOccClaimsExemption/</td><td>char</td><td>1</td><td>Y</td><td>N</td><td>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:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table></td></tr>
<tr><td>OTHER tax Not Subject to (Local Work In)</td><td>/Transactions/Transaction/USTaxes/LocalWorkInOthNotSubjectToTax/</td><td>char</td><td>1</td><td>Y</td><td>N</td><td>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</td></tr>
</table>

<table>
<tr><th colspan="7">Field Requirements – Work Location and Work-in State Tax Changes (USA)</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td>Requires a valid UKG Pro Code. Codes are system delivered:
<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table></td></tr>
<tr><td>OTHER Block Tax Amount (Local Work In)</td><td>/Transactions/Transaction/USTaxes/LocalWorkInOthClaimsExemption/</td><td>char</td><td>1</td><td>Y</td><td>N</td><td>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:
<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table></td></tr>
<tr><td>Workers Compensation Tax Not Subject To (Local Work In)</td><td>/Transactions/Transaction/USTaxes/LocalWorkInWCNotSubjectToTax/</td><td>char</td><td>1</td><td>Y</td><td>N</td><td>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</td></tr>
</table>

<table>
<tr><th colspan="7">Field Requirements – Work Location and Work-in State Tax Changes (USA)</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td>Requires a valid UKG Pro Code. Codes are system delivered:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table></td></tr>
<tr><td>Workers Compensation Block Tax Amount (Local Work In)</td><td>/Transactions/Transaction /USTaxes/LocalWorkInWC ClaimsExemption/</td><td>char</td><td>1</td><td>Y</td><td>N</td><td>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:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table></td></tr>
<tr><td>Not Subject to (Local Work-in)</td><td>/Transactions/Transaction /USTaxes/LocalWorkInNot SubjectToTax/</td><td>char</td><td>1</td><td>Y</td><td>N</td><td>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</td></tr>
</table>

<table>
<tr><th colspan="7">Field Requirements – Work Location and Work-in State Tax Changes (USA)</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td>Requires a valid UKG Pro Code. Codes are system delivered:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table></td></tr>
<tr><td>Block Tax Amount (Local Work-in)</td><td>/Transactions/Transaction/USTaxes/LocalWorkInClaimsExemption/</td><td>char</td><td>1</td><td>Y</td><td>N</td><td>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:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table></td></tr>
<tr><td>Working From Home</td><td>/Transactions/Transaction/USTaxes/WorkInWorkingFromHome/</td><td>char</td><td>1</td><td></td><td>A</td><td>US Only

If not provided, it will default to N.

Requires a valid UKG Pro Code. Codes are system delivered:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr></table></td></tr>
</table>

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**
						<table><tr><td>N</td><td>No</td></tr></table> If true, it will enable the configuration of certain Resident taxes on the Work Location
Disable State Reciprocity	/Transactions/Transaction/USTaxes/WorkInDisableStateReciprocity/	char	1		A	US Only If not provided, it will default to N. Requires a valid UKG Pro Code. Codes are system delivered: <table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table> If true, it will withhold and report on full Resident taxable wages without consideration for multi-state rules.

Work Location Settings Changes

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/TransactionType/	Identifies the type of transaction to process. Available field options are: **Options** / **TRANSACTIONTYPE Value** Change Location Settings / TAXLOCATIONSETTINGS
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	A		Supported

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

Field Requirements – Work Location Settings Changes (USA)						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
						Includes only fields that are part of the Location Settings transaction type.
Company	/Transactions/Transaction/KeyFields/CompanyCode/	char	5	Y	Y	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.
Employee Key	/Transactions/Transaction/KeyFields/Identifier/	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.
EE is to be taxed in multiple locations	/Transactions/Transaction/TaxLocationSettings/TaxedInMultipleLocations/	char	1	Y	Y	Requires a valid UKG Pro Code. Codes are system delivered: Code: Y – Yes; N – No

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

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 Transaction Rules – Federal Income Tax (W-4) Changes (USA)

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 Income Tax / USFEDERALTAX
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.

Header and Transaction Rules – Federal Income Tax (W-4) Changes (USA)			
Field Label	**Required**	**XPath**	**Import Requirements**
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	A		Supported
Platform Configuration Data	A		Not currently supported

Field Requirements – Federal Income Tax (W-4) Changes (USA)						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
						Includes only fields that are part of the Change Income Tax (Federal) transaction type.
Company	/Transactions/Transaction/KeyFields/CompanyCode/	char	5	Y	Y	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.
Employee Key	/Transactions/Transaction/KeyFields/Identifier/	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.
Filing status	/Transactions/Transaction/USTaxes/FederalFilingStatusCode/	char	1	Y	A	US only Requires a valid UKG Pro Filing Status Code. Codes are system delivered:

<table>
<tr><th colspan="7">Field Requirements – Federal Income Tax (W-4) Changes (USA)</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td><table>
<tr><td>Code</td><td>Description</td></tr>
<tr><td>H</td><td>Head of household</td></tr>
<tr><td>X</td><td>Married filing jointly – Multi job</td></tr>
<tr><td>V</td><td>Single/Married filing separately – Multi Job</td></tr>
<tr><td>Y</td><td>Head of household – Multi Job</td></tr>
<tr><td>E</td><td>NRA S/M filing separately</td></tr>
<tr><td>F</td><td>NRA – S/M filing separately – MJ</td></tr>
<tr><td>T</td><td>Single/Married filing separately</td></tr>
<tr><td>U</td><td>Married filing jointly</td></tr>
<tr><td>G</td><td>Form 673 S/M filing separately</td></tr>
<tr><td>I</td><td>Form 673 Married filing jointly</td></tr>
<tr><td>J</td><td>Form 673 Head of household</td></tr>
<tr><td>K</td><td>Form 673 S/M file sep – MJ</td></tr>
<tr><td>L</td><td>Form 673 Married file joint – MJ</td></tr>
<tr><td>O</td><td>Form 673 House of Household - MJ</td></tr>
</table></td></tr>
<tr><td>Total allowances claimed</td><td>/Transactions/Transaction/USTaxes/FederalTotalAllowances/</td><td>int</td><td>3</td><td>N</td><td>A</td><td>US only</td></tr>
<tr><td>Additional amount withheld each paycheck</td><td>/Transactions/Transaction/USTaxes/FederalAdditionalAmountWithheld/</td><td>decimal</td><td>11</td><td>N</td><td>A</td><td>US only

Format: nnnnnnnnn.nn</td></tr>
</table>

<table>
<tr><th colspan="7">Field Requirements – Federal Income Tax (W-4) Changes (USA)</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td>Employee claims exemption from withholding (blocked)</td><td>/Transactions/Transaction/USTaxes/FederalEmployeeClaimsExemption/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>US only

Requires a valid UKG Pro Code. Codes are system delivered:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table>
If true, then employee taxes are blocked.

If this value is ‘Y’, then the value for ‘Exempt From Tax’ should be set to ‘N’.</td></tr>
<tr><td>Employee has a Federal lock-in letter</td><td>/Transactions/Transaction/USTaxes/FederalLockInLetter/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>US only

Requires a valid UKG Pro Code. Codes are system delivered:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table></td></tr>
<tr><td>Payee is subject to backup withholding</td><td>/Transactions/Transaction/USTaxes/FederalBackupWithholding/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>US only

Requires a valid UKG Pro Code. Codes are system delivered:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr></table></td></tr>
</table>

<table>
<tr><th colspan="7">Field Requirements – Federal Income Tax (W-4) Changes (USA)</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td><table><tr><td>N</td><td>No</td></tr></table></td></tr>
<tr><td>Pension</td><td>/Transactions/Transaction/USTaxes/FederalW2IsPension/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>US only

Requires a valid UKG Pro Code. Codes are system delivered:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table></td></tr>
<tr><td>Exempt from Tax</td><td>/Transactions/Transaction/USTaxes/FederalExemptFromTax/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>US only

Requires a valid UKG Pro Code. Codes are system delivered:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table>
If this value is ‘Y’, then the value for ‘Employee claims exemptions from withholding (blocked Federal)’ should be set to ‘N’.</td></tr>
</table>

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 Transaction Rules – Resident State Income Tax (W-4) Changes (USA)			
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 Resident Taxes / USRESIDENTTAX
EmployeeKey	Y	/Transactions/Transaction/Header/IdentifierRule/	It will be used to identify the value to use to determine what employee to update.

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 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	A		Supported
Platform Configuration Data	A		Not currently supported

Field Requirements – Resident State Income Tax (W-4) Changes (USA)						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
						Includes only fields that are part of the Change Resident State Tax transaction type.
Company	/Transactions/Transaction/KeyFields/CompanyCode/	char	5	Y	Y	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.
Employee Key	/Transactions/Transaction/KeyFields/Identifier/	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.

Field Requirements – Resident State Income Tax (W-4) Changes (USA)						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
Resident State	/Transactions/Transaction/USTaxes/ResidentTaxStateCode/	char	2	Y	A	US only Requires a valid UKG Pro State Code. Codes are system delivered:
Filing status	/Transactions/Transaction/USTaxes/ResidentFilingStatusCode/	char	1	Y	A	US only Requires a valid UKG Pro Filing Status Code. Codes are system delivered: See Filing Status file above in Hire section
Total allowances claimed	/Transactions/Transaction/USTaxes/ResidentTotalAllowances/	int	3	N	A	US only
Additional Allowances	/Transactions/Transaction/USTaxes/ResidentAdditionalAllowances/	int	3	N	A	US only Only applicable to states that allow additional allowances.
Additional amount withheld each paycheck	/Transactions/Transaction/USTaxes/ResidentAdditionalAmountWIthheld/	decimal	11	N	A	US only Format: nnnnnnnnn.nn
Employee claims exemption from withholding (blocked)	/Transactions/Transaction/USTaxes/ResidentEmployeeClaimsExemption/	char	1	Y	A	US only Requires a valid UKG Pro Code. Codes are system delivered: Code | Description

<table>
<tr><th colspan="7">Field Requirements – Resident State Income Tax (W-4) Changes (USA)</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td><table><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table>
If true, then employee taxes are blocked.</td></tr>
<tr><td>Employee has a lock-in letter</td><td>/Transactions/Transaction/USTaxes/ResidentLockInLetter/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>US only

Requires a valid UKG Pro Code. Codes are system delivered:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table></td></tr>
<tr><td>Not subject to</td><td>/Transactions/Transaction/USTaxes/ResidentNotSubjectToTax/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>US only

Requires a valid UKG Pro Code. Codes are system delivered:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table></td></tr>
<tr><td>Local Resident Not Subject to</td><td>/Transactions/Transaction/USTaxes/LocalResidentNotSubjectToTax/</td><td>char</td><td>1</td><td>Y</td><td>Y</td><td>US only

Requires a valid UKG Pro Code. Codes are system delivered:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table></td></tr>
</table>

<table>
<tr><th colspan="7">Field Requirements – Resident State Income Tax (W-4) Changes (USA)</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td>Resident Local Block Tax Amount</td><td>/Transactions/Transaction/USTaxes/LocalResidentClaimsExemption/</td><td>char</td><td>1</td><td>Y</td><td>Y</td><td>US only

Requires a valid UKG Pro Code. Codes are system delivered:

<table><tr><th>Code</th><th>Description</th></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table></td></tr>
<tr><td>PSD Code (Resident Taxes)</td><td>/Transactions/Transaction/USTaxes/LocalPSDCode/</td><td>char</td><td>8</td><td>Y</td><td>A</td><td>US only

Requires a valid UKG Pro Code. Codes are system delivered</td></tr>
<tr><td>ResidentDeductionAmount</td><td>/Transactions/Transaction/USTaxes/ResidentDeductionAmount/</td><td>decimal</td><td>20</td><td>N</td><td>A</td><td>Tax - Resident Deductions</td></tr>
<tr><td>ResidentOtherIncome</td><td>/Transactions/Transaction/USTaxes/ResidentOtherIncome/</td><td>decimal</td><td>20</td><td>N</td><td>A</td><td>Tax - Resident Other Income</td></tr>
<tr><td>ResidentDependentAmount</td><td>/Transactions/Transaction/USTaxes/ResidentDependentAmount/</td><td>decimal</td><td>20</td><td>N</td><td>A</td><td>Tax - Resident Claim Dependents</td></tr>
<tr><td>Working From Home</td><td>/Transactions/Transactions/Transaction/USTaxes/WorkInWorkingFromHome/</td><td>char</td><td>1</td><td></td><td>A</td><td>US Only

If not provided, it will default to N.

Requires a valid UKG Pro Code. Codes are system delivered:</td></tr>
</table>

<table>
<tr><th colspan="7">Field Requirements – Resident State Income Tax (W-4) Changes (USA)</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td><table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table>
If true, it will enable the configuration of certain Resident taxes on the Work Location</td></tr>
<tr><td>Disable State Reciprocity</td><td>/Transactions/Transaction/USTaxes/WorkInDisableStateReciprocity/</td><td>char</td><td>1</td><td></td><td>A</td><td>US Only

If not provided, it will default to N.

Requires a valid UKG Pro Code. Codes are system delivered:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table>
If true, it will withhold and report on full Resident taxable wages without consideration for multi-state rules.</td></tr>
</table>

Work Location and Work-in Provincial Tax Changes

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 Transaction Rules – Work Location and Work-in Provincial Tax Changes (CAN)			
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** Add Work Location / CAWORKLOCATION
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).

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	A		Supported
Platform Configuration Data	A		Not currently supported

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**
						Includes only fields that are part of the Work Location transaction type.
Company	/Transactions/Transaction/KeyFields/CompanyCode/	char	5	Y	Y	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.
Employee Key	/Transactions/Transaction/KeyFields/Identifier/	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.
Location	/Transactions/Transaction/CANTaxes/ProvinceLocationCode/	char	6	Y	Y	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.

<table>
<tr><th colspan="7">Field Requirements – Work Location and Work-in Provincial Tax Changes (CAN)</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td>Primary Work Location</td><td>/Transactions/Transaction/CANTaxes/ProvinceIsPrimary/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>Requires a valid UKG Pro Code. Codes are system delivered:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table></td></tr>
<tr><td>Exempt from Income Tax</td><td>/Transactions/Transaction/CANTaxes/ProvinceExemptFromTax/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>CAN only

Requires a valid UKG Pro Code. Codes are system delivered:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table></td></tr>
<tr><td>Exempt from Quebec Pension Plan</td><td>/Transactions/Transaction/CANTaxes/ProvincePensionBlockTaxAmount/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>CAN only

Requires a valid UKG Pro Code. Codes are system delivered:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table></td></tr>
</table>

<table>
<tr><th colspan="7">Field Requirements – Work Location and Work-in Provincial Tax Changes (CAN)</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td>Exempt from Parental Insurance Plan</td><td>/Transactions/Transaction/CANTaxes/ProvinceInsPlanExemptFromTax/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>CAN only

Requires a valid UKG Pro Code. Codes are system delivered:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table></td></tr>
<tr><td>Withhold and Report Months to contribute</td><td>/Transactions/Transaction/CANTaxes/ProvincePensionMonthsToContribute/</td><td>int</td><td>2</td><td>N</td><td>A</td><td>CAN only

Options are 1-11</td></tr>
<tr><td>Number of dependents</td><td>/Transactions/Transaction/CANTaxes/ProvinceNumberOfDependents/</td><td>int</td><td>3</td><td>N</td><td>A</td><td>CAN only</td></tr>
<tr><td>Use basic personal amount</td><td>/Transactions/Transaction/CANTaxes/ProvinceUseBasicPersonalAmount/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>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:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table></td></tr>
</table>

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**
						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	/Transactions/Transaction/CANTaxes/ProvinceTotalClaimAmount/	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: nnnnnnnnn.nn
Deduction for living in prescribed zone	/Transactions/Transaction/CANTaxes/ProvincePrescribedDeductionZone/	decimal	11	N	A	CAN only Format: nnnnnnnnn.nn
Total income less than total claim amount	/Transactions/Transaction/CANTaxes/ProvinceIncomeLessClaimAmount/	char	1	Y	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:

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**
						<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table>
Additional tax to be deducted	/Transactions/Transaction/CANTaxes/ProvinceAdditionalAmountWithheld/	decimal	11	N	A	CAN only Format: nnnnnnnnn.nn
Annual deductions to income	/Transactions/Transaction/CANTaxes/ProvinceRequestReductionAmount /	decimal	11	N	A	CAN only Format: nnnnnnnnn.nn
Other Provincial tax credit	/Transactions/Transaction/CANTaxes/ProvinceTaxCreditAmount/	decimal	11	N	A	CAN only Format: nnnnnnnnn.nn
Estimated net commission for year	/Transactions/Transaction/CANTaxes/ProvinceNetCommissionAmt/	decimal	11	N	A	CAN only Format: nnnnnnnnn.nn

Federal Income Tax Changes (CAN)

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 Transaction Rules – Federal Income Tax Changes (CAN)

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 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 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.

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

Field Requirements – Federal Income Tax Changes (CAN)						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
						Includes only fields that are part of the Change Federal Tax transaction type.
Company	/Transactions/Transaction/KeyFields/CompanyCode/	char	5	Y	Y	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.
Employee Key	/Transactions/Transaction/KeyFields/Identifier/	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.
Exempt from Income Tax	/Transactions/Transaction/CANTaxes/FederalExemptFromTax/	char	1	Y	A	CAN only Requires a valid UKG Pro Code. Codes are system delivered: Code: Y – Description: Yes Code: N – Description: No

<table>
<tr><th colspan="7">Field Requirements – Federal Income Tax Changes (CAN)</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td>Exempt from Canada Pension Plan</td><td>/Transactions/Transaction/CANTaxes/FederalPensionBlockTaxAmount/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>CAN only

Requires a valid UKG Pro Code. Codes are system delivered:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table></td></tr>
<tr><td>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 Form CPT20,</td><td>/Transactions/Transaction/CANTaxes/FederalPensionExemptDueToElections</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>CAN only

Requires a valid UKG Pro Code. Codes are system delivered:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table></td></tr>
</table>

<table>
<tr><th colspan="7">Field Requirements – Federal Income Tax Changes (CAN)</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td>Election to Pay Canada Pension Plan Contributions Form CPT20</td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>Exempt from Employment Insurance</td><td>/Transactions/Transaction/CANTaxes/FederalExemptEmploymentInsurance/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>CAN only

Requires a valid UKG Pro Code. Codes are system delivered:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table></td></tr>
<tr><td>Withhold and Report Months to contribute</td><td>/Transactions/Transaction/CANTaxes/FederalPensionMonthsToContrtibute/</td><td>int</td><td>2</td><td>N</td><td>A</td><td>CAN only

Options and 1-11</td></tr>
<tr><td>Use basic personal amount</td><td>/Transactions/Transaction/CANTaxes/FederalUseBasicPersonalAmount/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>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:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr></table></td></tr>
</table>

<table>
<tr><th colspan="7">Field Requirements – Federal Income Tax Changes (CAN)</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td><table><tr><td>N</td><td>No</td></tr></table></td></tr>
<tr><td>Total claim amount</td><td>/Transactions/Transaction/CANTaxes/FederalTotalClaimAmount/</td><td>decimal</td><td>11</td><td>N</td><td>A</td><td>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: nnnnnnnnn.nn</td></tr>
<tr><td>Deduction for living in prescribed zone</td><td>/Transactions/Transaction/CANTaxes/FederalPrescribedDeductionZone/</td><td>decimal</td><td>11</td><td>N</td><td>A</td><td>CAN only

Format: nnnnnnnnn.nn</td></tr>
<tr><td>Total income less than total claim amount</td><td>/Transactions/Transaction/CANTaxes/FederalIncomeLessClaimAmount/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>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:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table></td></tr>
</table>

<table>
<tr><th colspan="7">Field Requirements – Federal Income Tax Changes (CAN)</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>Additional tax to be deducted</td><td>/Transactions/Transaction/CANTaxes/FederalAdditionalAmountWithheld/</td><td>decimal</td><td>11</td><td>N</td><td>A</td><td>CAN only

Format: nnnnnnnnn.nn</td></tr>
<tr><td>Annual deductions to income</td><td>/Transactions/Transaction/CANTaxes/FederalEERequestedReductionInTax/</td><td>decimal</td><td>11</td><td>N</td><td>A</td><td>CAN only

Format: nnnnnnnnn.nn</td></tr>
<tr><td>Other Federal tax credit</td><td>/Transactions/Transaction/CANTaxes/FederalTaxCreditAmount/</td><td>decimal</td><td>11</td><td>N</td><td>A</td><td>CAN only

Format: nnnnnnnnn.nn</td></tr>
<tr><td>Employee is commissioned claiming expenses</td><td>/Transactions/Transaction/CANTaxes/FederalIsCommissionEE/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>CAN only

Requires a valid UKG Pro Code. Codes are system delivered:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table></td></tr>
<tr><td>Estimated commission expense</td><td>/Transactions/Transaction/CANTaxes/FederalEECommissionedClaimingExpenses/</td><td>decimal</td><td>11</td><td>N</td><td>A</td><td>CAN only

Format: nnnnnnnnn.nn</td></tr>
<tr><td>Estimated total remuneration</td><td>/Transactions/Transaction/CANTaxes/FederalEstimatedRemuneration/</td><td>decimal</td><td>11</td><td>N</td><td>A</td><td>CAN only

Format: nnnnnnnnn.nn</td></tr>
<tr><td>Estimated total deduction</td><td>/Transactions/Transaction/CANTaxes/FederalEstimatedTotIntlPreTaxAmount/</td><td>decimal</td><td>11</td><td>N</td><td>A</td><td>CAN only

Format: nnnnnnnnn.nn</td></tr>
</table>

<table>
<tr><th colspan="7">Field Requirements – Federal Income Tax Changes (CAN)</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td>amount for the year</td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>Percentage of duties performed on a reserve</td><td>/Transactions/Transaction/CANTaxes/FederalNativeExemptPercent/</td><td>decimal</td><td>3</td><td>N</td><td>A</td><td>CAN only

Format: 50 for 50%</td></tr>
<tr><td>Overseas employment tax credit amount</td><td>/Transactions/Transaction/CANTaxes/FederalOETCTaxCreditAmount/</td><td>decimal</td><td>11</td><td>N</td><td>A</td><td>CAN only

Format: nnnnnnnnn.nn</td></tr>
<tr><td>Track qualified days and income based on contract dates</td><td>/Transactions/Transaction/CANTaxes/FederalOETCTrackOrReduce/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>CAN only

Requires a valid UKG Pro Code. Codes are system delivered:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>T</td><td>Track</td></tr><tr><td>R</td><td>Reduce</td></tr></table></td></tr>
<tr><td>Dental Benefits Coverage Year</td><td>/Transactions/Transaction/CANTaxes/DentalCovEffectiveYear</td><td>char</td><td>4</td><td>Y</td><td>Y</td><td>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.</td></tr>
<tr><td>Dental Benefits Coverage</td><td>/Transactions/Transaction/CANTaxes/DentalCovCd</td><td>Int</td><td>1</td><td>Y</td><td>Y</td><td>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</td></tr>
</table>

<table>
<tr><th colspan="7">Field Requirements – Federal Income Tax Changes (CAN)</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td>dental care (such as an HSA or HCSA spending account) as of December 31st of the tax year.

Requires a valid UKG Pro Code. Codes are system delivered:
<table>
<tr><th>Code</th><th>Description</th></tr>
<tr><td>1</td><td>No dental insurance or coverage of any kind</td></tr>
<tr><td>2</td><td>Payee</td></tr>
<tr><td>3</td><td>Payee, spouse and dependent children</td></tr>
<tr><td>4</td><td>Payee and their spouse</td></tr>
<tr><td>5</td><td>Payee and their dependent children</td></tr>
</table></td></tr>
</table>

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.

<table>
<tr><th colspan="4">Header and Transaction Rules – Direct Deposit Records</th></tr>
<tr><th>Field Label</th><th>Required</th><th>XPath</th><th>Import Requirements</th></tr>
<tr><td>TransactionType</td><td>Y</td><td>/Transactions/Transaction/Header/TransactionType/</td><td>Identifies the type of transaction to process. Available field options are:

<table><tr><th>Options</th><th>TRANSACTIONTYPE Value</th></tr><tr><td>New Hires/Rehires</td><td>HIRE</td></tr><tr><td>Direct Deposit Changes</td><td>DIRECTDEPOSIT</td></tr></table>
The header is only needed when it is not part of the HIRE as the HIRE transaction has its own header.</td></tr>
<tr><td>EmployeeKey</td><td>Y</td><td>/Transactions/Transaction/Header/IdentifierRule/</td><td>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.</td></tr>
<tr><td>Workflow Approvals</td><td>A</td><td>/Transactions/Transaction/Header/ApprovalRule/</td><td>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.</td></tr>
<tr><td>Direct Deposit Rule (Standalone Transaction Type – not a part of a Hire/Rehire)</td><td>A</td><td>/Transactions/Transaction/Header/DeleteAllRule/</td><td>Changes:

Setting Name: DeleteAllRule
<table><tr><th>Options</th><th>DeleteAllRule Value</th></tr><tr><td>Delete all records - All current accounts will be deleted first and then replaced with the account information from the file. File would include only current active accounts.</td><td>ON</td></tr><tr><td>Add new account/update existing account – match on account number will be done. If match is found, then update will be done. If</td><td>OFF</td></tr></table></td></tr>
</table>

<table>
<tr><th colspan="4">Header and Transaction Rules – Direct Deposit Records</th></tr>
<tr><th>Field Label</th><th>Required</th><th>XPath</th><th>Import Requirements</th></tr>
<tr><td></td><td></td><td></td><td>
<table>
<tr><td>not, match is found, the account will be added.</td><td></td></tr>
</table>
</td></tr>
<tr><td>Direct Deposit Rule (Rehire)</td><td>A</td><td>/Transactions/Transaction/Header/DirectDepositRule/</td><td>
Rehire:

Setting Name: DeleteAllRule
<table>
<tr><th>Options</th><th>DeleteAllRule Value</th></tr>
<tr><td>Delete all records - All current accounts will be deleted first and then replaced with the account information from the file. File would include only current active accounts.</td><td>DELETEALL</td></tr>
<tr><td>Inactivate all records - All current accounts will be inactivated first and then replaced with the account information from the file. File would include only current active accounts.

Sets existing active Balance account to $0.01.</td><td>INACTIVATEALL</td></tr>
</table>

The following table provides further examples on how the rule works.
<table>
<tr><th colspan="4">Disposition of Prior Existing Direct Deposit Accounts when Rehire into Company that employee was previously employed.</th></tr>
<tr><td>DirDeps Sent</td><td>DirDepRule</td><td>Existing Accounts</td><td>What Creates Change</td></tr>
<tr><td>NO</td><td>-</td><td>Inactivated</td><td>UKG Pro Core</td></tr>
<tr><td>NO</td><td>DELETEALL</td><td>Deleted</td><td>Import</td></tr>
<tr><td>NO</td><td>INACTIVATEALL</td><td>Inactivated</td><td>Import</td></tr>
<tr><td>YES</td><td>-</td><td>Deleted</td><td>Import</td></tr>
<tr><td>YES</td><td>DELETEALL</td><td>Deleted</td><td>Import</td></tr>
<tr><td>YES</td><td>INACTIVATEALL</td><td>Inactivated</td><td>Import</td></tr>
</table>
</td></tr>
<tr><td>Additional Data</td><td>A</td><td></td><td>Supported</td></tr>
</table>

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

Field Requirements – Direct Deposit Records						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
						Includes only fields that are part of the Direct Deposit transaction type.
Company	/Transactions/Transaction/KeyFields/CompanyCode/	char	5	Y	Y	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.
Employee Key	/Transactions/Transaction/KeyFields/Identifier/	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.
Bank name	/Transactions/Transaction/DirectDeposit/DDBankName/	varchar	25	N	A	
Routing number	/Transactions/Transaction/DirectDeposit/DDRoutingNumber/	char	9	N	Y	US only A valid Routing number must be sent.
Branch	/Transactions/Transaction/DirectDeposit/DDRoutingNumber/	char	9	N	Y	CAN only Only Numeric values are allowed.

<table>
<tr><th colspan="7">Field Requirements – Direct Deposit Records</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td>Account number</td><td>/Transactions/Transaction/DirectDeposit/DDAccountNumber/</td><td>char</td><td>22</td><td>N</td><td>Y</td><td>Numeric values and dashes are allowed for US and CAN. For US only, periods are also accepted.</td></tr>
<tr><td>Account type</td><td>/Transactions/Transaction/DirectDeposit/DDAccountTypeCode/</td><td>char</td><td>1</td><td>Y</td><td>Y</td><td>Requires a valid UKG Pro Account Type Code. Codes are system delivered:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>C</td><td>Checking</td></tr><tr><td>S</td><td>Savings</td></tr><tr><td>D</td><td>Debit Card</td></tr></table></td></tr>
<tr><td>Status</td><td>/Transactions/Transaction/DirectDeposit/DDAccountIsInactive/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>Requires a valid UKG Pro Code. Codes are system delivered:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Inactive</td></tr><tr><td>N</td><td>Active</td></tr></table>
For Hire, if not provided, it will default to Active.</td></tr>
<tr><td>Amount</td><td>/Transactions/Transaction/DirectDeposit/DDAmountOrPercentage/</td><td>decimal</td><td>12</td><td>N</td><td>A</td><td>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 example, Send 100.00 for $100.00)</td></tr>
</table>

<table>
<tr><th colspan="7">Field Requirements – Direct Deposit Records</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td>Percent up to 6 decimals or less (For example, Send .100000 for 10%)</td></tr>
<tr><td>Flat Amount Percent Available Balance</td><td>/Transactions/Transaction/DirectDeposit/DDDepositRuleCode/</td><td>char</td><td>1</td><td>Y</td><td>Y</td><td>Requires a valid UKG Pro Account Type Code. Codes are system delivered:
<table><tr><td>Code</td><td>Description</td></tr><tr><td>D</td><td>Flat dollar amount</td></tr><tr><td>P</td><td>Percent</td></tr><tr><td>A</td><td>Available Balance (net)</td></tr></table></td></tr>
<tr><td>Banking Institution Number</td><td>/Transactions/Transaction/DirectDeposit/DDInstitutionNo/</td><td>char</td><td>3</td><td>N</td><td>A</td><td>CAN only - required</td></tr>
<tr><td>Prenote?</td><td>/Transactions/Transaction/DirectDeposit/DDIsPreNote/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>Requires a valid UKG Pro Prenote Code. Codes are system delivered:
<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Prenote (P)</td></tr><tr><td>N</td><td>Direct Deposit (D)</td></tr></table>If not provided, it will default to Direct Deposit, but configuration might override it</td></tr>
</table>

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 Transaction Rules – Global Bank Account Records			
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** Global Bank Account Changes / GLOBALBANKACCOUNT
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.
Additional Data	A		Supported

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

Field Requirements – Global Bank Account Records						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
						Includes only fields that are part of the Global Bank Account transaction type.
Company	/Transactions/Transaction/KeyFields/CompanyCode/	char	5	Y	Y	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.
Employee Key	/Transactions/Transaction/KeyFields/Identifier/	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.
Beneficiary Name	/Transactions/Transaction/GlobalBankAccount/GBBeneficiaryName/	varchar	60	N	A	
Beneficiary Address Line 1	/Transactions/Transaction/GlobalBankAccount/GBBeneficiaryAddress1/	varchar	255	N	A	
Beneficiary Address Line 2	/Transactions/Transaction/GlobalBa	varchar	100	N	A	

Field Requirements – Global Bank Account Records						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
	nkAccount/GBBeneficiaryAddress2/					
Beneficiary Address Line 3	/Transactions/Transaction/GlobalBankAccount/GBBeneficiaryAddress3/	varchar	100	N	A	
Beneficiary City	/Transactions/Transaction/GlobalBankAccount/GBBeneficiaryCity/	varchar	30	N	A	
Beneficiary State/Province	/Transactions/Transaction/GlobalBankAccount/GBBeneficiaryState/	varchar	50	Y	A	
Beneficiary Postal Code	/Transactions/Transaction/GlobalBankAccount/GBBeneficiaryPostalCode/	varchar	20	N	A	
Beneficiary Country	/Transactions/Transaction/GlobalBankAccount/GBBeneficiaryCountry/	char	3	Y	A	Requires a valid UKG Pro Code. Codes are system delivered for ***supported*** countries
Bank Name	/Transactions/Transaction/GlobalBankAccount/GBBankName/	varchar	50	N	A	

Field Requirements – Global Bank Account Records						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
Bank Branch	/Transactions/Transaction/GlobalBankAccount/GBBankBranch/	varchar	50	N	A	
Bank Address 1	/Transactions/Transaction/GlobalBankAccount/GBBankAddress1/	varchar	255	N	A	
Bank Address 2	/Transactions/Transaction/GlobalBankAccount/GBBankAddress2/	varchar	100	N	A	
Bank Address 3	/Transactions/Transaction/GlobalBankAccount/GBBankAddress3/	varchar	100	N	A	
Bank City	/Transactions/Transaction/GlobalBankAccount/GBBankCity/	varchar	30	N	A	
Bank State	/Transactions/Transaction/GlobalBankAccount/GBBankState/	varchar	50	Y	A	
Bank Country	/Transactions/Transaction/GlobalBankAccount/GBBankCountry/	char	3	Y	A	Requires a valid UKG Pro Code. Codes are system delivered for ***supported*** countries: See above

<table>
<tr><th colspan="7">Field Requirements – Global Bank Account Records</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td>Bank Postal Code</td><td>/Transactions/Transaction/GlobalBankAccount/GBBankPostalCode/</td><td>varchar</td><td>20</td><td>N</td><td>A</td><td></td></tr>
<tr><td>Account Number</td><td>/Transactions/Transaction/GlobalBankAccount/GBAccountNumber/</td><td>varchar</td><td>50</td><td>N</td><td>Y</td><td></td></tr>
<tr><td>Account Type</td><td>/Transactions/Transaction/GlobalBankAccount/GBBankAccountType/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>Requires a valid UKG Pro Account Type Code. Codes are system delivered:
<table><tr><td>Code</td><td>Description</td></tr><tr><td>C</td><td>Checking</td></tr><tr><td>S</td><td>Savings</td></tr></table></td></tr>
<tr><td>IBAN</td><td>/Transactions/Transaction/GlobalBankAccount/GBIBAN/</td><td>varchar</td><td>50</td><td>N</td><td>A</td><td></td></tr>
<tr><td>SWIFT/BIC</td><td>/Transactions/Transaction/GlobalBankAccount/GBSWIFT/</td><td>varchar</td><td>32</td><td>N</td><td>A</td><td></td></tr>
<tr><td>Bank Reference</td><td>/Transactions/Transaction/GlobalBankAccount/GBBankRequirement1/</td><td>nvarchar</td><td>100</td><td>N</td><td>A</td><td></td></tr>
<tr><td>Bank Secondary ID</td><td>/Transactions/Transaction/GlobalBa</td><td>nvarchar</td><td>100</td><td>N</td><td>A</td><td></td></tr>
</table>

Field Requirements – Global Bank Account Records						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
	nkAccount/GBBankRequirement2/					
Bank Requirement 3	/Transactions/Transaction/GlobalBankAccount/GBBankRequirement3/	nvarchar	100	N	A	

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.

<table>
<tr><th colspan="4">Header and Transaction Rules – PTO Plans</th></tr>
<tr><th>Field Label</th><th>Required</th><th>XPath</th><th>Import Requirements</th></tr>
<tr><td>TransactionType</td><td>Y</td><td>/Transactions/Transaction/Header/TransactionType/</td><td>Identifies the type of transaction to process. Available field options are:

<table><tr><th>Options</th><th>TRANSACTIONTYPE Value</th></tr><tr><td>New Hires/Rehires</td><td>HIRE</td></tr><tr><td>Transfer Employee</td><td>TRANSFER</td></tr><tr><td>PTO Changes</td><td>ACCRUAL</td></tr></table></td></tr>
<tr><td>EmployeeKey</td><td>Y</td><td>/Transactions/Transaction/Header/IdentifierRule/</td><td>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.</td></tr>
<tr><td>Workflow Approvals</td><td>A</td><td>/Transactions/Transaction/Header/ApprovalRule/</td><td>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.</td></tr>
<tr><td>Additional Data</td><td>A</td><td></td><td>Supported</td></tr>
</table>

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

Field Requirements – PTO Plans						
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/Transaction/KeyFields/Identifier/	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.
Description	/Transactions/Transaction/Accruals/AccrualOptionCode/	Char	6	Y	Y	Required field if adding PTO plans Requires a valid UKG Pro Accrual Option Code. Codes are client configured. Codes are setup in the System Configuration > Business Rules > PTO Benefit Plans page. You will need to provide valid values to Vendor.
Available hours / Earned Hours	/Transactions/Transaction/Accruals/AccrualAllowedCurrentBalance/	decimal	11	N	A	Required field if adding PTO plans
Taken hours	/Transactions/Transaction/Accruals/AccrualTakenCurrentBalance/	decimal	11	N	A	This field is only available for the Add/Change PTO Benefit Plan business process (Transaction Type = ACCRUAL).
Earn through	/Transactions/Transaction/Accruals/DateAccruedThrough/	datetime	10	N	Y	Required field if adding PTO plans For a hire this should be the same as their hire date.

<table>
<tr><th colspan="7">Field Requirements – PTO Plans</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td>Reset</td><td>/Transactions/Transaction/Accruals/DateOfRollover/</td><td>datetime</td><td>10</td><td>N</td><td>A</td><td></td></tr>
<tr><td>Delete accrual plan</td><td>/Transactions/Transaction/Accruals/DeleteAccrual/</td><td>Char</td><td>1</td><td>Y</td><td>A</td><td>Requires a valid UKG Pro Code. Codes are system delivered:
<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes (delete)</td></tr><tr><td>N</td><td>No</td></tr></table></td></tr>
<tr><td>Transaction Flag</td><td>/TransactionsTransaction/DirectDeposit/DDTransactionFlag</td><td>Char</td><td>1</td><td>Y</td><td>A</td><td>Requires a valid code for Direct Deposit. Codes:
<table><tr><td>Code</td><td>Description</td></tr><tr><td>A</td><td>Add</td></tr><tr><td>U</td><td>Update</td></tr><tr><td>D</td><td>Delete</td></tr></table></td></tr>
</table>

Deduction Group Changes

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 Transaction Rules – Deduction Group Changes			
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** Deduction Group Changes / DEDUCTIONGROUP
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.
Additional Data	A		Supported

Field Requirements – Deduction Group Changes						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
						Includes only fields that are part of the new hire/rehire and transfer transaction types.
Company	/Transactions/Transaction/KeyFields/CompanyCode/	char	5	Y	Y	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.
Employee Key	/Transactions/Transaction/KeyFields/Identifier/	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.
Effective Date	/Transactions/Transaction/KeyFields/EffectiveDate/	datetime	10	N	Y	Format: mm/dd/yyyy
New Deduction Group	/Transactions/Transaction/JobInformation/BenefitGroupCode/	char	5	Y	Y	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.
Change Reason	/Transactions/Transaction/JobInformation/BenefitChangeReasonCode/	char	6	Y	Y	Requires a valid UKG Pro Deduction/Benefit Group 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.

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 Transaction Rules – Earnings Group Changes			
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** Earnings Group Changes / EARNGROUP
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.
Additional Data	A		Supported

Field Requirements – Earnings Group Changes						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
						Includes only fields that are part of the new hire/rehire and transfer transaction types.
Company	/Transactions/Transaction/KeyFields/CompanyCode/	char	5	Y	Y	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.
Employee Key	/Transactions/Transaction/KeyFields/Identifier/	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.
Effective Date	/Transactions/Transaction/KeyFields/EffectiveDate/	datetime	10	N	Y	Format: mm/dd/yyyy
New Earning Group	/Transactions/Transaction/JobInformation/EarningsGroupCode/	char	5	Y	Y	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 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 Transaction Rules – Deduction Changes			
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** Deduction Changes | DEDUCTIONS
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.
Additional Data	A		Supported

Field Requirements – Deduction Changes						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
						Includes fields that are part of the new hire/rehire and transfer transaction types.
Company	/Transactions/Transaction/KeyFields/CompanyCode/	char	5	Y	Y	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.
Employee Key	/Transactions/Transaction/KeyFields/Identifier/	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

Field Requirements – Deduction Changes						
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/Transaction/Deduction/DedEffectiveDate/	datetime	10	N	Y	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.
Deduction/Plan Code	/Transactions/Transaction/Deduction/DedCode/	char	5	Y	Y	Requires a valid UKG Pro Deduction Code. Codes are client configured. 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/Transaction/Deduction/DedChangeReason/	char	6	Y	Y	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/Transaction/Deduction/DedNotes/	varchar	4000	N	A	
Benefit (Coverage) Eligibility Date	/Transactions/Transaction/Deduction/DedEligibilityDate/	datetime	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

<table>
<tr><th colspan="7">Field Requirements – Deduction Changes</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>Benefit (Coverage) start date</td><td>/Transactions/Transaction/Deduction/DedCoverageStartDate/</td><td>datetime</td><td>10</td><td>N</td><td>A</td><td>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</td></tr>
<tr><td>Benefit (Coverage) stop date</td><td>/Transactions/Transaction/Deduction/DedCoverageStopDate/</td><td>datetime</td><td>10</td><td>N</td><td>A</td><td>Format: mm/dd/yyyy

This field is required if a Status of 'Terminated' or 'Cancelled' or ''Waived' is sent for a benefit plan.</td></tr>
<tr><td>Benefit Status</td><td>/Transactions/Transaction/Deduction/DedStatus/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>Requires a valid UKG Pro Code when the deduction code is a benefit. Codes are system delivered:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>A</td><td>Active</td></tr><tr><td>C</td><td>Cancelled</td></tr><tr><td>P</td><td>Pending</td></tr><tr><td>T</td><td>Terminated</td></tr><tr><td>W</td><td>Waived</td></tr></table>
If not provided and it is a new benefit plan for the employee, it will default to Active.
Notes:
- ‘Waived Reason’ is not yet a supported field by the Import Tool</td></tr>
</table>

Field Requirements – Deduction Changes						
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 of Date	/Transactions/Transaction/Deduction/DedStatusAsOfDate/	datetime	10	N	A	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 date be updated.
Deduction Start Date	/Transactions/Transaction/Deduction/DedStartDate/	datetime	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 however that this date will not be required if "Deductions_UseDedSetupDates" is set to TRUE in the Configuration Settings Table
Deduction Stop Date	/Transactions/Transaction/Deduction/DedStopDate/	datetime	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.
Arrears balance	/Transactions/Transaction/Deduction/DedArrearBalance/	decimal	11	N	A	Can send up to 2 decimals places Format nnnnnnnn.nn

<table>
<tr><th colspan="7">Field Requirements – Deduction Changes</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td>Employee Total Goal Amount</td><td>/Transactions/Transaction/Deduction/DedEEGoalAmount/</td><td>decimal</td><td>11</td><td>N</td><td>A</td><td>Can send up to 2 decimals places
Format nnnnnnnn.nn

This is the Total Goal (EmpDedFull.eedEEGoalAmt; Web Page Field name = Total Goal)</td></tr>
<tr><td>Goal To Date</td><td>/Transactions/Transaction/Deduction/DEDEETotalGoalAmt/</td><td>decimal</td><td>11</td><td>N</td><td>A</td><td>Can send up to 2 decimals places
Format nnnnnnnn.nn

This is the Goal To Date (EmpDedFull.eedYTDAmt; Web Page Field name = GoalToDate)</td></tr>
<tr><td>Employee Goal Amount to Date</td><td>/Transactions/Transaction/Deduction/DEDEEGoalToDateAmt/</td><td>decimal</td><td>11</td><td>N</td><td>A</td><td>Can send up to 2 decimals places
Format nnnnnnnn.nn

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 display on a web page)</td></tr>
<tr><td>Additional Check</td><td>/Transactions/Transaction/Deduction/DedIncAdditionalCheck/</td><td>Char</td><td>1</td><td>Y</td><td>A</td><td>Requires a valid UKG Pro Code. Codes are system delivered:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table></td></tr>
</table>

<table>
<tr><th colspan="7">Field Requirements – Deduction Changes</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td>Manual Check</td><td>/Transactions/Transaction/Deduction/DedIncManualCheck/</td><td>Char</td><td>1</td><td>Y</td><td>A</td><td>Requires a valid UKG Pro Code. Codes are system delivered:
<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table></td></tr>
<tr><td>Employee Calculation Rule</td><td>/Transactions/Transaction/Deduction/DedEECalcRule/</td><td>char</td><td></td><td>Y</td><td>A</td><td>This is the calculation rule to be used at the employee level, when the deduction code is setup to ‘Use Rule at Employee Level’.
<table><tr><td>Code</td><td>Description</td></tr><tr><td>10</td><td>Def comp incl $ - sec125 * percent (USA only)</td></tr><tr><td>11</td><td>Def comp incl $ * percent - (USA only)</td></tr><tr><td>12</td><td>Gross - sec125 * percent</td></tr><tr><td>13</td><td>Gross * percent</td></tr><tr><td>15</td><td>Gross - taxes * percent</td></tr><tr><td>16</td><td>Def comp incl $ - sec125 - Dep sect125 * pct - (USA only)</td></tr><tr><td>17</td><td>(Def comp incl $ - Non-Qual Plan $) * pct - (USA only))</td></tr><tr><td>20</td><td>Flat Amount</td></tr></table></td></tr>
</table>

<table>
<tr><th colspan="6">Field Requirements – Deduction Changes</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td>
<table>
<tr><td>50</td><td>Special earnings1 * percent)</td></tr>
<tr><td>51</td><td>Special earnings2 * percent)</td></tr>
<tr><td>52</td><td>Special earnings3 * percent)</td></tr>
<tr><td>53</td><td>Special earnings4 * percent)</td></tr>
<tr><td>54</td><td>Special earnings5 * percent)</td></tr>
<tr><td>55</td><td>Special earnings6 * percent)</td></tr>
<tr><td>99</td><td>None</td></tr>
</table>

Note that for XML, the tag is ‘DedEECalcule’.
</td></tr>
<tr><td>Employee Rate (Flat Amount)</td><td>/Transactions/Transaction/Deduction/DEDEEAmount/</td><td>decimal</td><td>11</td><td>N</td><td>A</td><td>Can send up to 2 decimals places
Format nnnnnnnn.nn

The Deduction Code must have “Use Rate at employee level” enabled

If EE Calc Rate or Percent is populated, this is set to 0

This is the employee elected amount (401K, FSA, HSA, etc)</td></tr>
<tr><td>Employee Rate (Percentage)</td><td>/Transactions/Transaction/Deduction/DEDEECalcRateOrPct/</td><td>decimal</td><td>11</td><td>N</td><td>A</td><td>Can send up to 2 decimals places
Format nnnnnnnn.nn</td></tr>
</table>

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)
Employee Per Pay Cap Rule	/Transactions/Transaction/Deduction/DEDEEPerCapCalcRule/	char	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
Employee Per Pay Cap Amount	/Transactions/Transaction/Deduction/DEDEEPerPayCapAmt/	decimal	11	N	A	Can send up to 2 decimals places Format nnnnnnnn.nn The is the per pay dollar amount cap for deferred compensation. If no Per Pay Cap Amount is sent, it will default to the Deduction Code's Per Pay Cap Amount.

<table>
<tr><th colspan="7">Field Requirements – Deduction Changes</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td>If a per pay cap amount is sent, then the Per Pay Cap Rule must be " (Flat Amount).</td></tr>
<tr><td>Employee Per Pay Cap Percentage</td><td>/Transactions/Transaction/Deduction/DEDEEPerPayCapPct/</td><td>decimal</td><td>11</td><td>N</td><td>A</td><td>Can send up to 2 decimals places
Format nnnnnnnn.nn

The is the per pay percentage amount cap for deferred compensation.

If no Per Pay Cap Percent is sent, it will default to the Deduction Code's Per Pay Cap Percentage.

If a per pay cap percentage is sent, then the Per Pay Cap Rule must be either 50 (Def Comp nl$Cap pct) or 51 (Def Comp incl$-125*Cap pct).</td></tr>
<tr><td>Employer Calculation Rule</td><td>/Transactions/Transaction/Deduction/DedERCalcRule/</td><td>char</td><td>2</td><td>Y</td><td>A</td><td>This is the employer rule to be used at the employee level, when the deduction code is setup to ‘Use Rule at Employee Level’.

<table><tr><th>Code</th><th>Description</th></tr><tr><td>10</td><td>Def comp incl $ - sec125 * percent (USA only)</td></tr><tr><td>11</td><td>Def comp incl $ * percent - (USA only)</td></tr><tr><td>12</td><td>Gross - sec125 * percent</td></tr><tr><td>13</td><td>Gross * percent</td></tr><tr><td>15</td><td>Gross - taxes * percent</td></tr><tr><td>16</td><td>Def comp incl $ - sec125 - Dep sect125 * pct - (USA only)</td></tr><tr><td>20</td><td>Flat Amount</td></tr></table></td></tr>
</table>

Field Requirements – Deduction Changes						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
						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
Employer Amount	/Transactions/Transaction/Deduction/DEDERAmount/	decimal	11	N	A	Can send up to 2 decimals places Format nnnnnnnn.nn The Deduction Code must have “Use Rate at employee level” enabled (next to the ER Calc Rule) If ER Calc Rate or Percent is populated, this is set to 0
Employer Rate or Percent	/Transactions/Transaction/Deduction/DEDERCalcRateOrPct/	decimal	11	N	A	Can send up to 2 decimals places Format nnnnnnnn.nn The Deduction Code must have “Use Rate at employee level” enabled If ER Amount is populated, this is set to 0

<table>
<tr><th colspan="7">Field Requirements – Deduction Changes</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td>Employee Member or Case Number</td><td>/Transactions/Transaction/Deduction/DedEEMemberOrCaseNo/</td><td>char</td><td>40</td><td>N</td><td>A</td><td></td></tr>
<tr><td>Deduction Suspend from date</td><td>/Transactions/Transaction/Deduction/DedDateSuspendedFrom/</td><td>datetime</td><td>10</td><td>N</td><td>A</td><td>Format: mm/dd/yyyy</td></tr>
<tr><td>Deduction Suspend to date</td><td>/Transactions/Transaction/Deduction/DedDateSuspendedTo/</td><td>datetime</td><td>10</td><td>N</td><td>A</td><td>Format: mm/dd/yyyy</td></tr>
<tr><td>Deduction FIPS code</td><td>/Transactions/Transaction/Deduction/DedFipsCode/</td><td>char</td><td>7</td><td>N</td><td>A</td><td>FIPS Code will be required when processing a Garnishment deduction and ` is selected</td></tr>
<tr><td>Medical Indicator</td><td>/Transactions/Transaction/Deduction/DedMedindicator/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>Requires a valid UKG Pro Code. Codes are system delivered:<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table></td></tr>
<tr><td>Payee ID</td><td>/Transactions/Transaction/Deduction/DedPayeeID/</td><td>char</td><td>10</td><td>Y</td><td>A</td><td>Requires a valid UKG Pro Code. PayeeID will be required when processing a Garnishment deduction</td></tr>
<tr><td>Primary care Physician</td><td>/Transactions/Transaction/Deduction/DedPrimaryCarePhys/</td><td>char</td><td>30</td><td>N</td><td>A</td><td></td></tr>
</table>

Field Requirements – Deduction Changes						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
Waive Reason	/Transactions/Transaction/Deduction/DedWaiveReason/	char	6	Y	A	Requires a valid UKG Pro code
Additional Exemption	/Transactions/Transaction/Deduction/DedWgaAddlExemptions/	decimal	11	N	A	Can send up to 2 decimals places Format nnnnnnnn.nn
Employee Levy Tax Year	/Transactions/Transaction/Deduction/DedWgaEELevyTaxYear/	char	4	N	A	
Exemption Flat Amount	/Transactions/Transaction/Deduction/DedWgaExemptFlatAmt/	decimal	11	N	A	Can send up to 2 decimals places Format nnnnnnnn.nn
Exemptions	/Transactions/Transaction/Deduction/DedWgaExemptions/	decimal	11	N	A	Can send up to 2 decimals places Format nnnnnnnn.nn
Exemption Percent	/Transactions/Transaction/Deduction/	decimal	11	N	A	Can send up to 2 decimals places Format nnnnnnnn.nn

<table>
<tr><th colspan="7">Field Requirements – Deduction Changes</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td></td><td>DedWgaExemptPct /</td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>Filing Status</td><td>/Transactions/Transaction/Deduction/ DedWgaFilingStatus /</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>Requires a valid UKG Pro code</td></tr>
<tr><td>Garnishment Arrears</td><td>/Transactions/Transaction/Deduction/ DedWgaInGarnishArrears /</td><td>char</td><td>1</td><td>N</td><td>A</td><td></td></tr>
<tr><td>Support Additional Family</td><td>/Transactions/Transaction/Deduction/ DedWgaSupportAddlFamily/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>Requires a valid UKG Pro Code. Codes are system delivered:
<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table></td></tr>
<tr><td>Employee Cause Number</td><td>/Transactions/Transaction/Deduction/ DedEECauseNum/</td><td>char</td><td>25</td><td>N</td><td>A</td><td></td></tr>
<tr><td>Employee case ID</td><td>/Transactions/Transaction/Deduction/ DedEECaseID/</td><td>char</td><td>15</td><td>N</td><td>A</td><td>Case ID will be required when processing a Garnishment deduction</td></tr>
<tr><td>Employee Order ID</td><td>/Transactions/Transaction/Deduction/ DedEEOrderID/</td><td>char</td><td>30</td><td>N</td><td>A</td><td>Order ID will be required when processing a Garnishment deduction</td></tr>
</table>

<table>
<tr><th colspan="7">Field Requirements – Deduction Changes</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td>Employee Remittance ID</td><td>/Transactions/Transaction/Deduction/ DedEERemittanceID/</td><td>char</td><td>20</td><td>N</td><td>A</td><td>Remittance ID will be required when processing a Garnishment deduction</td></tr>
<tr><td>Override Employee Member or Case Number</td><td>/Transactions/Transaction/Deduction/ DedOverrideEEMemberOrCaseNo/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>Requires a valid UKG Pro Code. Codes are system delivered:
<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table></td></tr>
<tr><td>Employee Fee per Month</td><td>/Transactions/Transaction/Deduction/ DedEEFeePerMonth/</td><td>decimal</td><td>11</td><td>N</td><td>A</td><td>Can send up to 2 decimals places
Format nnnnnnnn.nn</td></tr>
<tr><td>Employee Fee per Withholding</td><td>/Transactions/Transaction/Deduction/ DedEEFeePerWithholding/</td><td>decimal</td><td>11</td><td>N</td><td>A</td><td>Can send up to 2 decimals places
Format nnnnnnnn.nn</td></tr>
<tr><td>Employee Fee Percent</td><td>/Transactions/Transaction/Deduction/ DedEEFeePct/</td><td>decimal</td><td>11</td><td>N</td><td>A</td><td>Can send up to 2 decimals places
Format nnnnnnnn.nn</td></tr>
<tr><td>Employee Setup Flat Amount</td><td>/Transactions/Transaction/Deduction/</td><td>decimal</td><td>11</td><td>N</td><td>A</td><td>Can send up to 2 decimals places
Format nnnnnnnn.nn</td></tr>
</table>

Field Requirements – Deduction Changes						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
	DedEESetupAmount/					
Employee Setup Percent	/Transactions/Transaction/Deduction/ DedEESetupPct/	decimal	11	N	A	Can send up to 2 decimals places Format nnnnnnnn.nn
Employee Setup Increments	/Transactions/Transaction/Deduction/ DedEESetupIncrements/	decimal	11	N	A	Can send up to 2 decimals places Format nnnnnnnn.nn
Child Support Type	/Transactions/Transaction/Deduction/ DedChildSupportType/	char	1	Y	A	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/Transaction/Deduction/ DedWgaState/	char	2	Y	A	Requires a valid state code
Wage Code	/Transactions/Transaction/Deduction/ DedWgaWageCode/	char	5	Y	A	Requires a valid UKG Pro code
Jurisdiction	/Transactions/Transaction/Deduction/ DedJurisdiction/	char	2	Y	A	Requires a valid state code

<table>
<tr><th colspan="7">Field Requirements – Deduction Changes</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td>Jurisdiction Plan</td><td>/Transactions/Transaction/Deduction/ DedJurisdictionPlan/</td><td>char</td><td>5</td><td>N</td><td>A</td><td>Requires a five-letter code</td></tr>
<tr><td>Deduction Allocation</td><td>/Transactions/Transaction/Deduction/ DedAllocation/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>Requires a valid UKG Pro Code. Codes are system delivered:
<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table></td></tr>
</table>

Child Support Garnishment Changes

<table>
<tr><th colspan="4">Header and Transaction Rules – Add/Change Child Support Garnishment</th></tr>
<tr><th>Field Label</th><th>Required</th><th>XPath</th><th>Import Requirements</th></tr>
<tr><td>TransactionType</td><td>Y</td><td>/Transactions/Transaction/Header/TransactionType/</td><td>Identifies the type of transaction to process. Available field options are:
<table><tr><th>Options</th><th>TRANSACTIONTYPE Value</th></tr><tr><td>Child Support Garnishment Changes</td><td>CHILDSUPPORTGARNISHMENT</td></tr></table></td></tr>
<tr><td>EmployeeKey</td><td>Y</td><td>/Transactions/Transaction/Header/IdentifierRule/</td><td>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.</td></tr>
</table>

Header and Transaction Rules – Add/Change Child Support Garnishment			
Field Label	**Required**	**XPath**	**Import Requirements**
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	A		Supported

Add/Change Child Support Garnishment						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
Effective Date	/Transactions/Transaction/CHSDeduction/CHSDedEffectiveDate	datetime	10	N	Y	Format: mm/dd/yyyy
Deduction/ Plan Code	/Transactions/Transaction/CHSDeduction/CHSDedCode/	char	5	Y	Y	Requires a valid UKG Pro Deduction Code. Codes are client configured in UKG Pro (Menu > System Configuration > Business Rules > Deduction/Benefit Plans). You must provide valid values to Vendor.
Change Reason	/Transactions/Transaction/CHSDeduction/ CHSDedChangeReason/	char	6	Y	Y	Requires a valid UKG Pro Benefit Change Reason Code. Codes are client configured in UKG (Menu > System Configuration > Business Rules > Benefit Change Reasons). You must provide valid values to Vendor.

<table>
<tr><td>Notes</td><td>/Transactions/Transaction/CHSDeduction/CHSDedNotes/</td><td>Varchar</td><td>255</td><td>N</td><td>A</td><td></td></tr>
<tr><td>Deduction Allocation</td><td>/Transactions/Transaction/CHSDeduction/CHSDedAllocation/</td><td>Char</td><td>1</td><td>Y</td><td>A</td><td>Requires a valid UKG Pro Code.

Codes are system delivered:<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table></td></tr>
<tr><td>Jurisdiction</td><td>/Transactions/Transaction/CHSDeduction/CHSDedJurisdiction</td><td>Char</td><td>2</td><td>Y</td><td>A</td><td>Requires a valid state code.</td></tr>
<tr><td>Jurisdiction Plan</td><td>/Transactions/Transaction/CHSDeduction/CHSDedJurisdictionPlan</td><td>Char</td><td>5</td><td>Y</td><td>A</td><td>Requires a five-letter code.</td></tr>
<tr><td>Statutory Priority</td><td>/Transactions/Transaction/CHSDeduction/CHSDedStatutoryPriority</td><td>Integer</td><td>3</td><td></td><td></td><td>Maximum value that can be added is 999.</td></tr>
<tr><td>Child Support Type</td><td>/Transactions/Transaction/CHSDeduction/CHSDedChildSupportType</td><td>Char</td><td>1</td><td>Y</td><td>A</td><td>Requires a valid UKG Pro Child Support Type.

Codes are client configured in UKG Pro (Menu > System Configuration > Business Rules > Child Support Type).</td></tr>
<tr><td>Deduction Start Date</td><td>/Transactions/Transaction/CHSDeduction/CHSDedStartDate</td><td>datetime</td><td>10</td><td>N</td><td>A</td><td>Format: mm/dd/yyyy This is a required field if a new benefit plan or deduction is being added for the employee.</td></tr>
</table>

<table>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td>Note: this date will not be required if the Deductions_UseDedSetupDates setting is set to TRUE in the Configuration Settings Table.</td></tr>
<tr><td>Deduction Stop Date</td><td>/Transactions/Transaction/CHSDeduction/CHSDedStopDate</td><td>datetime</td><td>10</td><td>N</td><td>A</td><td>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.</td></tr>
<tr><td>Employee Remittance ID</td><td>/Transactions/Transaction/CHSDeduction/CHSDedEERemittanceID</td><td>Char</td><td>20</td><td>N</td><td>Y</td><td></td></tr>
<tr><td>Employee case ID</td><td>/Transactions/Transaction/CHSDeduction/CHSDedEECaseID</td><td>Char</td><td>15</td><td>N</td><td>Y</td><td></td></tr>
<tr><td>Employee Order ID</td><td>/Transactions/Transaction/CHSDeduction/CHSDedEEOrderID</td><td>Char</td><td>30</td><td>N</td><td>A</td><td>Order ID is optional field.</td></tr>
<tr><td>Override Employee Member or Case Number</td><td>/Transactions/Transaction/CHSDeduction/CHSDedOverrideEEMemberOrCaseNo</td><td>Char</td><td>1</td><td>Y</td><td>A</td><td>Requires a valid UKG Pro Code.

Codes are system delivered.<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table></td></tr>
<tr><td>Employee Member or Case Number</td><td>/Transactions/Transaction/CHSDeduction/CHSDedEEMemberOrCaseNo</td><td>Char</td><td>40</td><td>N</td><td>A</td><td></td></tr>
<tr><td>Medical Indicator</td><td>/Transactions/Transaction/CHSDeduction/CHSDedMedindicator</td><td>Char</td><td>1</td><td>Y</td><td>A</td><td>Requires a valid UKG Pro Code.

Codes are system delivered.<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr></table></td></tr>
</table>

<table>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td><table><tr><td>N</td><td>No</td></tr></table></td></tr>
<tr><td>Additional Check</td><td>/Transactions/Transaction/CHSDeduction/CHSDedIncAdditionalCheck</td><td>Char</td><td>1</td><td>Y</td><td>A</td><td>Requires a valid UKG Pro Code.

Codes are system delivered.<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table></td></tr>
<tr><td>Manual Check</td><td>/Transactions/Transaction/CHSDeduction/CHSDedIncManualCheck</td><td>Char</td><td>1</td><td>Y</td><td>A</td><td>Requires a valid UKG Pro Code.

Codes are system delivered.<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table></td></tr>
<tr><td>Deduction FIPS code</td><td>/Transactions/Transaction/CHSDeduction/CHSDedFipsCode</td><td>Char</td><td>7</td><td>Y</td><td>Y</td><td></td></tr>
<tr><td>Payee ID</td><td>/Transactions/Transaction/CHSDeduction/CHSDedPayeeID</td><td>Char</td><td>10</td><td>Y</td><td>A</td><td>Requires a valid UKG Pro Code.</td></tr>
<tr><td>Employee Calculation Rule</td><td>/Transactions/Transaction/CHSDeduction/CHSDedEECalcRule</td><td>Char</td><td>2</td><td>Y</td><td>A</td><td>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
10 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
16 Def comp incl $ - sec125 - Dep sect125 * pct - (USA only)
20 Flat Amount</td></tr>
</table>

<table>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td>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.

Note: Only Rule 20 is supported.</td></tr>
<tr><td>Employee Rate (Flat Amount)</td><td>/Transactions/Transaction/CHSDeduction/CHSDedEEAmount</td><td>Decimal</td><td>23</td><td>N</td><td>A</td><td>Can send up to 2 decimals places
Format nnnnnnnn.nn

The Deduction Code must have the Use Rate at employee level setting enabled.</td></tr>
<tr><td>Employee Per Pay Cap Rule</td><td>/Transactions/Transaction/CHSDeduction/CHSDedEEPerCapCalcRule</td><td>Decimal</td><td>2</td><td>Y</td><td>A</td><td>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.
<table>
<tr><td>Code</td><td>Description</td></tr>
<tr><td>50</td><td>Def Comp incl$Cap pct)</td></tr>
<tr><td>51</td><td>Dep Comp incl$-125*Cap pct</td></tr>
<tr><td>Y</td><td>Flat Amount</td></tr>
<tr><td>N</td><td>None</td></tr>
</table>
Note: Only N is supported.</td></tr>
<tr><td>Employee Per Pay Cap Amount</td><td>/Transactions/Transaction/CHSDeduction/CHSDedEEPerPayCapAmt</td><td>Decimal</td><td>23</td><td>N</td><td>A</td><td>This field is ignored because of above PayPerCapRule (N).</td></tr>
</table>

<table>
<tr><td>Support Additional Family</td><td>/Transactions/Transaction/CHSDeduction/CHSDedWgaSupportAddlFamily</td><td>Char</td><td>1</td><td>Y</td><td>A</td><td>Requires a valid UKG Pro Code.

Codes are system delivered.<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table></td></tr>
<tr><td>Garnishment Arrears</td><td>/Transactions/Transaction/CHSDeduction/CHSDedWgaInGarnishArrears</td><td>Char</td><td>1</td><td>N</td><td>A</td><td>Requires a valid UKG Pro Code.

Codes are system delivered.<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table></td></tr>
<tr><td>Exemption Flat Amount</td><td>/Transactions/Transaction/CHSDeduction/CHSDedWgaAddlExemptFlatAmt</td><td>Decimal</td><td>11</td><td>N</td><td>A</td><td>Can send up to 2 decimals places.
Format nnnnnnnn.nn</td></tr>
<tr><td>Excluded Earning</td><td>/Transactions/Transaction/CHSDeduction/CHSExcludedEarnings</td><td>Varchar</td><td>160</td><td></td><td></td><td>Comma separated values of all earning codes.</td></tr>
<tr><td>Included Deductions</td><td>/Transactions/Transaction/CHSDeduction/CHSIncludedDeductions</td><td>Varchar</td><td>160</td><td></td><td></td><td>Comma separated values of all deduction codes.</td></tr>
<tr><td>Parent First</td><td>/Transactions/Transaction/CHSDeduction/CHSCustodialParentFirst</td><td>Varchar</td><td>25</td><td></td><td></td><td>First Name</td></tr>
<tr><td>Parent Middle</td><td>/Transactions/Transaction/CHSDeduction/CHSCustodialParentMiddle</td><td>Varchar</td><td>25</td><td></td><td></td><td>Middle Name</td></tr>
<tr><td>Parent Last</td><td>/Transactions/Transaction/CHSDeduction/CHSCustodialParentLast</td><td>Varchar</td><td>35</td><td></td><td></td><td>Last Name</td></tr>
</table>

<table>
<tr><td>Alternate Payee</td><td>/Transactions/Transaction/CHSDeduction/CHSDisbSchAltPayee</td><td>Varchar</td><td></td><td></td><td></td><td></td></tr>
<tr><td>Issuing County Name</td><td>/Transactions/Transaction/CHSDeduction/CHSDisbSchIssCounty</td><td>Varchar</td><td>22</td><td></td><td></td><td></td></tr>
<tr><td>Regulated By CCPA</td><td>/Transactions/Transaction/CHSDeduction/CHSRegulatedByCCPA</td><td>Char</td><td>1</td><td>Y</td><td>A</td><td>Requires a valid UKG Pro Code.

Codes are system delivered.<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table></td></tr>
<tr><td>Order Amount</td><td>/Transactions/Transaction/CHSDeduction/CHSExpWgOrderAmt</td><td>Decimal</td><td>23</td><td></td><td></td><td>Expected Wage Order Amount</td></tr>
<tr><td>Threshold Amount</td><td>/Transactions/Transaction/CHSDeduction/CHSThresholdAmt</td><td>Decimal</td><td>23</td><td></td><td></td><td>Threshold Amount</td></tr>
</table>

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	Y	/Transactions/Transaction/Header/TransactionType/	Identifies the type of transaction to process. Available field options are: **Options** / **TRANSACTIONTYPE Value** Earnings Changes / EARNINGS

Header and Transaction Rules – Earnings Changes			
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 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	A		Supported

Field Requirements – Earnings Changes						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
Company	/Transactions/Transaction/KeyFields/CompanyCode/	char	5	Y	Y	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.
Employee Key	/Transactions/Transaction/KeyFields/Identifier/	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.
Code	/Transactions/Transaction/Earning/EarnCode/	char	5	Y	Y	Requires a valid UKG Pro Earnings Code. Codes are client configured.

<table>
<tr><th colspan="7">Field Requirements – Earnings Changes</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td>Codes are setup in the System Configuration > Business Rules > Earnings page. You will need to provide valid values to Vendor.</td></tr>
<tr><td>Amount</td><td>/Transactions/Transaction/Earning/EarnAmount/</td><td>Decimal</td><td>9</td><td>N</td><td>A</td><td>Can send up to 2 decimals places
Format nnnnnn.nn</td></tr>
<tr><td>Start Date</td><td>/Transactions/Transaction/Earning/EarnStartDate/</td><td>datetime</td><td>10</td><td>N</td><td>Y</td><td>Format: mm/dd/yyyy</td></tr>
<tr><td>Stop Date</td><td>/Transactions/Transaction/Earning/EarnStopDate/</td><td>datetime</td><td>10</td><td>N</td><td>A</td><td>Format: mm/dd/yyyy</td></tr>
<tr><td>Display in pay data entry</td><td>/Transactions/Transaction/Earning/EarnDisplayInPDE/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>Requires a valid UKG Pro Code. Codes are system delivered:<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table></td></tr>
</table>

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**
TransactionType	Y	/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 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 UTM 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.

Header and Transaction Rules – Time Management (UTM) Changes			
Field Label	**Required**	**XPath**	**Import Requirements**
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	A		Supported
Platform Configuration Data	A		Not applicable

Field Requirements – Time Management (UTM) Changes						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
						Includes only fields that are part of the Time Management (UTM) transaction type.
Company	/Transactions/Transaction/KeyFields/CompanyCode/	char	5	Y	Y	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.
Employee Key	/Transactions/Transaction/KeyFields/Identifier/	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.
UTM Employee	/Transactions/Transaction/TimeMana	char	1	Y	Y	Requires a valid UKG Pro Code. Codes are system delivered:

<table>
<tr><th colspan="7">Field Requirements – Time Management (UTM) Changes</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td></td><td>gement/IsUTMEmployee/</td><td></td><td></td><td></td><td></td><td><table><tr><th>Code</th><th>Description</th></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table>
This field is no longer used but left in for backward compatibility</td></tr>
<tr><td>Employee Access</td><td>/Transactions/Transaction/TimeManagement/UtmEmployeeAccess/</td><td>char</td><td>1</td><td>Y</td><td>Y</td><td>Radio button selector. Options are:
<table><tr><th>Code</th><th>Description</th></tr><tr><td>E</td><td>Enabled</td></tr><tr><td>D</td><td>Disabled</td></tr></table></td></tr>
<tr><td>Additional Security Access</td><td>/Transactions/Transaction/TimeManagement/UtmAddlSecurityAccess/</td><td>char</td><td>1</td><td>Y</td><td>Y</td><td>Radio button selector. Options are:
<table><tr><th>Code</th><th>Description</th></tr><tr><td>0</td><td>Supervisor</td></tr><tr><td>1</td><td>Administrator</td></tr><tr><td>2</td><td>Both Supervisor and Administrator</td></tr><tr><td>3</td><td>None</td></tr></table></td></tr>
<tr><td>Shift number</td><td>/Transactions/Transaction/TimeManagement/UtmShiftNumber/</td><td>char</td><td>50</td><td>Y</td><td>Y</td><td>Requires a valid Shift Number Code. Codes are client configured in the UTM module under Administration > Time Management > Employees > General.

You will need to provide valid values to Vendor.</td></tr>
<tr><td>Pay policy</td><td>/Transactions/Transaction/TimeManagement/UtmPayPolicy/</td><td>char</td><td>50</td><td>Y</td><td>Y</td><td>Requires a valid Pay Policy Code. Codes are client configured in the UTM module under Administration > Time Management > Employees > General.

You will need to provide valid values to Vendor.</td></tr>
</table>

Field Requirements – Time Management (UTM) Changes						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
Holiday rule	/Transactions/Transaction/TimeManagement/UtmHolidayRule/	char	50	Y	Y	Requires a valid Holiday Rule Code. Codes are client configured in the UTM module under Administration > Time Management > Employees > General. You will need to provide valid values to Vendor.
Pay type	/Transactions/Transaction/TimeManagement/UtmPayType/	char	50	Y	Y	Requires a valid Pay Type Code. Codes are client configured in the UTM module under Administration > Time Management > Employees > General. You will need to provide valid values to Vendor.
Pay category	/Transactions/Transaction/TimeManagement/UtmPayCategory/	char	50	Y	Y	Requires a valid Pay Category Code. Codes are client configured in the UTM module under Administration > Time Management > Employees > General. You will need to provide valid values to Vendor.
Employee access group	/Transactions/Transaction/TimeManagement/UtmEmployeeAccessGroup/	char	50	Y	Y	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. You will need to provide valid values to Vendor.
Supervisor access group	/Transactions/Transaction/TimeManagement/UtmSupervisorAccessGroup/	char	50	Y	Y	Field is enabled when Additional Security Access field is either Supervisor or Both Supervisor and Administrator. Requires a valid Supervisor Access Group Code. Supervisor Access Groups are client configured in the UTM module. Open a support case to get a listing of the associated codes.

Field Requirements – Time Management (UTM) Changes						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
						You will need to provide valid values to Vendor.
Administrator access group	/Transactions/Transaction/TimeManagement/UtmAdministratorAccessGroup/	char	50	Y	Y	Field is enabled when Additional Security Access field is either Administrator or Both Supervisor and Administrator. Requires a valid Administrator Access Group Code. Administrator Access Groups are client configured in the UTM module. Open a support case to get a listing of the associated codes. You will need to provide valid values to Vendor.
Schedule Request Approver	/Transactions/Transaction/TimeManagement/UtmScheduleRequestApprover/	char	50	N	A	

Supplemental Data – User Defined Fields

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 Transaction Rules – Supplemental Data – User Defined Fields			
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** 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. In a transfer scenario, the Transfer transaction needs to be sent followed by a Change User Defined Fields 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.

Header and Transaction Rules – Supplemental Data – User Defined Fields			
Field Label	**Required**	**XPath**	**Import Requirements**
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	A		Supported
Platform Configuration Data	A		Not currently supported

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.
Company	/Transactions/Transaction/KeyFields/CompanyCode/	char	5	Y	Y	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.
Employee Key	/Transactions/Transaction/KeyFields/Identifier/	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 UDField01	/Transactions/Transaction/JobUDFields/JobUDField01/	char	10	N	A	UKG Pro Database field: EmpComp.EECUDField01

Supplemental Field Requirements – User Defined Fields						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
Company UDField02	/Transactions/Transaction/JobUDFields/JobUDField02/	char	10	N	A	UKG Pro Database field: EmpComp.EECUDField02
Company UDField03	/Transactions/Transaction/JobUDFields/JobUDField03/	char	10	N	A	UKG Pro Database field: EmpComp.EECUDField03
Company UDField04	/Transactions/Transaction/JobUDFields/JobUDField04/	char	25	N	A	UKG Pro Database field: EmpComp.EECUDField04
Company UDField05	/Transactions/Transaction/JobUDFields/JobUDField05/	char	25	N	A	UKG Pro Database field: EmpComp.EECUDField05
Company UDField06	/Transactions/Transaction/JobUDFields/JobUDField06/	datetime	10	N	A	UKG Pro Database field: EmpComp.EECUDField06 Format: mm/dd/yyyy
Company UDField07	/Transactions/Transaction/JobUDFields/JobUDField07/	datetime	10	N	A	UKG Pro Database field: EmpComp.EECUDField07 Format: mm/dd/yyyy
Company UDField08	/Transactions/Transaction/JobUDFields/JobUDField08/	datetime	10	N	A	UKG Pro Database field: EmpComp.EECUDField08 Format: mm/dd/yyyy
Company UDField09	/Transactions/Transaction/JobUDFields/JobUDField09/	decimal	15	N	A	UKG Pro Database field: EmpComp.EECUDField09 Format: nnnnnnnnnnnn.nn
Company UDField10	/Transactions/Transaction/JobUDFields/JobUDField10/	decimal	15	N	A	UKG Pro Database field: EmpComp.EECUDField10 Format: nnnnnnnnnnnn.nn

Supplemental Field Requirements – User Defined Fields						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
Company UDField11	/Transactions/Transaction/JobUDFields/JobUDField11/	char	10	N	A	UKG Pro Database field: EmpComp.EECUDField11
Company UDField12	/Transactions/Transaction/JobUDFields/JobUDField12/	char	10	N	A	UKG Pro Database field: EmpComp.EECUDField12
Company UDField13	/Transactions/Transaction/JobUDFields/JobUDField13/	char	10	N	A	UKG Pro Database field: EmpComp.EECUDField13
Company UDField14	/Transactions/Transaction/JobUDFields/JobUDField14/	char	25	N	A	UKG Pro Database field: EmpComp.EECUDField14
Company UDField15	/Transactions/Transaction/JobUDFields/JobUDField15/	char	25	N	A	UKG Pro Database field: EmpComp.EECUDField15
Company UDField16	/Transactions/Transaction/JobUDFields/JobUDField16/	datetime	10	N	A	UKG Pro Database field: EmpComp.EECUDField16 Format: mm/dd/yyyy
Company UDField17	/Transactions/Transaction/JobUDFields/JobUDField17/	datetime	10	N	A	UKG Pro Database field: EmpComp.EECUDField17 Format: mm/dd/yyyy
Company UDField18	/Transactions/Transaction/JobUDFields/JobUDField18/	datetime	10	N	A	UKG Pro Database field: EmpComp.EECUDField18 Format: mm/dd/yyyy
Company UDField19	/Transactions/Transaction/JobUDFields/JobUDField19/	decimal	15	N	A	UKG Pro Database field: EmpComp.EECUDField19 Format: nnnnnnnnnnnn.nn

Supplemental Field Requirements – User Defined Fields						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
Company UDField20	/Transactions/Transaction/JobUDFields/JobUDField20/	decimal	15	N	A	UKG Pro Database field: EmpComp.EECUDField20 Format: nnnnnnnnnnnnn.nn
Company UDField21	/Transactions/Transaction/JobUDFields/JobUDField21/	char	1	N	A	UKG Pro Database field: EmpComp.EECUDField21
Company UDField22	/Transactions/Transaction/JobUDFields/JobUDField22/	char	1		A	UKG Pro Database field: EmpComp.EECUDField22
Company UDField23	/Transactions/Transaction/JobUDFields/JobUDField23/	char	1	N	A	UKG Pro Database field: EmpComp.EECUDField23
Company UDField24	/Transactions/Transaction/JobUDFields/JobUDField24/	char	1	N	A	UKG Pro Database field: EmpComp.EECUDField24
Company UDField25	/Transactions/Transaction/JobUDFields/JobUDField25/	decimal	15	N	A	UKG Pro Database field: EmpComp.EECUDField25 Format: nnnnnnnnnnnnn.nn
Company UDField26	/Transactions/Transaction/JobUDFields/JobUDField26/	decimal	15	N	A	UKG Pro Database field: EmpComp.EECUDField26 Format: nnnnnnnnnnnnn.nn
Company UDField27	/Transactions/Transaction/JobUDFields/JobUDField27/	datetime	10	N	A	UKG Pro Database field: EmpComp.EECUDField27 Format: mm/dd/yyyy
Company UDField28	/Transactions/Transaction/JobUDFields/JobUDField28/	datetime	10	N	A	UKG Pro Database field: EmpComp.EECUDField28 Format: mm/dd/yyyy

Supplemental Field Requirements – User Defined Fields						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
Company UDField29	/Transactions/Transaction/JobUDFields/JobUDField29/	char	40	N	A	UKG Pro Database field: EmpComp.EECUDField29
Person UDField01	/Transactions/Transaction/PersonalUDFields/PersUDField01/	char	25	N	A	UKG Pro Database field: EmpPers.EEPUDField01
Person UDField02	/Transactions/Transaction/PersonalUDFields/PersUDField02/	char	25	N	A	UKG Pro Database field: EmpPers.EEPUDField02
Person UDField03	/Transactions/Transaction/PersonalUDFields/PersUDField03/	decimal	15	N	A	UKG Pro Database field: EmpPers.EEPUDField03 Format: nnnnnnnnnnnn.nn
Person UDField04	/Transactions/Transaction/PersonalUDFields/PersUDField04/	decimal	15	N	A	UKG Pro Database field: EmpPers.EEPUDField04 Format: nnnnnnnnnnnn.nn
Person UDField05	/Transactions/Transaction/PersonalUDFields/PersUDField05/	datetime	10	N	A	UKG Pro Database field: EmpPers.EEPUDField05 Format: mm/dd/yyyy
Person UDField06	/Transactions/Transaction/PersonalUDFields/PersUDField06/	datetime	10	N	A	UKG Pro Database field: EmpPers.EEPUDField06 Format: mm/dd/yyyy
Person UDField07	/Transactions/Transaction/PersonalUDFields/PersUDField07/	char	15	N	A	UKG Pro Database field: EmpPers.EEPUDField07
Person UDField08	/Transactions/Transaction/PersonalUDFields/PersUDField08/	char	25	N	A	UKG Pro Database field: EmpPers.EEPUDField08

Supplemental Field Requirements – User Defined Fields						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
Person UDField09	/Transactions/Transaction/PersonalUDFields/PersUDField09/	char	25	N	A	UKG Pro Database field: EmpPers.EEPUDField09
Person UDField10	/Transactions/Transaction/PersonalUDFields/PersUDField10/	decimal	15	N	A	UKG Pro Database field: EmpPers.EEPUDField10 Format: nnnnnnnnnnnn.nn
Person UDField11	/Transactions/Transaction/PersonalUDFields/PersUDField11/	decimal	15	N	A	UKG Pro Database field: EmpPers.EEPUDField11 Format: nnnnnnnnnnnn.nn
Person UDField12	/Transactions/Transaction/PersonalUDFields/PersUDField12/	datetime	10	N	A	UKG Pro Database field: EmpPers.EEPUDField12 Format: mm/dd/yyyy
Person UDField13	/Transactions/Transaction/PersonalUDFields/PersUDField13/	datetime	10	N	A	UKG Pro Database field: EmpPers.EEPUDField13 Format: mm/dd/yyyy
Person UDField14	/Transactions/Transaction/PersonalUDFields/PersUDField14/	char	15	N	A	UKG Pro Database field: EmpPers.EEPUDField14
International UDField01	/Transactions/Transaction/InternationalUDFields/IntlUDField01	varchar	25	N	A	UKG Pro Database field: EmpIntl.EINUDFIELD01
International UDField02	/Transactions/Transaction/InternationalUDFields/IntlUDField02	varchar	25	N	A	UKG Pro Database field: EmpIntl.EINUDFIELD02
International UDField03	/Transactions/Transaction/InternationalUDFields/IntlUDField03	decimal	15	N	A	UKG Pro Database field: EmpIntl.EINUDFIELD03 Format: nnnnnnnnnnnn.nn

Supplemental Field Requirements – User Defined Fields						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
International UDField04	/Transactions/Transaction/InternationalUDFields/IntlUDField04	decimal	15	N	A	UKG Pro Database field: EmpIntl.EINUDFIELD04 Format: nnnnnnnnnnnn.nn
International UDField05	/Transactions/Transaction/InternationalUDFields/IntlUDField05	datetime	10	N	A	UKG Pro Database field: EmpIntl.EINUDFIELD05 Format: mm/dd/yyyy
International UDField06	/Transactions/Transaction/InternationalUDFields/IntlUDField06	datetime	10	N	A	UKG Pro Database field: EmpIntl.EINUDFIELD06 Format: mm/dd/yyyy
International UDField07	/Transactions/Transaction/InternationalUDFields/IntlUDField07	varchar	15	N	A	UKG Pro Database field: EmpIntl.EINUDFIELD07
International UDField08	/Transactions/Transaction/InternationalUDFields/IntlUDField08	varchar	25	N	A	UKG Pro Database field: EmpIntl.EINUDFIELD08
International UDField09	/Transactions/Transaction/InternationalUDFields/IntlUDField09	varchar	25	N	A	UKG Pro Database field: EmpIntl.EINUDFIELD09
International UDField10	/Transactions/Transaction/InternationalUDFields/IntlUDField10	decimal	15	N	A	UKG Pro Database field: EmpIntl.EINUDFIELD10 Format: nnnnnnnnnnnn.nn
International UDField11	/Transactions/Transaction/InternationalUDFields/IntlUDField11	decimal	15	N	A	UKG Pro Database field: EmpIntl.EINUDFIELD11 Format: nnnnnnnnnnnn.nn
International UDField12	/Transactions/Transaction/InternationalUDFields/IntlUDField12	datetime	10	N	A	UKG Pro Database field: EmpIntl.EINUDFIELD12 Format: mm/dd/yyyy

Supplemental Field Requirements – User Defined Fields						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
International UDField13	/Transactions/Transaction/InternationalUDFields/IntlUDField13	datetime	10	N	A	UKG Pro Database field: EmpIntl.EINUDFIELD13 Format: mm/dd/yyyy
International UDField14	/Transactions/Transaction/InternationalUDFields/IntlUDField14	varchar	15	N	A	UKG Pro Database field: EmpIntl.EINUDFIELD14

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.

<table>
<tr><th colspan="4">Header and Transaction Rules – Supplemental Data – Employee Contacts</th></tr>
<tr><th>Field Label</th><th>Required</th><th>XPath</th><th>Import Requirements</th></tr>
<tr><td>TransactionType</td><td>Y</td><td>/Transactions/Transaction/Header/TransactionType/</td><td>Identifies the type of transaction to process. Available field options are:

<table><tr><th>Options</th><th>TRANSACTIONTYPE Value</th></tr><tr><td>New Hires/Rehires</td><td>HIRE</td></tr><tr><td>Add/Change Contact</td><td>CONTACTS</td></tr></table>
The header is only needed when it is not part of the HIRE as the HIRE transaction has its own header.</td></tr>
<tr><td>EmployeeKey</td><td>Y</td><td>/Transactions/Transaction/Header/IdentifierRule/</td><td>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.</td></tr>
<tr><td>Workflow Approvals</td><td>A</td><td>/Transactions/Transaction/Header/ApprovalRule/</td><td>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.</td></tr>
<tr><td>Additional Data</td><td>A</td><td></td><td>Supported</td></tr>
<tr><td>Platform Configuration Data</td><td>A</td><td></td><td>Currently supported
If Platform Configuration fields are being used with this transaction which could have multiple Contacts, multiple instances (i.e. contacts) cannot be sent in the same transaction. Each contact would need to be sent in a separate transaction.</td></tr>
</table>

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

<table>
<tr><th colspan="7">Supplemental Field Requirements – Employee Contacts</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td>Company</td><td>/Transactions/Transaction/KeyFields/CompanyCode/</td><td>char</td><td>5</td><td>Y</td><td>Y</td><td>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.</td></tr>
<tr><td>Employee Key</td><td>/Transactions/Transaction/KeyFields/Identifier/</td><td>varchar</td><td>50</td><td>N</td><td>Y</td><td>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.</td></tr>
<tr><td>Contact is Active</td><td>/Transactions/Transaction/Contacts/ConIsActive/</td><td>Char</td><td>1</td><td>Y</td><td>A</td><td>Requires a valid UKG Pro Code. Codes are system delivered:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table>
If not provided when adding a new Contact, it will default to N</td></tr>
<tr><td>First</td><td>/Transactions/Transaction/Contacts/ConNameFirst/</td><td>varchar</td><td>100</td><td>N</td><td>Y</td><td>Page length is restricted to 20 for US & CAN; data provided longer will be truncated</td></tr>
<tr><td>Middle</td><td>/Transactions/Transaction/Contacts/ConNameMiddle/</td><td>varchar</td><td>50</td><td>N</td><td>A</td><td>Page length is restricted to 20 for US & CAN; data provided longer will be truncated</td></tr>
<tr><td>Last</td><td>/Transactions/Transaction/Contacts/ConNameLast/</td><td>varchar</td><td>100</td><td>N</td><td>Y</td><td>Page length is restricted to 30 for US & CAN; data provided longer will be truncated</td></tr>
</table>

Supplemental Field Requirements – Employee Contacts						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
Former last	/Transactions/Transaction/Contacts/ConNameFormer/	varchar	100	N	A	Page length is restricted to 30 for US & CAN; data provided longer will be truncated
Suffix	/Transactions/Transaction/Contacts/ConNameSuffixCode/	varchar	5	Y	A	
SSN	/Transactions/Transaction/Contacts/ConSSN/	char	9	N	A	Format: nnnnnnnnn
SIN	/Transactions/Transaction/Contacts/ConNationalID/	char	50	N	A	CAN only SIN Format: nnnnnnnnn
SIN Expiry Date	/Transactions/Transaction/Contacts/ConNationalIDExpirationDate/	datetime	10	N		Format: mm/dd/yyyy
Date of birth	/Transactions/Transaction/Contacts/ConDateOfBirth/	datetime	10	N	A	Format: mm/dd/yyyy
Gender	/Transactions/Transaction/Contacts/ConGender/	char	1	Y	A	Requires a valid UKG Pro Gender Code. Codes are system delivered: Codes are setup in the System Configuration > Business Rules > Gender page. You will need to provide valid values to Vendor.

<table>
<tr><th colspan="7">Supplemental Field Requirements – Employee Contacts</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td>Date of marriage</td><td>/Transactions/Transaction/Contacts/ConMarriageDate/</td><td>datetime</td><td>10</td><td>N</td><td>A</td><td>Format: mm/dd/yyyy</td></tr>
<tr><td>Date of divorce</td><td>/Transactions/Transaction/Contacts/ConDateDivorced/</td><td>datetime</td><td>10</td><td>N</td><td>A</td><td>Format: mm/dd/yyyy</td></tr>
<tr><td>Date Deceased</td><td>/Transactions/Transaction/Contacts/ConDateDeceased/</td><td>datetime</td><td>10</td><td>N</td><td>A</td><td>Format: mm/dd/yyyy</td></tr>
<tr><td>Employer</td><td>/Transactions/Transaction/Contacts/ConEmployer/</td><td>char</td><td>30</td><td>N</td><td>A</td><td></td></tr>
<tr><td>Occupation</td><td>/Transactions/Transaction/Contacts/ConOccupation/</td><td>char</td><td>20</td><td>N</td><td>A</td><td></td></tr>
<tr><td>Relationship</td><td>/Transactions/Transaction/Contacts/ConRelationshipCode/</td><td>char</td><td>3</td><td>Y</td><td>Y</td><td>Requires a valid UKG Pro Relationship Code. Codes are client configured.

Codes are setup in the System Configuration > Business Rules > Relationships page. You will need to provide valid values to Vendor.</td></tr>
<tr><td>Designation-Dependent</td><td>/Transactions/Transaction/Contacts/ConIsDependent/</td><td>char</td><td>1</td><td>Y</td><td>Y</td><td>Requires a valid UKG Pro Code. Codes are system delivered:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table></td></tr>
</table>

<table>
<tr><th colspan="7">Supplemental Field Requirements – Employee Contacts</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td>If Y, enables the contact as a dependent. Client will need to attach the contact to the plan(s) to complete the setup.</td></tr>
<tr><td>Designation-Beneficiary</td><td>/Transactions/Transaction/Contacts/ConIsBeneficiary/</td><td>char</td><td>1</td><td>Y</td><td>Y</td><td>Requires a valid UKG Pro Code. Codes are system delivered:
<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table>
If Y, enables the contact as a beneficiary. Client will need to attach the contact to the plan(s) to complete the setup.</td></tr>
<tr><td>Designation-Emergency Contact</td><td>/Transactions/Transaction/Contacts/ConIsEmergencyContact/</td><td>char</td><td>1</td><td>Y</td><td>Y</td><td>Requires a valid UKG Pro Code. Codes are system delivered:
<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table>
If Y, enables the contact as an emergency contact.</td></tr>
<tr><td>Address is different from employee</td><td>/Transactions/Transaction/Contacts/ConIsDifferentAddress/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>Requires a valid UKG Pro Code. Codes are system delivered:
<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table></td></tr>
</table>

Supplemental Field Requirements – Employee Contacts						
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.
Country	/Transactions/Transaction/Contacts/ConAddressCountryCode/	char	3	Y	A	US/CAN: • Required if AddressIsDifferent = Y. 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. Defaults to the employee address unless AddressIsDifferent is Y.
Address	/Transactions/Transaction/Contacts/ConAddressLine1/	varchar	255	N	A	US/CAN: • Required if AddressIsDifferent = Y • Page length is restricted to 30; data provided longer will be truncated Defaults to the employee address unless AddressIsDifferent is Y.
Address 2	/Transactions/Transaction/Contacts/ConAddressLine2/	varchar	255	N	A	US/CAN: • Page length is restricted to 30; data provided longer will be truncated

Supplemental Field Requirements – Employee Contacts						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
						Defaults to the employee address unless AddressIsDifferent is Y.
City	/Transactions/Transaction/Contacts/ConAddressCity/	varchar	255	N	A	US/CAN: • Required if AddressIsDifferent = Y • Page length is restricted to 30; data provided longer will be truncated Defaults to the employee address unless AddressIsDifferent is Y.
State/Province	/Transactions/Transaction/Contacts/ConAddressStateCode/	varchar	6	Y	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/Transaction/Contacts/ConAddressZipCode/	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.
County	/Transactions/Transaction/Contacts/ConAddressCounty/	varchar	255	N	A	US/CAN: • Page length is restricted to 30; data provided longer will be truncated

<table>
<tr><th colspan="7">Supplemental Field Requirements – Employee Contacts</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td>Defaults to the employee address unless AddressIsDifferent is Y.</td></tr>
<tr><td>Preferred phone</td><td>/Transactions/Transaction/Contacts/ConPhonePreferredCode/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>Requires a valid UKG Pro Code. Codes are system delivered:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>H</td><td>Home</td></tr><tr><td>O</td><td>Other</td></tr><tr><td>W</td><td>Work</td></tr></table></td></tr>
<tr><td>Home</td><td>/Transactions/Transaction/Contacts/ConPhoneHomeNumber/</td><td>varchar</td><td>50</td><td>N</td><td>A</td><td>Required if preferred phone is set to home.

Format US/CAN: nnnnnnnnn</td></tr>
<tr><td>Country Code</td><td>/Transactions/Transaction/Contacts/ConPhoneHomeNumberCountryCode</td><td>varchar</td><td>3</td><td>N</td><td>A</td><td>Based on country code the number is updated to have the country's code as prefix (example +1 for US, +91 for India)</td></tr>
<tr><td>Work</td><td>/Transactions/Transaction/Contacts/ConPhoneWorkNumber/</td><td>varchar</td><td>50</td><td>N</td><td>A</td><td>Required if preferred phone is set to work.

Format US/CAN: nnnnnnnnn</td></tr>
<tr><td>Country Code</td><td>/Transactions/Transaction/Contacts/ConPhoneWorkNumberCountryCode</td><td>varchar</td><td>3</td><td>N</td><td>A</td><td>Based on country code the number is updated to have the country's code as prefix (example +1 for US, +91 for India)</td></tr>
</table>

Supplemental Field Requirements – Employee Contacts						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
Work extension	/Transactions/Transaction/Contacts/ConPhoneWorkExtension/	varchar	5	N	A	Format: nnnnn
Other	/Transactions/Transaction/Contacts/ConPhoneOtherNumber/	varchar	50	N	A	Required if preferred phone is set to other. Format US/CAN: nnnnnnnnn
Country Code	/Transactions/Transaction/Contacts/ConPhoneOtherNumberCountryCode	varchar	3	N	A	Based on country code the number is updated to have the country's code as prefix (example +1 for US, +91 for India)
Other Type	/Transactions/Transaction/Contacts/ConPhoneOtherTypeCode/	varchar	3	Y	A	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 need to provide valid values to Vendor.
E-mail	/Transactions/Transaction/Contacts/ConEmail/	varchar	50	N	A	
Covered by other insurance	/Transactions/Transaction/Contacts/ConHasOtherInsurance/	char	1	Y	A	Requires a valid UKG Pro Code. Codes are system delivered: Code: Y – Description: Yes

<table>
<tr><th colspan="7">Supplemental Field Requirements – Employee Contacts</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td><table><tr><td>N</td><td>No</td></tr></table></td></tr>
<tr><td>Disabled</td><td>/Transactions/Transaction/Contacts/ConIsDisabled/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>Requires a valid UKG Pro Code. Codes are system delivered:<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table></td></tr>
<tr><td>Full time student</td><td>/Transactions/Transaction/Contacts/ConIsStudent/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>Requires a valid UKG Pro Code. Codes are system delivered:<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table></td></tr>
<tr><td>Smoker</td><td>/Transactions/Transaction/Contacts/ConIsSmoker/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>Requires a valid UKG Pro Code. Codes are system delivered:<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table></td></tr>
</table>

Supplemental Data - Private Information Changes

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.

Header and Transaction Rules – Private Information Changes			
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	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	A		Supported

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

Field Requirements – Private Information Changes						
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.
Company	/Transactions/Transaction/KeyFields/CompanyCode/	char	5	Y	Y	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.
Employee Key	/Transactions/Transaction/KeyFields/Identifier/	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.
Date of birth	/Transactions/Transaction/Personal/DateOfBirth/	datetime	10	N	A	Format: mm/dd/yyyy
Gender	/Transactions/Transaction/Personal/GenderCode/	char	1	Y	A	Requires a valid UKG Pro Gender Code. Codes are system delivered: 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	Y	A	US only Requires a valid UKG Pro Ethnic Origin Code. Codes are system delivered:

<table>
<tr><th colspan="7">Field Requirements – Private Information Changes</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td><table><tr><td>Code</td><td>Description</td></tr><tr><td>1</td><td>White</td></tr><tr><td>2</td><td>Black or African American</td></tr><tr><td>3</td><td>Hispanic or Latino</td></tr><tr><td>5</td><td>American Indian/Alaskan Native</td></tr><tr><td>6</td><td>Asian</td></tr><tr><td>7</td><td>Native Hawaiian or Other Pacific Islander</td></tr><tr><td>8</td><td>Two or more races</td></tr><tr><td>Z</td><td>Not specified</td></tr></table></td></tr>
<tr><td>Preferred language for pay statement</td><td>/Transactions/Transaction/Personal/PreferredLanguageForPayStatement/</td><td>char</td><td>2</td><td>Y</td><td>A</td><td>CAN only

Requires a valid UKG Pro Language Code. Codes are system delivered:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>EN</td><td>English</td></tr><tr><td>FR</td><td>French</td></tr></table></td></tr>
<tr><td>Preferred language for online pay statement</td><td>/Transactions/Transaction/Personal/PrefLangForOnlinePayStatement/</td><td>char</td><td>2</td><td>Y</td><td>A</td><td>Requires a valid UKG Pro Language Code. Codes are system delivered:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>EN</td><td>English (USA)</td></tr><tr><td>CA</td><td>English (CAN)</td></tr><tr><td>UK</td><td>English (GBR)</td></tr><tr><td>ES</td><td>Spanish (USA)</td></tr><tr><td>FR</td><td>French (CAN)</td></tr></table></td></tr>
</table>

<table>
<tr><th colspan="7">Field Requirements – Private Information Changes</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td><table>
<tr><td>PT</td><td>Portuguese (BRA)</td></tr>
<tr><td>NL</td><td>Dutch (NLD)</td></tr>
<tr><td>DE</td><td>German (DEU</td></tr>
<tr><td>FF</td><td>French (FRA)</td></tr>
<tr><td>IT</td><td>Italian (ITA)</td></tr>
<tr><td>MS</td><td>Malay (MYS)</td></tr>
<tr><td>FL</td><td>Filipino (PHL)</td></tr>
<tr><td>DA</td><td>Danish (DNK)</td></tr>
<tr><td>SV</td><td>Swedish (SWE)</td></tr>
</table></td></tr>
<tr><td>Ethnicity</td><td>/Transactions/Transaction/Personal/Ethnicity/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>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.</td></tr>
<tr><td>Aboriginal person</td><td>/Transactions/Transaction/Personal/IsAboriginal/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>CAN only

Requires a valid UKG Pro Code. Codes are system delivered:

<table>
<tr><td>Code</td><td>Description</td></tr>
<tr><td>Y</td><td>Yes</td></tr>
<tr><td>N</td><td>No</td></tr>
<tr><td>D</td><td>Decline to answer</td></tr>
</table></td></tr>
</table>

<table>
<tr><th colspan="7">Field Requirements – Private Information Changes</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td>Member of a visible minority</td><td>/Transactions/Transaction/Personal/IsVisibleMinority/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>CAN only

Requires a valid UKG Pro Code. Codes are system delivered:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr><tr><td>D</td><td>Decline to answer</td></tr></table></td></tr>
<tr><td>Birth Country</td><td>/Transactions/Transaction/PrivateInfo/BirthCountryCode/</td><td>char</td><td>3</td><td>Y</td><td>A</td><td>Requires a valid UKG Pro Code. Codes are system delivered.</td></tr>
<tr><td>Birth Location</td><td>/Transactions/Transaction/PrivateInfo/BirthLocation/</td><td>char</td><td>20</td><td>N</td><td>A</td><td></td></tr>
<tr><td>Nationality</td><td>/Transactions/Transaction/PrivateInfo/Nationality1Code/</td><td>char</td><td>3</td><td>Y</td><td>A</td><td>Requires a valid UKG Pro Code. Codes are system delivered.</td></tr>
<tr><td>Nationality</td><td>/Transactions/Transaction/PrivateInfo/Nationality2Code/</td><td>char</td><td>3</td><td>Y</td><td>A</td><td>Requires a valid UKG Pro Code. Codes are system delivered.</td></tr>
<tr><td>Nationality</td><td>/Transactions/Transaction/PrivateInfo/Nationality3Code/</td><td>char</td><td>3</td><td>Y</td><td>A</td><td>Requires a valid UKG Pro Code. Codes are system delivered.</td></tr>
<tr><td>Smoker</td><td>/Transactions/Transaction/PrivateInfo/Smoker/</td><td>bit</td><td>1</td><td>Y</td><td>A</td><td>Requires a valid UKG Pro Code. Codes are system delivered.
<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table></td></tr>
</table>

<table>
<tr><th colspan="6">Field Requirements – Private Information Changes</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td>Disabled</td><td>/Transactions/Transaction/PrivateInfo/IsDisabled/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>Requires a valid UKG Pro Code. Codes are system delivered.<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr><tr><td>D</td><td>Decline to answer</td></tr></table></td></tr>
<tr><td>Disability Type</td><td>/Transactions/Transaction/PrivateInfo/DisabilityType/</td><td>char</td><td>6</td><td>Y</td><td>A</td><td>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 to provide valid values to Vendor.</td></tr>
<tr><td>Visa Type</td><td>/Transactions/Transaction/PrivateInfo/I9VisaType/</td><td>char</td><td>5</td><td>Y</td><td>A</td><td>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.</td></tr>
<tr><td>Visa Expiration</td><td>/Transactions/Transaction/PrivateInfo/I9VisaExpirationDate/</td><td>datetime</td><td>10</td><td>N</td><td>A</td><td>Format: mm/dd/yyyy</td></tr>
<tr><td>Work Permit Country</td><td>/Transactions/Transaction/PrivateInfo/WorkPermitCountry/</td><td>char</td><td>3</td><td>Y</td><td>A</td><td>Requires a valid UKG Pro Country Code. Codes are system delivered based on client configured Countries.</td></tr>
</table>

<table>
<tr><th colspan="7">Field Requirements – Private Information Changes</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td>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.</td></tr>
<tr><td>Reference ID (Work Permit)</td><td>/Transactions/Transaction/PrivateInfo/WorkPermitRefID/</td><td>varchar</td><td>40</td><td>N</td><td>A</td><td></td></tr>
<tr><td>Application Date</td><td>/Transactions/Transaction/PrivateInfo/WorkPermitApplicationDate/</td><td>datetime</td><td>10</td><td>N</td><td>A</td><td>Format: mm/dd/yyyy</td></tr>
<tr><td>Approval Date</td><td>/Transactions/Transaction/PrivateInfo/WorkPermitApprovalDate/</td><td>datetime</td><td>10</td><td>N</td><td>A</td><td>Format: mm/dd/yyyy</td></tr>
<tr><td>Expiration Date</td><td>/Transactions/Transaction/PrivateInfo/WorkPermitExpirationDate/</td><td>datetime</td><td>10</td><td>N</td><td>A</td><td>Format: mm/dd/yyyy</td></tr>
<tr><td>Veteran</td><td>/Transactions/Transaction/PrivateInfo/IsVeteran/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>US only

Requires a valid UKG Pro Code. Codes are system delivered:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr><tr><td>D</td><td>Decline to answer</td></tr></table></td></tr>
<tr><td>Veteran of</td><td>/Transactions/Transaction/PrivateInfo/MilitaryEraCode/</td><td>char</td><td>6</td><td>Y</td><td>A</td><td>US only</td></tr>
</table>

<table>
<tr><th colspan="7">Field Requirements – Private Information Changes</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td>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.</td></tr>
<tr><td>Branch</td><td>/Transactions/Transaction/PrivateInfo/MilitaryBranchCode/</td><td>char</td><td>3</td><td>Y</td><td>A</td><td>US only

Requires a valid UKG Pro Military Branches Code. Codes are client configured.

Codes are setup in the System Configuration > Business Rules > Military Branches page. You will need to provide valid values to Vendor.</td></tr>
<tr><td>Separation Date</td><td>/Transactions/Transaction/PrivateInfo/MilitarySeparationDate/</td><td>datetime</td><td>10</td><td>N</td><td>A</td><td>US only

Format: mm/dd/yyyy</td></tr>
<tr><td>Armed Forces Service Medal</td><td>/Transactions/Transaction/PrivateInfo/MilitaryIsMedalVet/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>US only

Required when Veteran = Y

Requires a valid UKG Pro Code. Codes are system delivered:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr><tr><td>D</td><td>Decline to answer</td></tr></table></td></tr>
</table>

<table>
<tr><th colspan="6">Field Requirements – Private Information Changes</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td>Special Disabled Veteran</td><td>/Transactions/Transaction/PrivateInfo/MilitaryIsDisabledVet/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>US only

Required when Veteran = Y

Requires a valid UKG Pro Code. Codes are system delivered:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr><tr><td>D</td><td>Decline to answer</td></tr></table></td></tr>
<tr><td>Active Wartime or Campaign Badge Veteran</td><td>/Transactions/Transaction/PrivateInfo/MilitaryIsActiveWartimeVet/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>US only

Required when Veteran = Y

Requires a valid UKG Pro Code. Codes are system delivered:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr><tr><td>D</td><td>Decline to answer</td></tr></table></td></tr>
<tr><td>Employee is a Pensioner</td><td>/Transactions/Transaction/PrivateInfo/IsPensioner/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>CAN only

Requires a valid UKG Pro Code. Codes are system delivered:

<table><tr><td>Code</td><td>Description</td></tr></table></td></tr>
</table>

Field Requirements – Private Information Changes						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
						Y Yes N No
NationalIDExpireDate	/Transactions/Transaction/PrivateInfo/NationalIDExpireDate/	datetime	10	N	A	CAN only Required when SIN is a temporary ID 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	Y	/Transactions/Transaction/Header/TransactionType/	Identifies the type of transaction to process. Available field options are: **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/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** / **DELETEALL_RULE Value** 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)
Additional Data	A		Supported
Platform Configuration Data	A		Not currently supported

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

Supplemental Field Requirements – Licenses & Certifications						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
Company	/Transactions/Transaction/KeyFields/CompanyCode/	char	5	Y	Y	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.
Employee Key	/Transactions/Transaction/KeyFields/Identifier/	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.
License/Certification	/Transactions/Transaction/License/LicenseCode/	char	6	Y	Y	Requires a valid UKG Pro License/Certification Code. Codes are client configured. Codes are setup in the System Configuration > Business Rules > Licenses and Certifications page. You will need to provide valid values to Vendor.
Number	/Transactions/Transaction/License/LicenseNumber/	char	20	N	A	
Received	/Transactions/Transaction/License/LicenseDateOfIssue/	datetime	10	N	A	Format: mm/dd/yyyy
Renewal	/Transactions/Transaction/License/LicenseRenewDate/	datetime	10	N	A	Format: mm/dd/yyyy
Provider	/Transactions/Transaction/License/LicenseProviderCode/	char	10	Y	A	Requires a valid UKG Pro Career Provider Code. Codes are client configured.

Supplemental Field Requirements – Licenses & Certifications						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
						Codes are setup in the System Configuration > Business Rules > Career Providers page. You will need to provide valid values to Vendor.
Notes	/Transactions/Transaction/License/LicenseNotes/	varchar	4000	N	A	

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

<table>
<tr><th colspan="4">Header and Transaction Rules – Supplemental Data – Education</th></tr>
<tr><th>Field Label</th><th>Required</th><th>XPath</th><th>Import Requirements</th></tr>
<tr><td>TransactionType</td><td>Y</td><td>/Transactions/Transaction/Header/TransactionType/</td><td>Identifies the type of transaction to process. Available field options are:

<table><tr><th>Options</th><th>TRANSACTIONTYPE Value</th></tr><tr><td>New Hires/Rehires</td><td>HIRE</td></tr><tr><td>Add/Change Education</td><td>EDUCATION</td></tr></table>
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 Education transaction.</td></tr>
</table>

<table>
<tr><th colspan="4">Header and Transaction Rules – Supplemental Data – Education</th></tr>
<tr><th>Field Label</th><th>Required</th><th>XPath</th><th>Import Requirements</th></tr>
<tr><td>EmployeeKey</td><td>Y</td><td>/Transactions/Transaction/Header/IdentifierRule/</td><td>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.</td></tr>
<tr><td>Workflow Approvals</td><td>A</td><td>/Transactions/Transaction/Header/ApprovalRule/</td><td>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.</td></tr>
<tr><td>Delete All</td><td>A</td><td>/Transactions/Transaction/Header/DeleteAllRule/</td><td><table><tr><th>Options</th><th>DELETEALL_RULE Value</th></tr><tr><td>Delete all records - All current records will be deleted first and then replaced with the information from the file.</td><td>ON</td></tr><tr><td>Add new data will be done.</td><td>OFF (or not sent)</td></tr></table></td></tr>
<tr><td>Additional Data</td><td>A</td><td></td><td>Supported</td></tr>
<tr><td>Platform Configuration Data</td><td>A</td><td></td><td>Not currently supported</td></tr>
</table>

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

<table>
<tr><th colspan="7">Supplemental Field Requirements – Education</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td>Company</td><td>/Transactions/Transaction/KeyFields/CompanyCode/</td><td>char</td><td>5</td><td>Y</td><td>Y</td><td>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.</td></tr>
<tr><td>Employee Key</td><td>/Transactions/Transaction/KeyFields/Identifier/</td><td>varchar</td><td>50</td><td>N</td><td>Y</td><td>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.</td></tr>
<tr><td>School</td><td>/Transactions/Transaction/Education/SchoolCode/</td><td>char</td><td>6</td><td>Y</td><td>Y</td><td>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.</td></tr>
<tr><td>From</td><td>/Transactions/Transaction/Education/EducationBeginDate/</td><td>datetime</td><td>10</td><td>N</td><td>A</td><td>Format: mm/dd/yyyy</td></tr>
<tr><td>To</td><td>/Transactions/Transaction/Education/EducationEndDate/</td><td>datetime</td><td>10</td><td>N</td><td>A</td><td>Format: mm/dd/yyyy</td></tr>
<tr><td>Graduated</td><td>/Transactions/Transaction/Education/IsGraduate/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>Requires a valid UKG Pro Code. Codes are system delivered:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table></td></tr>
</table>

Supplemental Field Requirements – Education						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
Years	/Transactions/Transaction/Education/NumberOfYears/	decimal	3	N	A	Format n.nn
Major	/Transactions/Transaction/Education/EducationMajorCode/	char	6	Y	A	Requires a valid UKG Pro Education Major/Minor Code. Codes are client configured. Codes are setup in the System Configuration > Business Rules > Education Majors/Minors page. You will need to provide valid values to Vendor.
Minor	/Transactions/Transaction/Education/MinorCode/	char	6	Y	A	Requires a valid UKG Pro Education Major/Minor Code. Codes are client configured. Codes are setup in the System Configuration > Business Rules > Education Majors/Minors page. You will need to provide valid values to Vendor.
Location	/Transactions/Transaction/Education/EducationLocation/	char	20	N	A	
Level	/Transactions/Transaction/Education/EducationLevelCode/	char	6	Y	A	Requires a valid UKG Pro Education Level/Degree Code. Codes are client configured. Codes are setup in the System Configuration > Business Rules > Education Level/Degrees page. You will need to provide valid values to Vendor.

<table>
<tr><th colspan="7">Supplemental Field Requirements – Education</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td>Highest level</td><td>/Transactions/Transaction/Education/IsHighestLevel/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>Requires a valid UKG Pro Code. Codes are system delivered:
<table><tr><td>Code</td><td>Description</td></tr><tr><td>Y</td><td>Yes</td></tr><tr><td>N</td><td>No</td></tr></table></td></tr>
<tr><td>GPA</td><td>/Transactions/Transaction/Education/GPA/</td><td>decimal</td><td>5</td><td>N</td><td>A</td><td>Format nnn.nn</td></tr>
<tr><td>Rank</td><td>/Transactions/Transaction/Education/AcademicRank/</td><td>decimal</td><td>6</td><td>N</td><td>A</td><td>Format nnnnnn</td></tr>
<tr><td>Notes</td><td>/Transactions/Transaction/Education/EducationNotes/</td><td>varchar</td><td>4000</td><td>N</td><td>A</td><td></td></tr>
</table>

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

Header and Transaction Rules – Supplemental Data – Skills			
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** New Hires/Rehires – HIRE Add/Change Skill – SKILL The header is only needed when it is not part of the HIRE as the HIRE transaction has its own header.

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	A		Supported
Platform Configuration Data	A		Not currently supported

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.
Company	/Transactions/Transaction/KeyFields/CompanyCode/	char	5	Y	Y	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.

Supplemental Field Requirements – Skills						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
Employee Key	/Transactions/Transaction/KeyFields/Identifier/	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.
Skill	/Transactions/Transaction/Skills/SkillID/	char	6	Y	Y	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 values to Vendor.
Proficiency	/Transactions/Transaction/Skills/Proficiency/	char	6	Y	A	Requires a valid UKG Pro Skill Proficiency Code. Codes are client configured. 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/Transaction/Skills/AssessmentDate/	datetime	10	N	A	Format: mm/dd/yyyy This field is required if a value exists for 'Assessed by'.
Assessed by	/Transactions/Transaction/Skills/AssessedBy/	char	20	N	A	This field is required if a value exists for 'Assessed on'.
Notes	/Transactions/Transaction/Skills/SkillNotes/	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. Please review **Workflow Approvals** for more information on how approvals will be processed for Supplemental Data.

<table>
<tr><th colspan="4">Header and Transaction Rules – Supplemental Data – Previous Employment</th></tr>
<tr><th>Field Label</th><th>Required</th><th>XPath</th><th>Import Requirements</th></tr>
<tr><td>TransactionType</td><td>Y</td><td>/Transactions/Transaction/
Header/TransactionType/</td><td>Identifies the type of transaction to process. Available field options are:

<table>
<tr><th>Options</th><th>TRANSACTIONTYPE Value</th></tr>
<tr><td>New Hires/Rehires</td><td>HIRE</td></tr>
<tr><td>Add/Change Previous Employment</td><td>PREVIOUSEMPLOYMENT</td></tr>
</table>

The header is only needed when it is not part of the HIRE as the HIRE transaction has its own header.</td></tr>
</table>

<table>
<tr><th colspan="4">Header and Transaction Rules – Supplemental Data – Previous Employment</th></tr>
<tr><th>Field Label</th><th>Required</th><th>XPath</th><th>Import Requirements</th></tr>
<tr><td></td><td></td><td></td><td>In a transfer scenario, the Transfer transaction needs to be sent followed by a Change Previous Employment transaction.</td></tr>
<tr><td>EmployeeKey</td><td>Y</td><td>/Transactions/Transaction/Header/IdentifierRule/</td><td>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.</td></tr>
<tr><td>Workflow Approvals</td><td>A</td><td>/Transactions/Transaction/Header/ApprovalRule/</td><td>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.</td></tr>
<tr><td>Delete All</td><td>A</td><td>/Transactions/Transaction/Header/DeleteAllRule/</td><td><table><tr><th>Options</th><th>DELETEALL_RULE Value</th></tr><tr><td>Delete all records - All current records will be deleted first and then replaced with the information from the file.</td><td>ON</td></tr><tr><td>Add new data will be done.</td><td>OFF (or not sent)</td></tr></table></td></tr>
<tr><td>Additional Data</td><td>A</td><td></td><td>Supported</td></tr>
<tr><td>Platform Configuration Data</td><td>A</td><td></td><td>Not currently supported</td></tr>
</table>

Supplemental Field Requirements – Previous Employment						
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.
Company	/Transactions/Transaction/KeyFields/CompanyCode/	char	5	Y	Y	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.
Employee Key	/Transactions/Transaction/KeyFields/Identifier/	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.
Employer	/Transactions/Transaction/PreviousEmployment/PEEmployer/	varchar	30	N	Y	
From	/Transactions/Transaction/PreviousEmployment/PEStartDate/	datetime	10	N	Y	Format: mm/dd/yyyy
To	/Transactions/Transaction/PreviousEmployment/PEEndDate/	datetime	10	N	Y	Format: mm/dd/yyyy
Position	/Transactions/Transaction/PreviousEmployment/PEPosition/	varchar	30	N	A	

<table>
<tr><th colspan="7">Supplemental Field Requirements – Previous Employment</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td>Location</td><td>/Transactions/Transaction/PreviousEmployment/PELocation/</td><td>char</td><td>20</td><td>N</td><td>A</td><td></td></tr>
<tr><td>Salary</td><td>/Transactions/Transaction/PreviousEmployment/PESalary/</td><td>decimal</td><td>11</td><td>N</td><td>A</td><td>Format: nnnnnnnnn.nn</td></tr>
<tr><td>Per</td><td>/Transactions/Transaction/PreviousEmployment/PESalaryPerCode/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>Required when Salary is provided

Requires a valid UKG Pro Code. Codes are system delivered:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>H</td><td>Hour</td></tr><tr><td>M</td><td>Month</td></tr><tr><td>W</td><td>Week</td></tr><tr><td>Y</td><td>Year</td></tr></table></td></tr>
<tr><td>Reason for leaving</td><td>/Transactions/Transaction/PreviousEmployment/PEReason/</td><td>varchar</td><td>25</td><td>N</td><td>A</td><td></td></tr>
<tr><td>Notes</td><td>/Transactions/Transaction/PreviousEmployment/PENotes/</td><td>varchar</td><td>4000</td><td>N</td><td>A</td><td></td></tr>
</table>

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

Header and Transaction Rules – Supplemental Data – Awards			
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** New Hires/Rehires / HIRE Add/Change Award or Recognition / AWARDS 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 – 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/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** / **DELETEALL_RULE Value** 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)
Additional Data	A		Supported
Platform Configuration Data	A		Not currently supported

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 Field Requirements – Awards						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
Company	/Transactions/Transaction/KeyFields/CompanyCode/	char	5	Y	Y	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.
Employee Key	/Transactions/Transaction/KeyFields/Identifier/	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.
Award/Recognition	/Transactions/Transaction/Awards/AwardCode/	char	6	Y	Y	Requires a valid UKG Pro Awards and Recognition Code. Codes are client configured. Codes are setup in the System Configuration > Business Rules > Awards and Recognition page. You will need to provide valid values to Vendor.
Award Provider	/Transactions/Transaction/Awards/AwardProvider/	char	6	N	A	Requires a valid UKG Pro Awards and Recognition Code. Codes are client configured. Codes are setup in the System Configuration > Business Rules > Career Providers page. Client will need to provide valid values to Vend
Date of Award	/Transactions/Transaction/Awards/AwardDate/	datetime	10	N	A	Format: mm/dd/yyyy
Notes	/Transactions/Transaction/Awards/AwardNotes/	varchar	4000	N	A	

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

Header and Transaction Rules – Supplemental Data – Company Property			
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** New Hires/Rehires – HIRE Add/Change Company Property – COMPANYPROPERTY 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 Company Property transaction.

<table>
<tr><th colspan="4">Header and Transaction Rules – Supplemental Data – Company Property</th></tr>
<tr><th>Field Label</th><th>Required</th><th>XPath</th><th>Import Requirements</th></tr>
<tr><td>EmployeeKey</td><td>Y</td><td>/Transactions/Transaction/Header/IdentifierRule/</td><td>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.</td></tr>
<tr><td>Workflow Approvals</td><td>A</td><td>/Transactions/Transaction/Header/ApprovalRule/</td><td>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.</td></tr>
<tr><td>Delete All</td><td>A</td><td>/Transactions/Transaction/Header/DeleteAllRule/</td><td><table><tr><th>Options</th><th>DELETEALL_RULE Value</th></tr><tr><td>Delete all records - All current records will be deleted first and then replaced with the information from the file.</td><td>ON</td></tr><tr><td>Add new data will be done.</td><td>OFF (or not sent)</td></tr></table></td></tr>
<tr><td>Additional Data</td><td>A</td><td></td><td>Supported</td></tr>
<tr><td>Platform Configuration Data</td><td>A</td><td></td><td>Currently supported</td></tr>
</table>

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

Supplemental Field Requirements – Company Property						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
Company	/Transactions/Transaction/KeyFields/CompanyCode/	char	5	Y	Y	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.
Employee Key	/Transactions/Transaction/KeyFields/Identifier/	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.
Issued	/Transactions/Transaction/CompanyProperty/PropIssueDate/	datetime	10	N	A	Format: mm/dd/yyyy
Description	/Transactions/Transaction/CompanyProperty/PropertyID/	Char	6	Y	Y	Requires a valid UKG Pro Company Property Code. Codes are client configured. Codes are setup in the System Configuration > Business Rules > Company Property page. You will need to provide valid values to Vendor.
Number	/Transactions/Transaction/CompanyProperty/PropNumber/	Char	20	N	A	
Expires	/Transactions/Transaction/CompanyProperty/PropExpires/	datetime	10	N	A	Format: mm/dd/yyyy

Supplemental Field Requirements – Company Property						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
Returned	/Transactions/Transaction/CompanyProperty/PropReturned/	datetime	10	N	A	Format: mm/dd/yyyy
Notes	/Transactions/Transaction/CompanyProperty/PropertyNotes/	varchar	4000	N	A	

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

Header and Transaction Rules – Supplemental Data – Alternate Phone Changes			
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**

<table>
<tr><th colspan="4">Header and Transaction Rules – Supplemental Data – Alternate Phone Changes</th></tr>
<tr><th>Field Label</th><th>Required</th><th>XPath</th><th>Import Requirements</th></tr>
<tr><td></td><td></td><td></td><td><table><tr><td>New Hires/Rehires</td><td>HIRE</td></tr><tr><td>Add/Change Alternate Phone</td><td>ALTERNATEPHONE</td></tr></table>
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.</td></tr>
<tr><td>EmployeeKey</td><td>Y</td><td>/Transactions/Transaction/Header/IdentifierRule/</td><td>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.</td></tr>
<tr><td>Workflow Approvals</td><td>A</td><td>/Transactions/Transaction/Header/ApprovalRule/</td><td>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.</td></tr>
<tr><td>Additional Data</td><td>A</td><td></td><td>Supported</td></tr>
<tr><td>Platform Configuration Data</td><td>A</td><td></td><td>Not currently supported</td></tr>
</table>

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.
Company	/Transactions/Transaction/KeyFields/CompanyCode/	char	5	Y	Y	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.
Employee Key	/Transactions/Transaction/KeyFields/Identifier/	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.
Type	/Transactions/Transaction/AltPhone/AltPhoneTypeCode/	char	3	Y	Y	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 provide valid values to Vendor.
Country	/Transactions/Transaction/AltPhone/AltCountryCode/	char	3	Y	Y	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 Prefix	/Transactions/Transaction/AltPhone/AltCountryPrefix/	varchar	10	N	A	Format: nnnnnnnnnn

<table>
<tr><th colspan="7">Supplemental Field Requirements – Alternate Phone Changes</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td>Number</td><td>/Transactions/Transaction/AltPhone/AltPhoneNumber/</td><td>varchar</td><td>50</td><td>N</td><td>Y</td><td>Page length is restricted to 10 when country is US or CAN; data provided longer will be truncated

Format: nnnnnnnnnn

Non-US/Non-CAN Format: nnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnn</td></tr>
<tr><td>Extension</td><td>/Transactions/Transaction/AltPhone/AltExtension/</td><td>varchar</td><td>10</td><td>N</td><td>A</td><td>Format: nnnnnnnnnn</td></tr>
<tr><td>Private</td><td>/Transactions/Transaction/AltPhone/AltIsPrivate/</td><td>bit</td><td>1</td><td>Y</td><td>A</td><td>Requires a valid UKG Pro Code. Codes are system delivered:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>N</td><td>Not private (0)</td></tr><tr><td>Y</td><td>Private (1)</td></tr></table></td></tr>
<tr><td>IsDelete</td><td>/Transactions/Transaction/AltPhone/AltIsDelete/</td><td>bit</td><td>1</td><td>Y</td><td>A</td><td>Requires a valid UKG Pro Code. Codes are system delivered:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>N</td><td>No</td></tr><tr><td>Y</td><td>Yes</td></tr></table></td></tr>
</table>

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

Header and Transaction Rules – Supplemental Data – Other Addresses			
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**

<table>
<tr><th colspan="4">Header and Transaction Rules – Supplemental Data – Other Addresses</th></tr>
<tr><th>Field Label</th><th>Required</th><th>XPath</th><th>Import Requirements</th></tr>
<tr><td></td><td></td><td></td><td><table><tr><td>New Hires/Rehires</td><td>HIRE</td></tr><tr><td>Other Addresses (post script update)</td><td>MULTIPLEADDRESS</td></tr></table>
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 Other Addresses transaction.</td></tr>
<tr><td>EmployeeKey</td><td>Y</td><td>/Transactions/Transaction/Header/IdentifierRule/</td><td>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.</td></tr>
<tr><td>Workflow Approvals</td><td>A</td><td>/Transactions/Transaction/Header/ApprovalRule/</td><td>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.</td></tr>
<tr><td>Delete All</td><td>A</td><td>/Transactions/Transaction/Header/DeleteAllRule/</td><td>Rule is only applicable for standalone transactions

<table><tr><th>Options</th><th>DELETEALL_RULE Value</th></tr><tr><td>Delete all records - All current records will be deleted first and then replaced with the information from the file.</td><td>ON</td></tr><tr><td>Add new data will be done.</td><td>OFF (or not sent)</td></tr></table></td></tr>
<tr><td>Additional Data</td><td>A</td><td></td><td>Supported</td></tr>
</table>

Header and Transaction Rules – Supplemental Data – Other Addresses			
Field Label	**Required**	**XPath**	**Import Requirements**
Platform Configuration Data	A		Not currently supported

Supplemental Field Requirements – Other Addresses						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
						Includes only fields that are part of the Other Addresses transaction type.
Company	/Transactions/Transaction/KeyFields/CompanyCode/	char	5	Y	Y	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.
Employee Key	/Transactions/Transaction/KeyFields/Identifier/	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.
Address Type	/Transactions/Transaction/AddlAddress/AddlAddressType/	char	6	Y	Y	Requires a valid UKG Pro Address Type Code. Codes are system delivered based on client configured Countries. Codes are setup in the System Configuration > Business Rules > Address Types page. You will need to provide valid values to Vendor.
Country	/Transactions/Transaction/AddlAddre	char	3	Y	A	Requires a valid UKG Pro Country Code. Codes are system delivered based on client configured Countries.

Supplemental Field Requirements – Other Addresses						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
	ss/AddlAddressCountryCode/					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.
Address	/Transactions/Transaction/AddlAddress/AddlAddressLine1/	varchar	255	N	A	US/CAN: • Required
Address line 2	/Transactions/Transaction/AddlAddress/AddlAddressLine2/	varchar	255	N	A	
City	/Transactions/Transaction/AddlAddress/AddlAddressCity/	varchar	255	N	A	US/CAN: • Required
State/Province (Resident Tax State)	/Transactions/Transaction/AddlAddress/AddlAddressStateCode/	varchar	6	Y	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 States/Provinces/Regions/Districts) page. You will need to provide valid values to Vendor.

Supplemental Field Requirements – Other Addresses						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
Zip/Postal code	/Transactions/Transaction/AddlAddress/AddlAddressZipCode/	varchar	50	N	A	US/CAN: • Required Format US: nnnnn or nnnnnnnnn Format CAN: ananan
County	/Transactions/Transaction/AddlAddress/AddlAddressCounty/	varchar	255	N	A	

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

Header and Transaction Rules – Supplemental Data – Secondary Jobs			
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** New Hires/Rehires / HIRE Add/Change Secondary Job / SECONDARYJOBS

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	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.
Additional Data	A		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/Transaction/KeyFields/CompanyCode/	char	5	Y	Y	Requires a valid UKG Pro Company Code. Codes are client configured.

<table>
<tr><th colspan="7">Supplemental Field Requirements – Secondary Jobs</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td>This field will be used with the Employee Key to know which job record to update.</td></tr>
<tr><td>Employee Key</td><td>/Transactions/Transaction/KeyFields/Identifier/</td><td>varchar</td><td>50</td><td>N</td><td>Y</td><td>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.</td></tr>
<tr><td>Effective Date</td><td>/Transactions/Transaction/KeyFields/EffectiveDate/</td><td>datetime</td><td>10</td><td>N</td><td>A</td><td>Format: mm/dd/yyyy

This field is required when future dating for Secondary Jobs is turned on.</td></tr>
<tr><td>Secondary job</td><td>/Transactions/Transaction/SJJobCode/</td><td>char</td><td>8</td><td>Y</td><td>Y</td><td>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 provide valid values to Vendor.</td></tr>
<tr><td>Date in job</td><td>/Transactions/Transaction/SJDateInJob/</td><td>datetime</td><td>10</td><td>N</td><td>Y</td><td>Format: mm/dd/yyyy</td></tr>
<tr><td>Status (Set active)</td><td>/Transactions/Transaction/SJIsActive/</td><td>char</td><td>1</td><td>Y</td><td>A</td><td>If not provided, it will default to Active

Requires a valid Code:

<table><tr><td>Code</td><td>Description</td></tr><tr><td>N</td><td>Inactive</td></tr><tr><td>Y</td><td>Active</td></tr></table></td></tr>
<tr><td>Hourly</td><td>/Transactions/Transaction/SJHourlyRate/</td><td>decimal</td><td>11</td><td></td><td>A</td><td>Can send up to 4 decimals places
Format nnnnnnn.nnnn</td></tr>
</table>

Supplemental Field Requirements – Secondary Jobs						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
Annual	/Transactions/Transaction/SJAnnualRate/	decimal	11	N	A	Can send up to 2 decimals places Format nnnnnnnnn.nn
Other rate 1	/Transactions/Transaction/SJOtherRate1/	decimal	14	N	A	Can send up to 4 decimals places Format nnnnnnnnnn.nnnn
Other rate 2	/Transactions/Transaction/SJOtherRate2/	decimal	14	N	A	Can send up to 4 decimals places Format nnnnnnnnnn.nnnn
Other rate 3	/Transactions/Transaction/SJOtherRate3/	decimal	14	N	A	Can send up to 4 decimals places Format nnnnnnnnnn.nnnn
Other rate 4	/Transactions/Transaction/SJOtherRate4/	decimal	14	N	A	Can send up to 4 decimals places Format nnnnnnnnnn.nnnn
Delete	/Transactions/Transaction/SJIsDelete/	char	1	N	A	Only applicable for standalone transaction

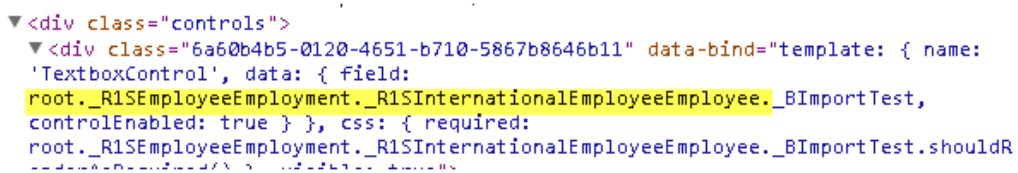
Additional Data

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

Supplemental Field Requirements – Additional Data						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
						Includes fields that are not covered by any of the other transaction types.
Additional Data Field	/Transactions/Transaction/AdditionalData/AddDataName/	char	255		Y	
Additional Data Field Value	/Transactions/Transaction/AdditionalData/AddDataValue/	char	255		Y	

Platform Configuration Fields

Detail Record – Platform Configuration Fields	
Comments/Special 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	**Required**	**XPath**	**Import Requirements**
TransactionType			Included with other supported transactions types.

Supplemental Field Requirements – Platform Configuration Fields						
UKG Pro Field Label	**XPath**	**Field Type**	**Length**	**Code Table Validation**	**Required**	**Import Requirements**
Platform Config Token	/Transactions/Transaction/PlatformConfiguration/PCToken/	char	255	N	Y	**Includes fields that are not covered by any of the other transaction types.** Note: This field is case-sensitive
Platform Config Value	/Transactions/Transaction/PlatformConfiguration/PCValue/	char	4000	N	Y	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 o Military time will be used: for example, if you need to import a time of 1:30pm then you would have a date/time of '12/12/2018 13:30' o Note that there is a space between the year and the time
Platform Config View Path	/Transactions/Transaction/Platform	char	255	N	A	

<table>
<tr><th colspan="7">Supplemental Field Requirements – Platform Configuration Fields</th></tr>
<tr><th>UKG Pro Field Label</th><th>XPath</th><th>Field Type</th><th>Length</th><th>Code Table Validation</th><th>Required</th><th>Import Requirements</th></tr>
<tr><td></td><td>Configuration/PCViewPath/</td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>Platform Config Modifier</td><td>/Transactions/Transaction/PlatformConfiguration/PCModifier/</td><td>char</td><td>3</td><td>Y</td><td>A</td><td>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
<table>
<tr><th>Code</th><th>Description</th><th>Code</th><th>Description</th></tr>
<tr><td>AFN</td><td>Afghani</td><td>LRD</td><td>Liberian Dollar</td></tr>
<tr><td>DZD</td><td>Algerian Dinar</td><td>LYD</td><td>Libyan Dinar</td></tr>
<tr><td>ARS</td><td>Argentine Peso</td><td>SZL</td><td>Lilangeni</td></tr>
<tr><td>AMD</td><td>Armenian Dram</td><td>LTL</td><td>Lithuanian Litas</td></tr>
<tr><td>AWG</td><td>Aruban Guilder</td><td>LSL</td><td>Loti</td></tr>
<tr><td>AUD</td><td>Australian Dollar</td><td>MGA</td><td>Malagasy Ariary</td></tr>
<tr><td>AZM</td><td>Azerbaijanian Manat</td><td>MYR</td><td>Malaysian Ringgit</td></tr>
<tr><td>BSD</td><td>Bahamian Dollar</td><td>MTL</td><td>Maltese Lira</td></tr>
<tr><td>BHD</td><td>Bahraini Dinar</td><td>TMM</td><td>Manat</td></tr>
<tr><td>THB</td><td>Baht</td><td>MUR</td><td>Mauritius Rupee</td></tr>
<tr><td>PAB</td><td>Balboa</td><td>MZM</td><td>Merical</td></tr>
<tr><td>BBD</td><td>Barbados Dollar</td><td>MXN</td><td>Mexican Peso</td></tr>
</table></td></tr>
</table>

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

XAF	CFA Franc BEAC	PEN	Nuevo Sol
XPF	CFP Franc	ROL	Old Leu
CLP	Chilean Peso	TRL	old Turkish Lira
COP	Colombian Peso	MRO	Ouguiya
KMF	Comoro Franc	TOP	Pa anga
BAM	Convertible Marks	PKR	Pakistan Rupee
NIO	Cordoba Oro	MOP	Pataca
CRC	Costa Rican Colon	UYU	Peso Uruguayo
HRK	Croatian Kuna	PHP	Philippine Peso
CUP	Cuban Peso	GBP	Pound Sterling
CYP	Cyprus Pound	BWP	Pula
CZK	Czech Koruna	QAR	Qatari Rial
GMD	Dalasi	GTQ	Quetzal
DKK	Danish Krone	ZAR	Rand
MKD	Denar	OMR	Rial Omani
DJF	Djibouti Franc	KHR	Riel
STD	Dobra	MVR	Rufiyaa
DOP	Dominican Peso	IDR	Rupiah
VND	Dong	RUB	Russian Ruble
XCD	East Caribbean Dollar	RWF	Rwanda Franc
EGP	Egyptian Pound	SHP	Saint Helena Pound

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

SVC	El Salvador Colon	SAR	Saudi Riyal
ETB	Ethiopian Birr	CSD	Serbian Dinar
EUR	Euro	SCR	Seychelles Rupee
FKP	Falkland Islands Pound	SGD	Singapore Dollar
FJD	Fiji Dollar	SKK	Slovak Koruna
HUF	Forint	SBD	Solomon Islands Dollar
CDF	Franc Congolais	KGS	Som
GIP	Gibraltar Pound	SOS	Somali Shilling
HTG	Gourde	TJS	Somoni
PYG	Guarani	SSP	South Sudan Pound
GNF	Guinea Franc	LKR	Sri Lanka Rupee
GWP	Guinea-Bissau Peso	SDD	Sudanese Dinar
GYD	Guyana Dollar	SDG	Sudanese Pound
HKD	Hong Kong 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**	**Import Requirements**

JMD	Jamaican Dollar	TZS	Tanzanian 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

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

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.