



# **Kronos Workforce Dimensions Employee Dashboard Edge Integration Guide**



# Table of contents

<b>Overview</b>	<b>1</b>
Prerequisites	1
Considerations	1
<b>Getting started</b>	<b>2</b>
Step 1: In Cornerstone	2
Step 2: In UKG Dimensions	3
<b>Employee experience</b>	<b>4</b>
<b>Appendix</b>	<b>6</b>
A. Security permissions	6
B. Troubleshooting	6

# Version history

VERSION	DATE	DESCRIPTION
1.0	Sep 11, 2019	• Original Version
2.0	Nov 4, 2020	• Updated for UKG rebranding

# Overview

The Cornerstone-UKG Dimensions Employee Dashboard Tile integration automatically creates a Cornerstone Learning tile on a client's UKG Dimensions tenant. This tile will provide a user's basic information on their Cornerstone training items that are past due, assigned, in progress, and completed. It will also provide users the ability to be redirected to their Cornerstone Transcript page if they have an active Cornerstone session.

*In October 2020, Ultimate Software and Kronos Group merged to form UKG (Ultimate Kronos Group.) Cornerstone is working to update our systems to reflect this new branding.*

In the meantime , this guide will refer to:

- The Edge Marketplace tile and configuration fields as the Kronos Workforce Dimensions Employee Dashboard Tile and related Kronos terminology.
- The combined Ultimate Kronos Group company and tools as UKG and UKG Dimensions.



## Prerequisites

- Cornerstone Learning account
- UKG Dimensions Account
- Username and password of a named account in UKG Dimensions with either an administrator or manager permissions

## Considerations

- The Cornerstone tile will not display information on a user's Certificates training items.
- Single sign-on (SSO) from UKG Dimensions to Cornerstone is supported ONLY if clients have an existing 3rd party IDP SAML SSO configured in both UKG Dimensions and Cornerstone.
- This integration is currently only offered in English.

# Getting started

It is highly recommended to test the integration in either your Cornerstone Stage or Pilot environment prior to installing and enabling the integration in Production.

## Step 1: In Cornerstone

1. Log in to the Cornerstone portal and navigate to the Edge Marketplace (Admin > Tools > Edge > Marketplace).
2. Search for and click on the **Kronos Workforce Dimensions Employee Dashboard Tile integration**.
3. Click on Install to install the integration.
4. Review the Terms and Conditions. If you would like to proceed with installing the integration, select the checkbox for “I have read, understand, and agree...” and click Install. Otherwise, select Not Now.
5. Click on the Configure Now button which will direct you to the Edge Settings page to configure the integration.
6. Manually enter the Kronos Tenant URL, Client ID, API Key, Client Secret, Username, and Password then click the Save Settings button.
  - Kronos Tenant URL is your company’s UKG Dimensions basic tenant URL. This is a required field and provided by your UKG Dimensions implementation project team.
  - Client ID or OAuth ID is a client-specific ID used by UKG Dimensions to authorize Cornerstone to connect to UKG Dimensions API. This is a required field and provided by your UKG Dimensions implementation project team.
  - App Key is a client-specific ID used by UKG Dimensions to authorize Cornerstone to connect to UKG Dimensions API. This is a required field and provided by your UKG Dimensions implementation project team.

- Client Secret is a client-specific ID used by UKG Dimensions to authorize Cornerstone to connect to UKG Dimensions API. This is a required field and provided by your UKG Dimensions implementation project team.
  - Username is the username of a named account (i.e. will consume a user license) in your UKG Dimensions tenant with appropriate permissions to create a custom tile. This is a required field to set up the integration in Cornerstone.
  - Password is the password for the username provided above. This is a required field to set up the integration in Cornerstone.
7. Upon saving the Settings page, you will be directed to the Integration Center page. Enable the Kronos Workforce Dimensions Employee Dashboard Tile integration by turning on the toggle switch. Enabling the toggle switch will automatically create the Cornerstone Learning tile on your UKG Dimensions tenant.

## Step 2: In UKG Dimensions

1. Log in to your UKG Dimensions tenant.
2. Navigate to the Home Page Management (Administration > Application Setup > Display Preferences > Information Access).
3. Select the Home Page Management > Name you would like to associate the Cornerstone Learning tile with then click the Edit icon.
4. Select the Cornerstone Learning tile.
5. Click Save. Employees should now be able to add the Cornerstone Learning tile on their Employee Dashboard.

# Cornerstone learning tile – employee experience

**Assumption:** The UKG system administrator or the manager has made the Cornerstone Learning tile available to employees AND that the employee has added the Cornerstone Learning tile on their employee dashboard.

1. Employee logs into her UKG Dimensions tenant.
2. The Cornerstone Learning tile is visible on the employee's UKG Dimensions Employee Dashboard.
3. The Cornerstone Learning tile will display the following content to the employee:
  - a. Basic transcript information.
    - i. Number of training items that are past due
    - ii. Number of training items that are in progress
    - iii. Number of assigned training items
    - iv. Number of training items that have been completed
  - b. "View My Transcript" link
    - i. Clicking on this link will direct the employee to their Cornerstone Transcript page IF the user has an active Cornerstone session.
    - ii. If the user does not have an active Cornerstone session, then the user is redirected to their Cornerstone portal login page where she must enter her credentials.

Note the following:

1. The training item counts only includes data for the following learning object (LO) types:
  - a. Online Course
  - b. Curriculum (child training items within the curriculum are not counted unless they exist as standalone items on the transcript)
  - c. Instructor-led Training (ILT) Sessions
  - d. Materials
  - e. Cohorts
  - f. Tests
  - g. Videos
  - h. Libraries (child training items within the library are not counted unless they exist as standalone items on the transcript)
  - i. External Content
  - j. External Training
  - k. Postings
2. The “View My Transcript” link is a one-way redirect from UKG Dimensions to Cornerstone. There is no supported workflow to redirect employees from Cornerstone back to UKG Dimensions.
3. The integration uses the employee’s email address and/or username in UKG to pull the appropriate transcript information in Cornerstone. If neither email nor username is found in the Cornerstone portal, the error message will be displayed on the Cornerstone Learning tile “No training records found as we could not match you with a user in your Cornerstone portal. Please verify with your administrator that you have a valid email or username in Cornerstone.”



# Appendix

## A. Security permissions

Permission Name	Permission Description
Edge Marketplace - Manage	Grants access to the Marketplace service for Edge Integrate where the administrator can browse and purchase third-party integrations that can be used to extend the Cornerstone system. This permission cannot be constrained. This is an administrator permission.
Edge Integrations - Manage	Grants access to the Integrations service for Edge Integrate where the administrator can configure, enable, and disable their third-party integrations that are used within the Cornerstone system. This permission cannot be constrained. This

## B. Troubleshooting

If you encounter any issues with the integration, please submit a Global Product Support (GPS) ticket through the Client Success Center.