



Connect UKG Pro Employee Data with Secure, Organized Employee Files in DynaFile

Challenge: Consistent Employee Records Across Departments and Locations

UKG Pro manages employee information and HR processes, but the documents behind each employee record may span shared drives, inboxes, paper files, and other systems. Across departments and locations, different filing practices can make records harder to manage and retrieve.

Common challenges include:

- Onboarding paperwork and personnel documents stored in separate locations
- Repetitive downloading, uploading, and filing during HR workflows
- Different naming conventions and file structures across teams
- Time spent gathering documents for employee requests, reviews, and audits
- Sensitive records shared without consistent access controls

HR teams need a reliable way to manage supporting documents alongside UKG Pro employee information. DynaFile brings those documents into structured digital employee files, helping authorized teams organize, protect, and retrieve the records they need throughout the employee lifecycle.

The Solution: Bring UKG Pro Employee Data and Documents Together

The DynaFile UKG Pro integration connects employee information with cloud-based HR document management software, giving HR teams a consistent place to manage the documents behind each employee record.

Together, the platforms serve complementary roles:

- UKG Pro manages employee information and HR processes
- DynaFile organizes, secures, and retains supporting employee documents
- HR teams maintain accessible, structured employee files across departments and locations

From onboarding paperwork to signed acknowledgments and ongoing personnel documents, DynaFile helps authorized teams retrieve records for employee requests, internal reviews, and audits.

“Consistent employee records should not depend on where someone works or which HR team handles the paperwork. Connecting UKG Pro with DynaFile gives teams a shared structure for employee documents, with the access controls and retrieval tools they need to manage those records confidently.”

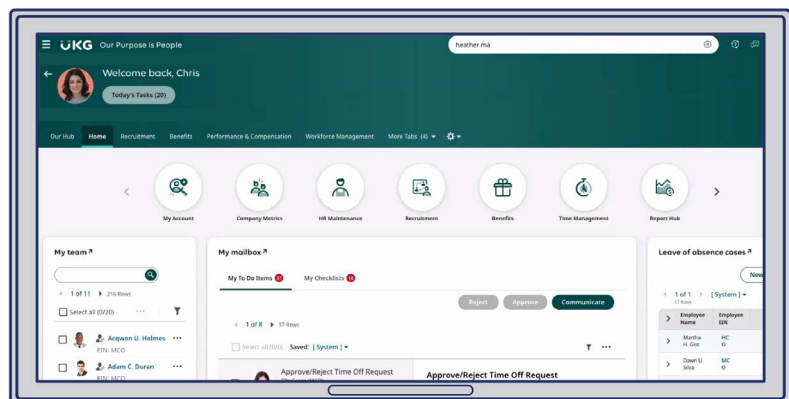
–Brian McCleary
VP of Operations at DynaFile

How the UKG Pro Integration Works

The DynaFile UKG Pro integration brings employee information and document management together, helping HR teams maintain organized personnel files from onboarding through separation.

1 Connect UKG Pro Employee Information with DynaFile Records

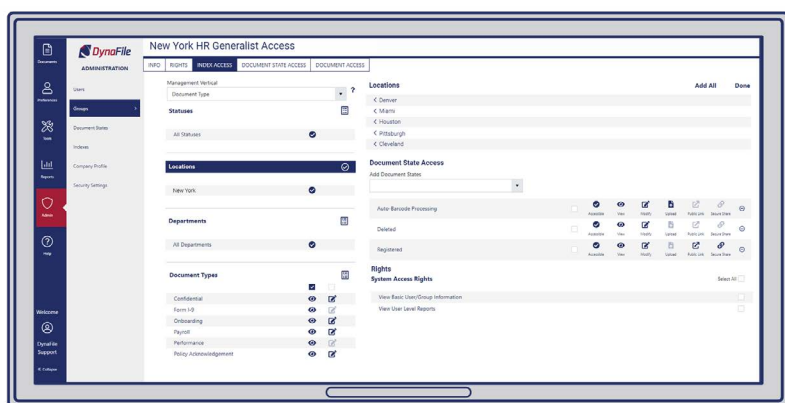
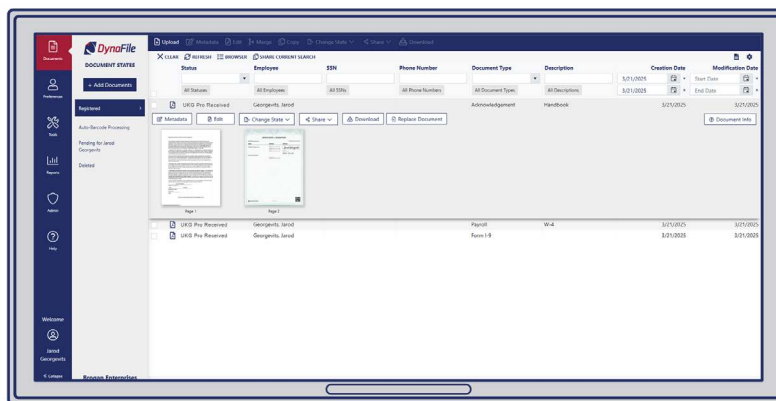
Employee information from UKG Pro provides context for organizing employee files in DynaFile. HR teams can use employee identifiers and document indexing to keep paperwork associated with the right person and maintain a consistent record across departments and locations.



2 Organize Employee Documents in the Right Record

DynaFile organizes completed HR documents by employee and document type, helping teams maintain consistent personnel files with less manual sorting. Onboarding paperwork, signed acknowledgments, and ongoing employment documents stay together in a searchable employee record.

Example: An employee's DynaFile record brings together W-4 forms, I-9 documents, direct deposit forms, and signed policy acknowledgments so authorized HR users can retrieve the paperwork they need.



3 Control Access and Retrieve Records with Confidence

DynaFile uses role-based access controls and document-level permissions to protect sensitive employee records. Authorized teams can quickly find documents for their responsibilities across departments and locations. Audit trails track document activity, while retention tools help manage records throughout employment and after separation.

A Consistent Employee Record Across Teams

Connecting UKG Pro with DynaFile helps teams across your organization:

- **HR operations:** Spend less time downloading, uploading, and filing employee documents.
- **Local HR teams:** Find onboarding forms, signed acknowledgments, and personnel records in a consistent file structure.
- **Compliance teams:** Retrieve documents for reviews and audits without gathering files from multiple departments.
- **HR leadership:** Maintain consistent records practices as locations and employee populations grow.
- **System administrators:** Control access by role and document type.

Employee File Management That Fits Your UKG Pro Environment

DynaFile provides a consistent framework for employee records while allowing departments and locations to reflect their document requirements.

- Customize document categories and indexing fields to match your employee files
- Set role-based and document-level permissions for central HR and local teams
- Apply DynaFile retention schedules according to your organization's records policies

Using UKG Pro? Bring Your Employee Records Together.

See how DynaFile helps your teams organize employee documents, control access, and find the records they need.

[Schedule a personalized demo today!](#)

Why It Matters Now

Each new hire, policy update, and employment change adds documents to the employee record. Across departments and locations, inconsistent filing can turn routine requests into time-consuming searches.

Connecting UKG Pro with DynaFile gives HR teams a shared structure for those records, helping them respond to requests and prepare for reviews as document volume grows.