



The DISAScreen + UKG Ready integration will seamlessly exchange applicant orders and final report results. At this point your UKG Ready instance should be updated according to our Activation Guide.

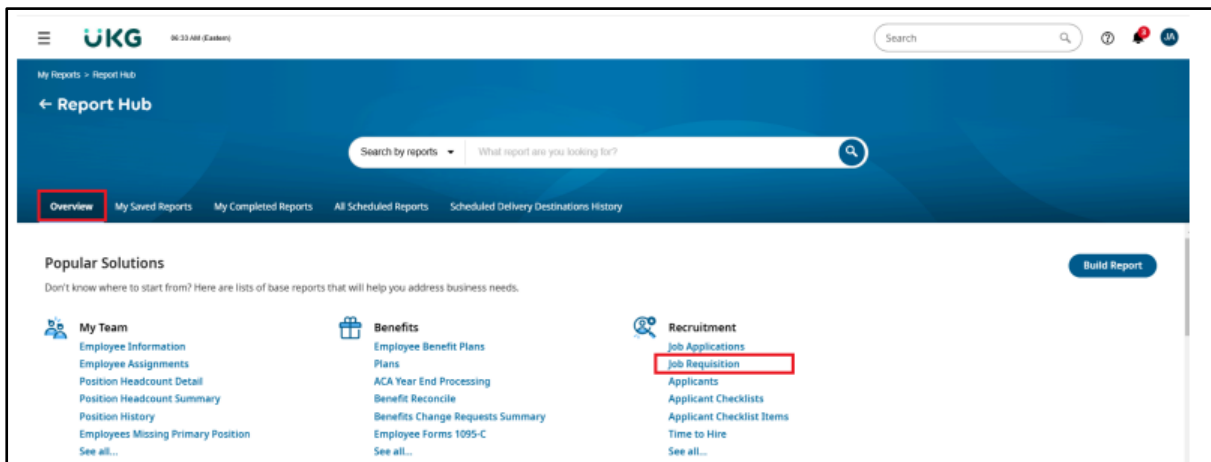
The key components for successfully creating, submitting and reviewing results through the integration are:

- Adding your applicants to the appropriate Job requisition
- Initiating the order through a hiring stage update (at the Applicant Level)
- Monitoring report statuses and completed results (at the Applicant Level)

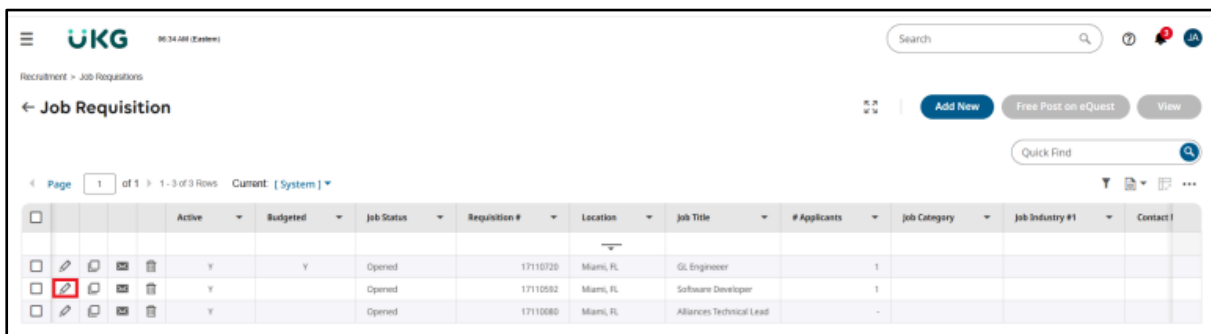
## Adding Applicants to Job Requisitions

To proceed to order submission, applicant(s) must be associated to a Job Requisition.

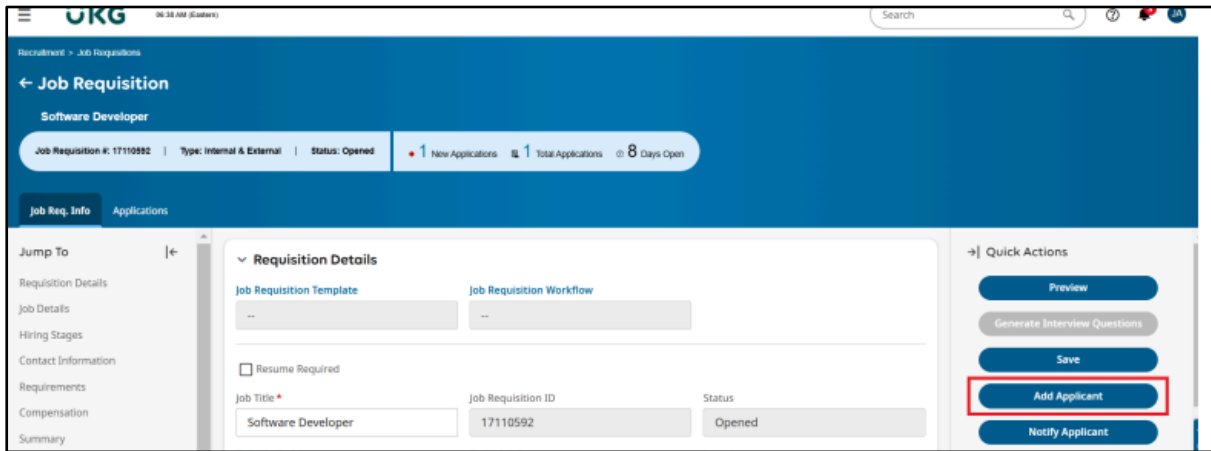
1. Navigate back to the Report Hub. Click on the “**Overview**” tab. Under the “**Recruitment**” section, select “**Job Requisition**”.



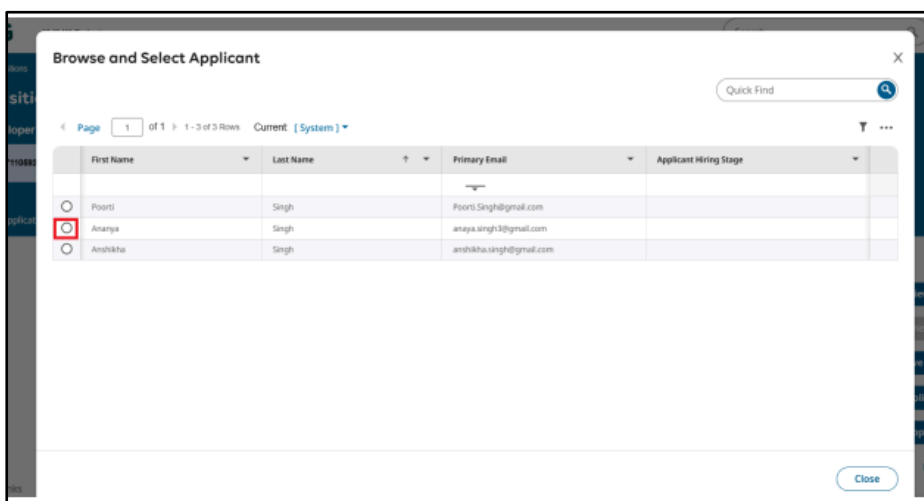
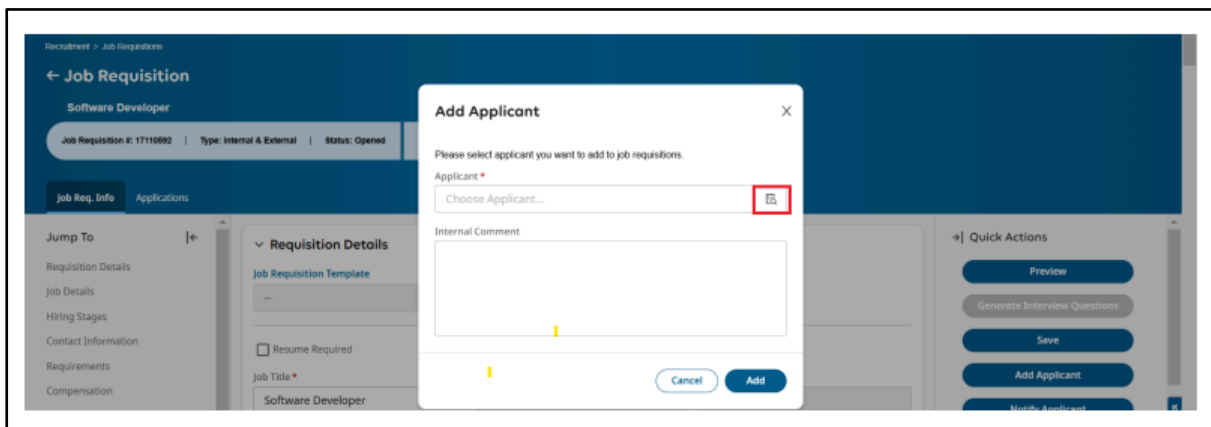
2. On the “**Job Requisition**” page, click the “**pencil icon**”.



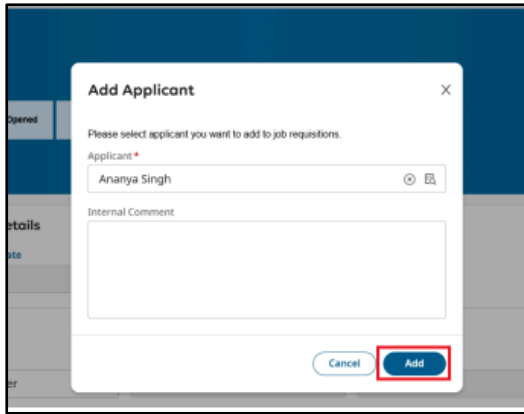
3. Click the “Add Applicant” button.



4. Click on the “search icon” to view the list. Select the appropriate applicant.



5. After Selecting the “Candidate”, click on the “Add” button.



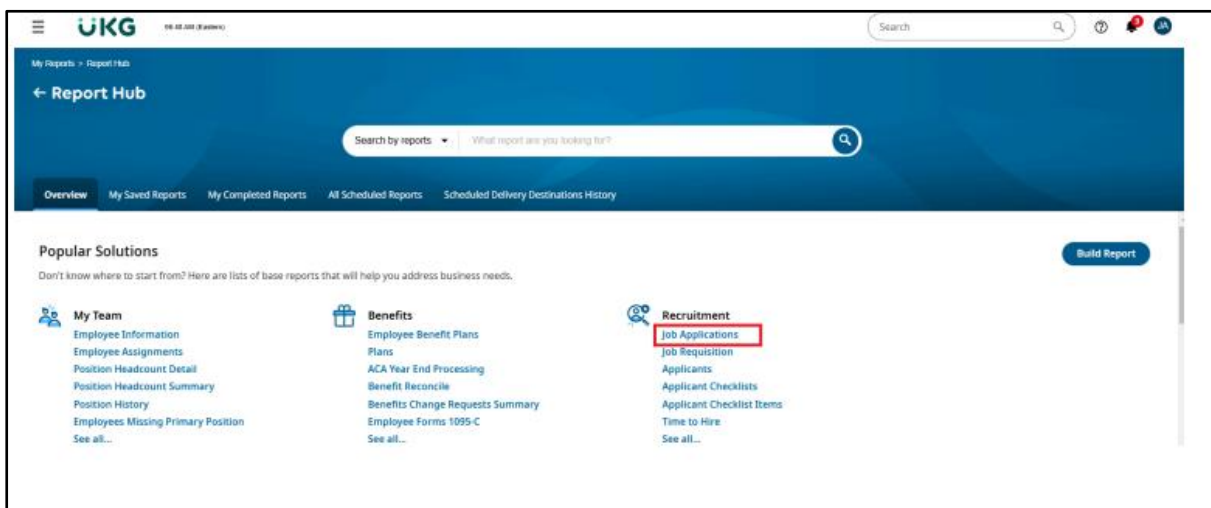
**TIP:** The activation guide provides the steps of updating the Hiring Stages used for the UKG >> DISAScreen integration. These new Hiring Stages will not retroactively update to applicants tied to Job Requisitions that existed prior to the new stages. You will need to create NEW Job Requisitions to leverage the new Hiring Stages used by the DISAScreen integration.

## Initiating the Background Screening Request

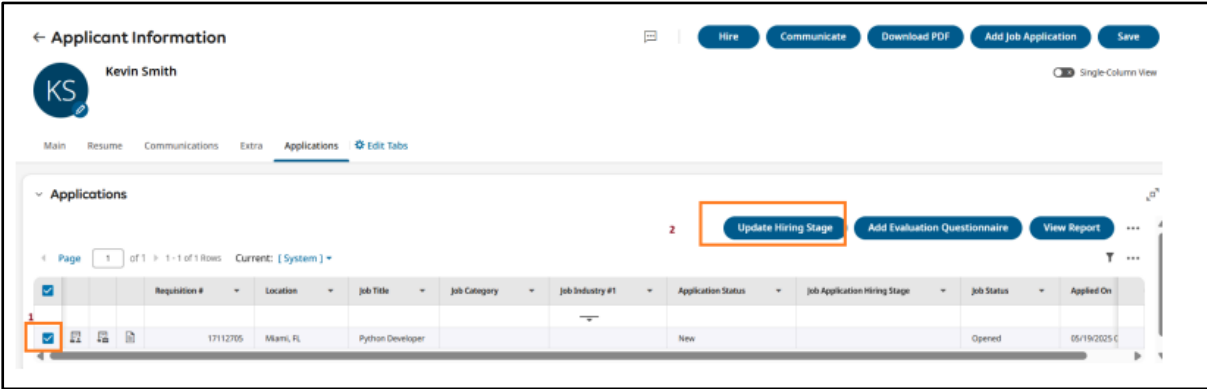
Order initiation is tied to updating the hiring stage to initiate the order for the applicant who should be tied to a Job Requisition.

**TIP:** The hiring stage update must occur on the Applicant's Applications screen. If you update the hiring stage at the Job Requisition level it will NOT trigger the order through the integration.

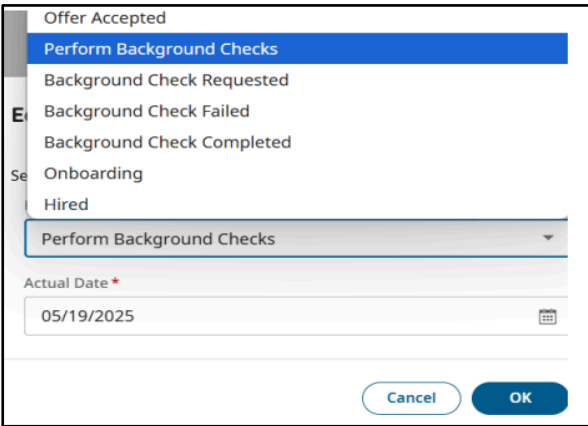
1. Navigate to the **Job Applications** through the **Report Hub**.



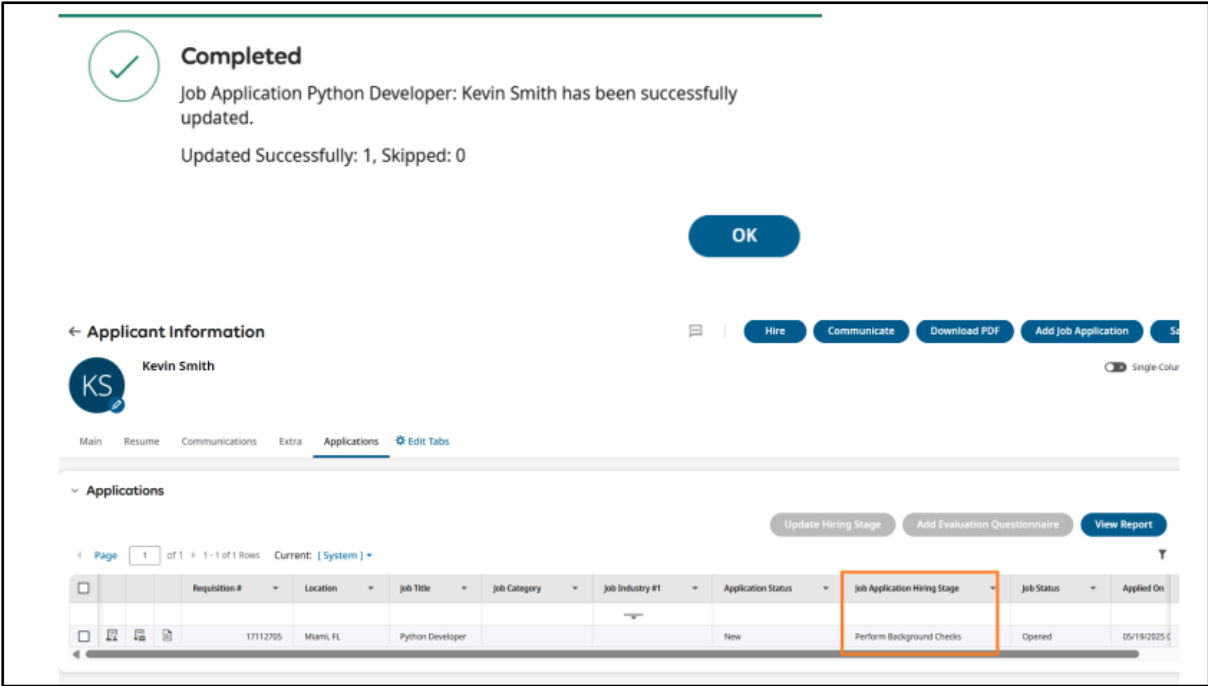
2. Select the applicant and click on **“Update Hiring Stage”** button.



- Browse through the Hiring Stages (as configured within customer's instance) from the dropdown and select "**Perform Background Checks**". Click **OK**.

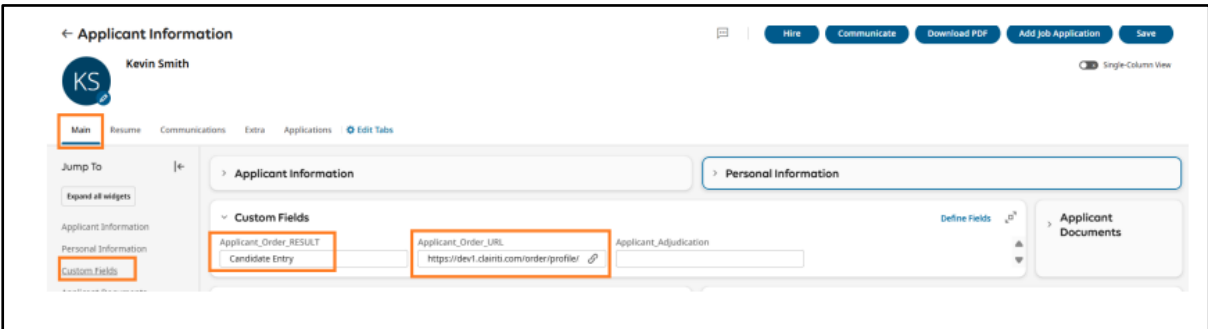


- A confirmation message will appear, and the Stage will reflect Perform Background Check.



## Integration Order Workflow & Status Updates

1. The DISAScreen Integration will only pick up applicant(s) from UKG Ready which are in the **“Perform Background Checks”** stage.
2. Once the order is picked up the Hiring Status changes to a custom stage - **“Background Check Requested”** in case of successful order creation, or **“Background Check Failed”** in case of any failure.
3. Two custom fields **“Applicant\_Order\_RESULT”** & **“Applicant\_Order\_URL”** will populate with the current order status and final report URL.
4. The Following Order Statuses will be presented:
  - i. **Submitted** – request is submitted.
  - ii. **Candidate Entry** – DISAScreen has sent the email to the candidate but the applicant (candidate) has not acted on the order link.
  - iii. **In Progress** - the applicant has acted on the email/link and the order is in progress.
  - iv. **Completed** - all searches in the order are complete.



5. The result URL will prompt for a login to DISAScreen to view the full results there. Additionally, the first attempt to review results for an applicant will initiate a 1681b Certification by the user. This certification is an FCRA best practice to ensure FCRA guidelines are followed for each applicant – simply mark the box to certify and proceed to the background screening results.