

# HR & IT Integrations

The Alchemy Training System can integrate seamlessly with your HR and IT systems to automate employee management, training data sharing, and user access.

We have variety of solutions available.

## Employee Record Import Solutions



**Avoid manual data entry across separate systems**



**Eliminate human errors in transcription**



**Significantly reduce time in record upkeep**

Intertek Alchemy has simplified user management for hundreds of clients across dozens of HRIS platforms, including ADP, SAP, PeopleSoft, UKG, and proprietary HR systems. When you have more than a few hundred users, manual upkeep in multiple systems is redundant, time-consuming, and error prone. The main purpose of HR system integration is for your HR system to automatically update Alchemy Manager of any employee additions or changes, including terminations.

With the Alchemy Training System, you have two choices for importing employee records: a routinely scheduled flat file import, or real-time updates using the Alchemy API.

### Flat File Import

For an organization where a daily update on people records is sufficient, the setup speed and simplicity of a flat file import is ideal. This is a batch update that runs daily for most clients but can be set for other intervals, such as a weekly run. These steps can be automated or run manually. Here's a common way it could work:

#### STEP 1



Client creates a script that extracts worker data from HR platform

#### STEP 2



HR platform sends specifically formatted data file to a secure Alchemy FTP site

#### STEP 3



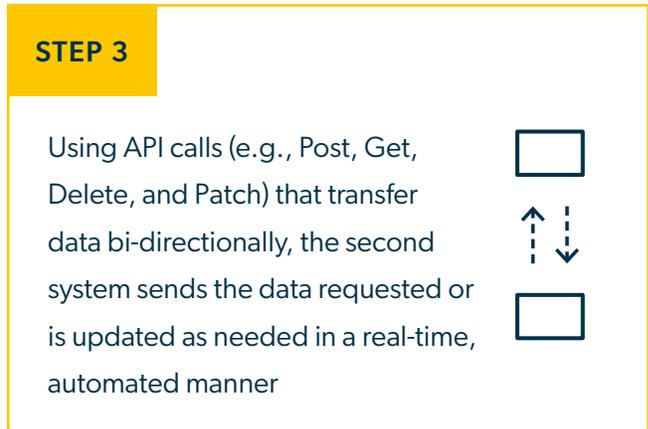
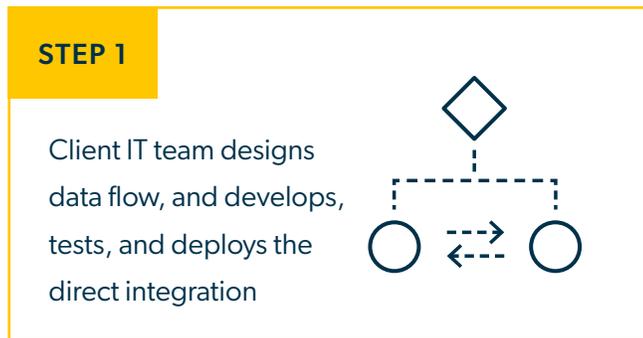
Alchemy Manager<sup>®</sup> imports data and applies all changes/updates

If the HR data file contains a new employee ID, Alchemy Manager automatically creates a new employee account and initiates associated group rules, such as assigning and tracking Learning Plans. Terminated workers will automatically be archived.

## Alchemy API

Some organizations may opt for a more synchronous HR integration process using the Alchemy open API. The Alchemy API uses the SCIM protocol to enable customers to programmatically manage their employees in a real-time, fully automated manner.

The Alchemy API requires your IT team to build a connection from your internal systems into Alchemy and our open API makes this process easier and faster. The process might look like this:



While the implementation effort is greater, the Alchemy API option may be the best solution when you need to make real-time user updates to your Alchemy Training System, such as adding an employee immediately upon hiring them, or quickly removing their access upon termination.

## Training Data Export Solutions



**Combine Alchemy Manager data with other data sources, enabling smarter decision making**



**Share training data with various company stakeholders**



**Save time with automated consolidation of training records**

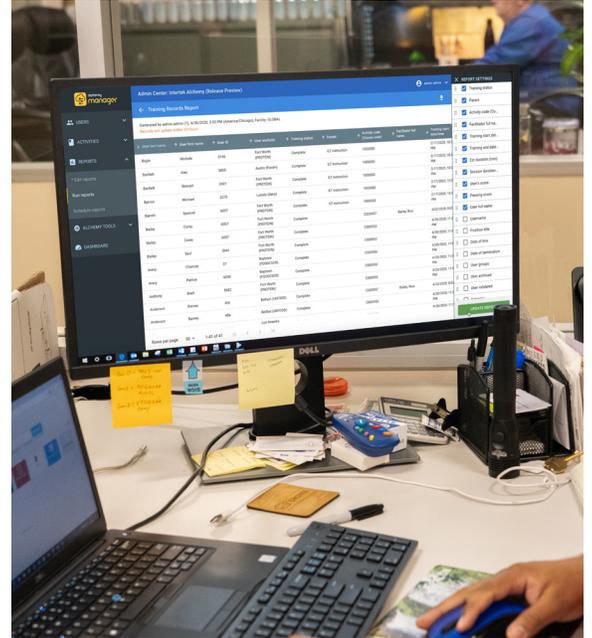
Alchemy Manager offers an array of built-in reporting and dashboard capabilities, but some clients need this training data for use in another LMS, HRIS, or business intelligence solution like Power BI. Intertek Alchemy offers two integration options for exporting or reporting on data in Alchemy Manager: Training Records Export and Snowflake® Direct Access. Both will simplify and automate the sharing of data.

## Training Records Export

Many clients use a separate LMS or HRIS to track training records and want a central reporting repository. Training Records Export automatically feeds the data from Alchemy Manager into this central source.

### Key Features

-  Three file format options: comma-delimited CSV, plain HTML, and XML
-  Data is limited to training records only, in a specific format
-  Report-update frequency options of intraday, daily, weekly, monthly, or yearly
-  Intertek Alchemy can host the required SFTP server or connect to one hosted by the client or a third party
-  Custom export formats are available for systems from: SuccessFactors, Cornerstone, and Ceridian (not all 3 file format options are available for these systems)



## Snowflake® Direct Access

The Alchemy Training System (ATS) uses an extremely capable data warehouse solution called Snowflake. For clients with sophisticated business intelligence (BI) or business analytics (BA) operations, Intertek Alchemy offers the ability for customers to connect directly to Snowflake, enabling organizations to directly view, query, and analyze all their training data.

This Snowflake direct integration requires more IT expertise and support to implement than Training Records Export, but it allows unique analytics and reporting on the frontline worker training that Intertek Alchemy helps you deliver.

Clients can access the Alchemy Manager Snowflake data cloud in one of two ways: by owning their own account and billing relationship with Snowflake or by having “Reader” access through Intertek Alchemy’s Snowflake account.



### Key Features

-  Access all reportable data, including any data contained in your Smart Reports, such as training records, Learning Plans, and observation and qualification data
-  Access detailed worker-level answer data in tests, evaluations, and observations
-  Connect with your own Snowflake account or use ours

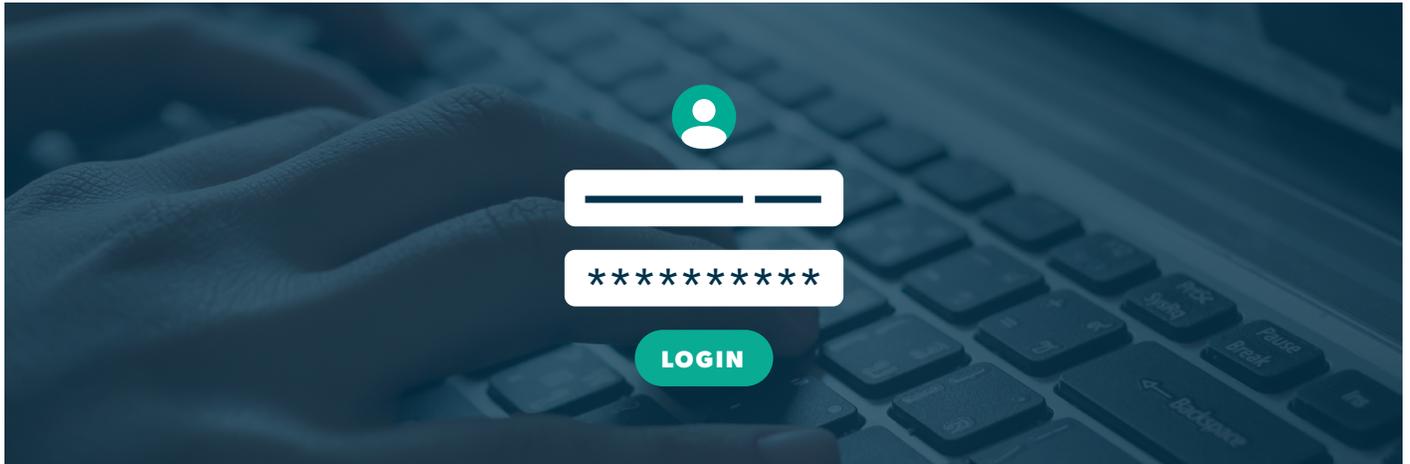
# SSO – Single Sign-on



Simplify and streamline system access



Reduce IT support tickets for password issues



Capitalize on greater efficiencies with Single Sign-on (SSO). With SSO, your users will have one less set of credentials to remember and can more quickly access the Alchemy platform. To use SSO, one of the Employee Record Import solutions mentioned above must be in place.

Intertek Alchemy uses the SAML2 standard to help companies implement SSO. As an added benefit, with SAML2 in place, deep linking is possible, which allows users to launch and play Alchemy courses directly from your LMS. We work with a wide variety of identity providers and SSO technologies, including:



okta



SSO can be used with Manager, Alchemy Creator, Alchemy Coach, and Alchemy Playbook to bring efficiency to both users and IT departments.

Frontline worker training and engagement is an important part of your complex business. Integrating ATS with other essential systems makes it easier to manage, report on, and support these efforts, helping you better manage your total enterprise. Contact your Intertek Alchemy account manager or sales executive today for more information and pricing on these HR & IT integrations.

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