



# UKG TeleStaff Cloud for Corrections

Sample Reports



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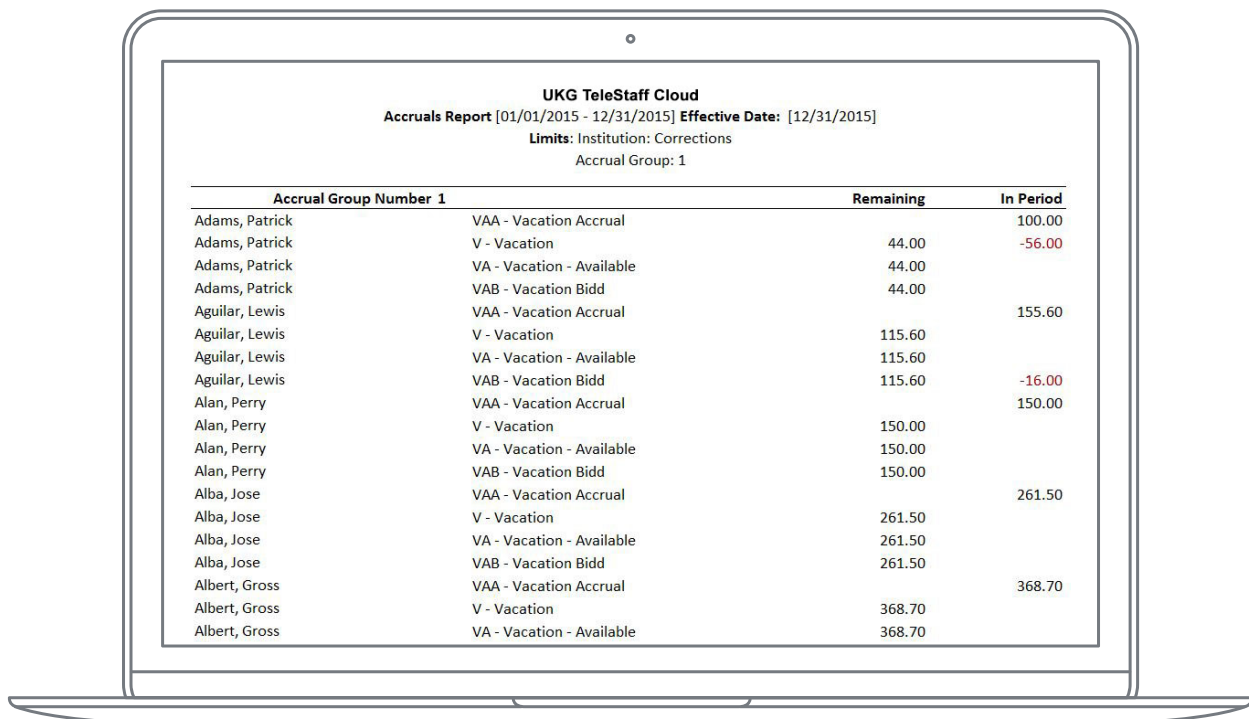
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# Introduction

The UKG TeleStaff™ Cloud solution provides many standard reports, allowing your users to quickly obtain and analyze the data they need. UKG TeleStaff Cloud uses the familiar environment of Microsoft Excel®. Users can take advantage of all Excel features and functions, such as aggregate functions, pivot tables, formatting, increased report font size, and more.

## Accruals Report

The Accruals Report displays all employee names, with the organization-defined accrual codes showing each employee's balance, earned/remaining hours, and taken/in-period hours.



**UKG TeleStaff Cloud**  
**Accruals Report** [01/01/2015 - 12/31/2015] **Effective Date:** [12/31/2015]  
**Limits:** Institution: Corrections  
Accrual Group: 1

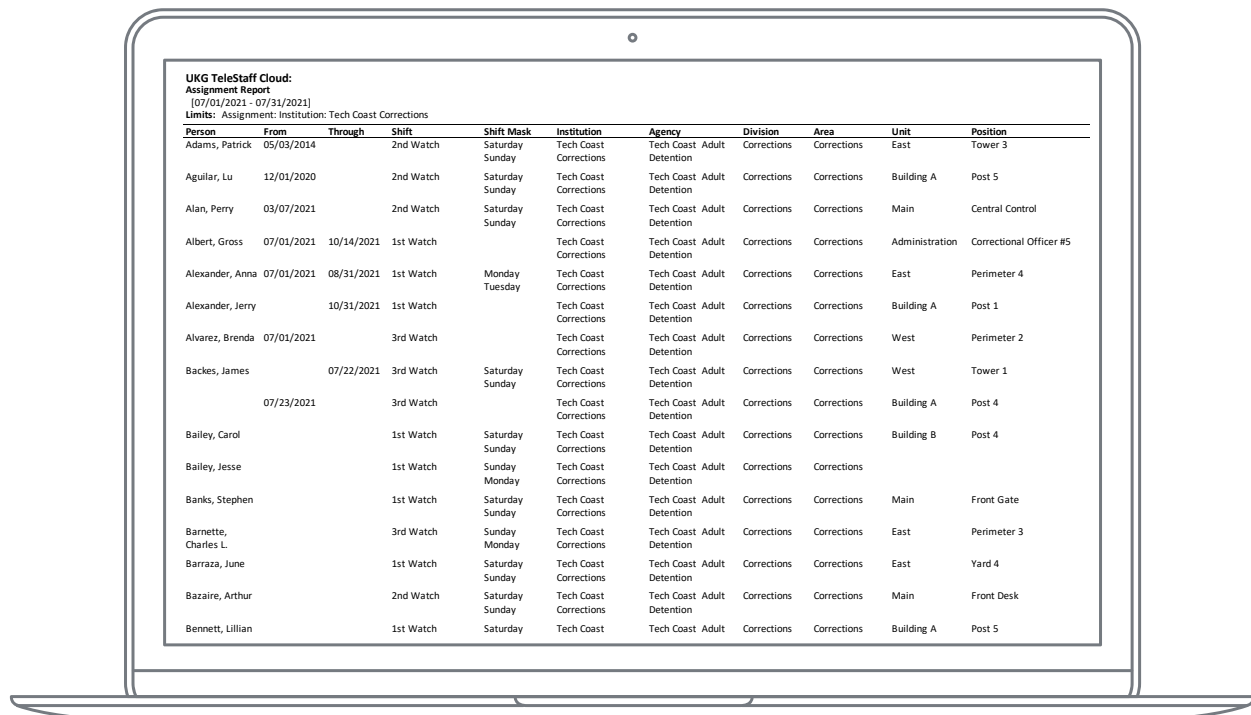
Accrual Group Number 1	Remaining	In Period
Adams, Patrick VAA - Vacation Accrual		100.00
Adams, Patrick V - Vacation	44.00	-56.00
Adams, Patrick VA - Vacation - Available	44.00	
Adams, Patrick VAB - Vacation Bidd	44.00	
Aguilar, Lewis VAA - Vacation Accrual		155.60
Aguilar, Lewis V - Vacation	115.60	
Aguilar, Lewis VA - Vacation - Available	115.60	
Aguilar, Lewis VAB - Vacation Bidd	115.60	-16.00
Alan, Perry VAA - Vacation Accrual		150.00
Alan, Perry V - Vacation	150.00	
Alan, Perry VA - Vacation - Available	150.00	
Alan, Perry VAB - Vacation Bidd	150.00	
Alba, Jose VAA - Vacation Accrual		261.50
Alba, Jose V - Vacation	261.50	
Alba, Jose VA - Vacation - Available	261.50	
Alba, Jose VAB - Vacation Bidd	261.50	
Albert, Gross VAA - Vacation Accrual		368.70
Albert, Gross V - Vacation	368.70	
Albert, Gross VA - Vacation - Available	368.70	

### Features and benefits:

- Provides timely and easy access to data on those employees with accrued time
- Warns administrators that an employee has the time available before the person requests leave
- Can be filtered by date range, rank, shift, and individual employee
- Includes common accrual codes: vacation, sick leave, and compensatory overtime
- May be printed, faxed, or exported in Excel-supported formats

# Assignment Report

The Assignment Report provides assignment information for personnel. This report can be very useful when you feel personnel may be out of place on the Roster, which is usually the case when initially building the Roster in implementation and/or when adding more organizations and personnel assignments.



**UKG TeleStaff Cloud:**  
**Assignment Report**  
[07/01/2021 - 07/31/2021]  
Limits: Assignment: Institution: Tech Coast Corrections

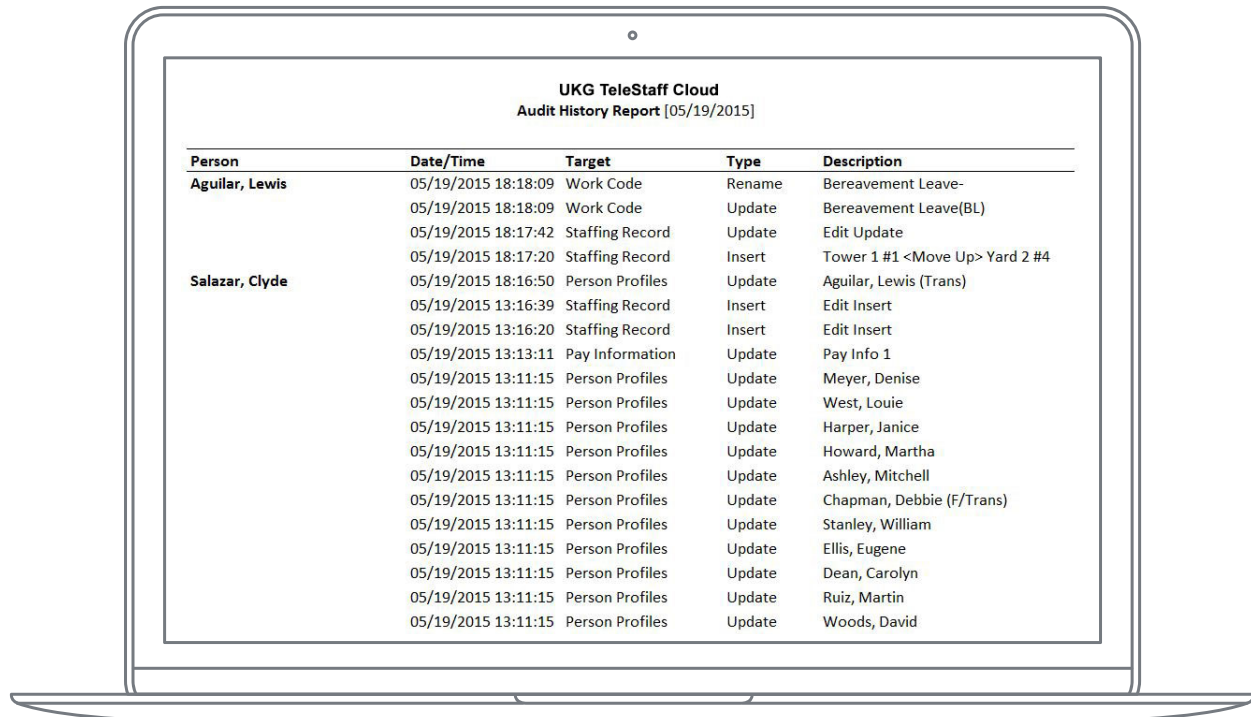
Person	From	Through	Shift	Shift Mask	Institution	Agency	Division	Area	Unit	Position
Adams, Patrick	05/03/2014		2nd Watch	Saturday Sunday	Tech Coast Corrections	Tech Coast Adult Detention	Corrections	Corrections	East	Tower 3
Aguilar, Lu	12/01/2020		2nd Watch	Saturday Sunday	Tech Coast Corrections	Tech Coast Adult Detention	Corrections	Corrections	Building A	Post 5
Alan, Perry	03/07/2021		2nd Watch	Saturday Sunday	Tech Coast Corrections	Tech Coast Adult Detention	Corrections	Corrections	Main	Central Control
Albert, Gross	07/01/2021	10/14/2021	1st Watch		Tech Coast Corrections	Tech Coast Adult Detention	Corrections	Corrections	Administration	Correctional Officer #5
Alexander, Anna	07/01/2021	08/31/2021	1st Watch	Monday Tuesday	Tech Coast Corrections	Tech Coast Adult Detention	Corrections	Corrections	East	Perimeter 4
Alexander, Jerry		10/31/2021	1st Watch		Tech Coast Corrections	Tech Coast Adult Detention	Corrections	Corrections	Building A	Post 1
Alvarez, Brenda	07/01/2021		3rd Watch		Tech Coast Corrections	Tech Coast Adult Detention	Corrections	Corrections	West	Perimeter 2
Backes, James		07/22/2021	3rd Watch	Saturday Sunday	Tech Coast Corrections	Tech Coast Adult Detention	Corrections	Corrections	West	Tower 1
		07/23/2021	3rd Watch		Tech Coast Corrections	Tech Coast Adult Detention	Corrections	Corrections	Building A	Post 4
Bailey, Carol			1st Watch	Saturday Sunday	Tech Coast Corrections	Tech Coast Adult Detention	Corrections	Corrections	Building B	Post 4
Bailey, Jesse			1st Watch	Sunday Monday	Tech Coast Corrections	Tech Coast Adult Detention	Corrections	Corrections		
Banks, Stephen			1st Watch	Saturday Sunday	Tech Coast Corrections	Tech Coast Adult Detention	Corrections	Corrections	Main	Front Gate
Barnette, Charles L.			3rd Watch	Sunday Monday	Tech Coast Corrections	Tech Coast Adult Detention	Corrections	Corrections	East	Perimeter 3
Barraza, June			1st Watch	Saturday Sunday	Tech Coast Corrections	Tech Coast Adult Detention	Corrections	Corrections	East	Yard 4
Bazaire, Arthur			2nd Watch	Saturday Sunday	Tech Coast Corrections	Tech Coast Adult Detention	Corrections	Corrections	Main	Front Desk
Bennett, Lillian			1st Watch	Saturday	Tech Coast	Tech Coast Adult	Corrections	Corrections	Building A	Post 5

## Features and benefits:

- Details the requested assignment, including from and through dates, shift/shift mask, and organizational description from agency to position
- Features filterable records to display records for one person or many people, and show, agency, division/region, area, station, unit, and position
- Supports user-defined from and through dates
- Provides an insightful reference of past, current, and future assignments within the application
- Offers the ability to create a custom Assignment Report with business intelligence reporting tools (BIRT)
- May be printed, emailed, or exported in Excel-supported formats

# Audit History Report

The Audit History Report enables you to track changes to records in UKG TeleStaff Cloud.



Person	Date/Time	Target	Type	Description
Aguilar, Lewis	05/19/2015 18:18:09	Work Code	Rename	Bereavement Leave-
	05/19/2015 18:18:09	Work Code	Update	Bereavement Leave(BL)
	05/19/2015 18:17:42	Staffing Record	Update	Edit Update
Salazar, Clyde	05/19/2015 18:17:20	Staffing Record	Insert	Tower 1 #1 <Move Up> Yard 2 #4
	05/19/2015 18:16:50	Person Profiles	Update	Aguilar, Lewis (Trans)
	05/19/2015 13:16:39	Staffing Record	Insert	Edit Insert
	05/19/2015 13:16:20	Staffing Record	Insert	Edit Insert
	05/19/2015 13:13:11	Pay Information	Update	Pay Info 1
	05/19/2015 13:11:15	Person Profiles	Update	Meyer, Denise
	05/19/2015 13:11:15	Person Profiles	Update	West, Louie
	05/19/2015 13:11:15	Person Profiles	Update	Harper, Janice
	05/19/2015 13:11:15	Person Profiles	Update	Howard, Martha
	05/19/2015 13:11:15	Person Profiles	Update	Ashley, Mitchell
	05/19/2015 13:11:15	Person Profiles	Update	Chapman, Debbie (F/Trans)
	05/19/2015 13:11:15	Person Profiles	Update	Stanley, William
	05/19/2015 13:11:15	Person Profiles	Update	Ellis, Eugene
	05/19/2015 13:11:15	Person Profiles	Update	Dean, Carolyn
	05/19/2015 13:11:15	Person Profiles	Update	Ruiz, Martin
05/19/2015 13:11:15	Person Profiles	Update	Woods, David	

## Features and benefits:

- Displays the name of the person who made the changes
- Lists the types and times of changes made
- Displays what area of UKG TeleStaff Cloud was modified or affected
- Provides the type of change that was made and a description of where the change occurred, including a summary of the changes
- May be printed, faxed, or exported in Excel-supported formats

# Contact Log Report

The Contact Log Report displays all the attempts that were made to contact staff members during a given date range.

For Date...	Type	Contact	Status	Listened	Expires
<b>00070 Garcia, Casey A.</b>					
04/14/2015	Fill Vacancy	*864-0736	Waiting for call back		
06:00	14:00 CR//Main/Central Control #3		as Signup		Overtime (SOD)
04/14/2015	Fill Vacancy	*864-0736	Waiting for call back		
06:00	14:00 CR//West/Tower 2 #2		as Signup		Overtime (SOD)
<b>00018 Kennedy, John H.</b>					
04/14/2015	Fill Vacancy	*864-0736	Rejected		
06:00	14:00 CR//West/Tower 2 #2		as Signup		Overtime (SOD)
04/14/2015	Fill Vacancy	*864-0736	No Answer		
06:00	14:00 CR//Main/Central Control #3		as Signup		Overtime (SOD)
<b>00112 Macias, Roberto D.</b>					
04/14/2015	Fill Vacancy	*864-0736	Rejected		
06:00	14:00 CR//West/Tower 2 #2		as Signup		Overtime (SOD)
<b>00069 Nunez, John R.</b>					
04/14/2015	Fill Vacancy	*864-0736	Rejected		
06:00	14:00 CR//Main/Central Control #3		as Signup		Overtime (SOD)

## Features and benefits:

- Includes an extensive list of why a staff member was contacted, by whom, and the outcome of each contact
- Shows all forms of contact – opportunity, notification, message, and alarm – in this window
- May be printed, faxed, or exported in Excel-supported formats

# Cost Report

The Cost Report displays the estimated total costs associated with each work code used over a given date range.

Payroll Code	Description	Total
M	Court Appearance (M_)	\$1,224.00
RD	On Duty (I)	\$431,256.00
+	Overtime (SOD)	\$1,224.00
eo	Shift Trade - Off (STO)	\$408.00
ew	Shift Trade - On (STW)	\$408.00
s	Sick Leave (S)	\$612.00
V	Vacation (V)	\$612.00

## Features and benefits:

- Displays the financial impact of any code in the organization
- Shows date in any date range, and can be further isolated by employee rank
- Defines data by area, region, person, unit, position, rank, shift, or work code
- Enhances budget preparation, and forecasts organizational costs based on historical patterns
- Calculates estimated costs by multiplying the work code rate by the number of hours used by the wage of the employee
- May be printed, faxed, or exported in Excel-supported formats

The Cost Report represents an approximate cost associated with work codes and is not intended for use in payroll reporting.

# Exceptions Report

The Exceptions Report identifies work exceptions on a day-by-day basis for the staffing activity.

UKG TeleStaff Cloud				
Exceptions Report [05/01/2015 - 05/19/2015]				
Limits: Payroll Information Only				
<b>05/14/2015</b>				<b>Total</b>
s	Sick Leave (S)			8.00
9981233	Chapman, Debbie (F/Trans)	CORR		8.00
<b>05/15/2015</b>				<b>Total</b>
eo	Shift Trade - Off (STO)			8.00
9981172	Bailey, Jesse	CORR		8.00
ew	Shift Trade - On (STW)			8.00
9981131	Adams, Patrick	CORR	STO - Bailey, Jesse	8.00
s	Sick Leave (S)			8.00
2000011	Ferguson, Timothy L.	CORR		8.00
<b>05/15/2015</b>				<b>Total</b>
M	Court Appearance (M_)			24.00
9981213	Carr, Jeremy (CR/DR/GR/K-9/SP/SWAT/\)	CORR		24.00
N	Non-Working Day (N)			8.00
9981188	Ellis, Timothy	CORR		8.00

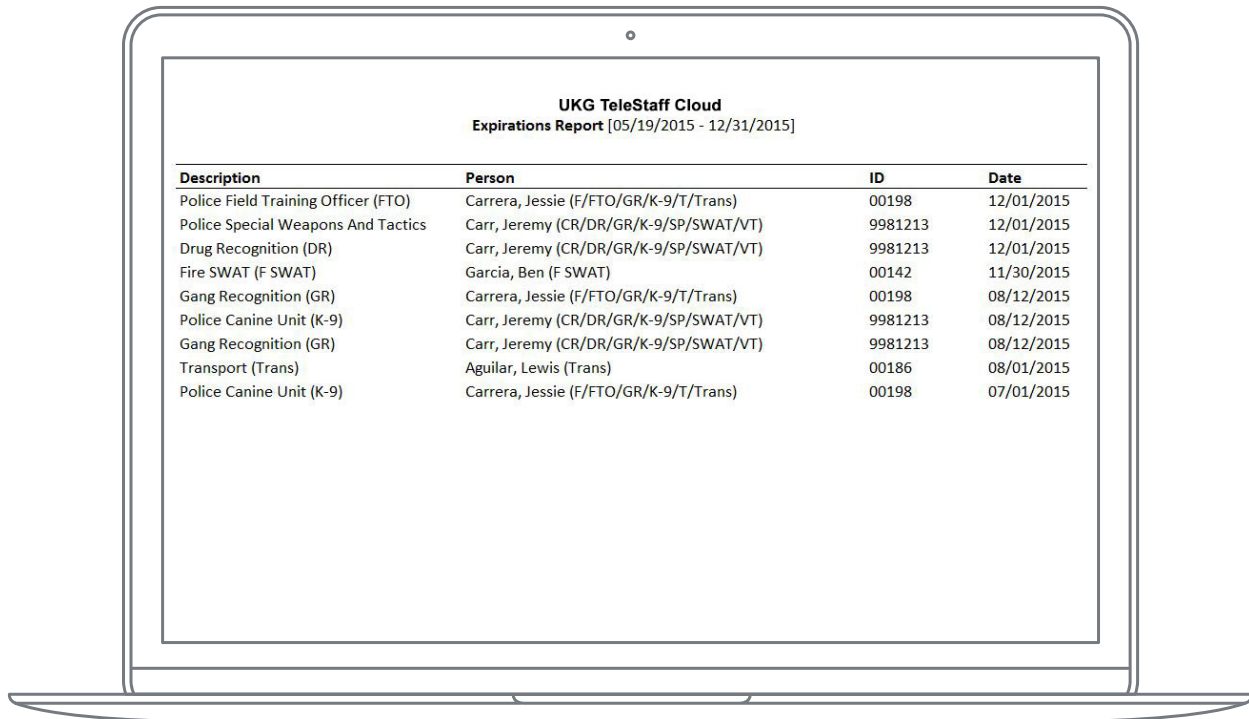
## Features and benefits:

- Details events that cause exceptions, and tracks total exception work code hours
- Supports reasons why overtime was required in specific situations
- Sorts data by shift, rank, or individual employee over any date range
- Isolates and shows data by district, person, unit, rank, shift, and work code
- Identifies which condition caused the need for the work exception — for example, sick leave, holiday, etc.
- Provides a list of all staff members using a specific pay code on a specific day and how many hours each used
- May be printed, faxed, or exported in Excel-supported formats



# Expirations Report

The Expirations Report tracks specialty expiration dates and displays other types of expiring activities and documents, such as physical exams and driver's licenses.



UKG TeleStaff Cloud			
Expirations Report [05/19/2015 - 12/31/2015]			
Description	Person	ID	Date
Police Field Training Officer (FTO)	Carrera, Jessie (F/FTO/GR/K-9/T/Trans)	00198	12/01/2015
Police Special Weapons And Tactics	Carr, Jeremy (CR/DR/GR/K-9/SP/SWAT/VT)	9981213	12/01/2015
Drug Recognition (DR)	Carr, Jeremy (CR/DR/GR/K-9/SP/SWAT/VT)	9981213	12/01/2015
Fire SWAT (F SWAT)	Garcia, Ben (F SWAT)	00142	11/30/2015
Gang Recognition (GR)	Carrera, Jessie (F/FTO/GR/K-9/T/Trans)	00198	08/12/2015
Police Canine Unit (K-9)	Carr, Jeremy (CR/DR/GR/K-9/SP/SWAT/VT)	9981213	08/12/2015
Gang Recognition (GR)	Carr, Jeremy (CR/DR/GR/K-9/SP/SWAT/VT)	9981213	08/12/2015
Transport (Trans)	Aguilar, Lewis (Trans)	00186	08/01/2015
Police Canine Unit (K-9)	Carrera, Jessie (F/FTO/GR/K-9/T/Trans)	00198	07/01/2015

## Features and benefits:

- Displays all specialties entered in UKG TeleStaff Cloud, showing the employee they are assigned to and renewal or expiration dates
- Allows unlimited specialty fields, enhancing a department's ability to track performance evaluations and yearly physicals
- Warns administrators that an employee may become ineligible for a position if a certification is not renewed
- Can also be used in conjunction with the telephone-based message delivery system to notify employees
- Assists training divisions by helping determine which training sessions would be most valuable
- Provides timely and easy access to those employees whose certification(s) will expire
- Filters by date range, ranks, shift, and individual employee
- May be printed, faxed, or exported in Excel-supported formats

# FLSA Report

The FLSA Report displays a total of FLSA hours for each staff member.

UKG TeleStaff Cloud					
FLSA Report [04/20/2015 - 05/18/2015]					
Limits: Payroll Information Only					
	Person		Hours	Code	Description
9981131	Adams, Patrick	CORR	66.00	FLSA	\$2,524.50
			168.00	RD	On Duty
			48.00	+	Overtime (SOD)
			8.00	ew	Shift Trade - On (STW)
			224.00		
2000186	Aguilar, Lewis	CORR (*Tran	18.00	FLSA	\$688.50
			168.00	RD	On Duty
			168.00		
9981204	Alan, Perry	CORR	18.00	FLSA	\$688.50
			168.00	RD	On Duty
			168.00		
9981178	Alexander, Anna	CORR	10.00	FLSA	\$382.50
			160.00	RD	On Duty

## Features and benefits:

- Displays work codes and descriptions
- Provides a total number of hours worked over a targeted date range
- May be printed, faxed, or exported in Excel-supported formats

# Logging Bucket Report

The Logging Bucket Report displays logging bucket totals. To populate the columns, advanced configuration of rules, logging buckets, and work codes are required. The report is used to view total hours per person for the selected time period. The Logging Bucket Report is ordered by person. Logging totals display depending on your configuration such as Logging Bucket Dates rule, Logging Bucket Numbers rule, and Logging Bucket behaviors, bucket from and through periods, and more.

**UKG TeleStaff Cloud:  
Logging Bucket Report**  
[07/20/2021]

Limits: Logging Bucket: Institution: Tech Coast Corrections

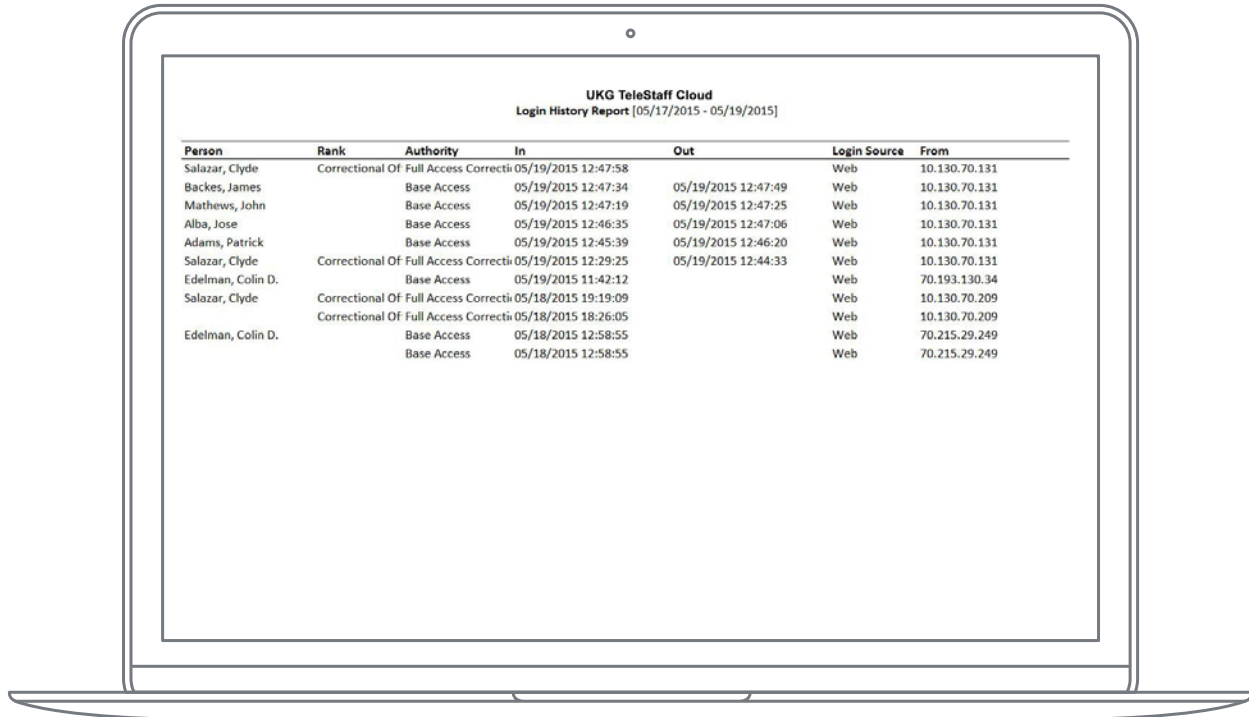
Person	Bucket	Period Start	Period End	Hours	Count	Offer Date 1	Offer Date 2	Offer Date 3	Offer Date 4	Date Created	Offer Count	Offer Moment	Warning Count
Albers, Ronald C.	Schedule Overtime Bucket	01/01/2021	01/01/2022	10	1	05/28/2021				05/28/2021 11:22:13	2	May 28, 2021, 11:22 AM	0
Amende, Paul	Schedule Overtime Bucket	01/01/2021	01/01/2022	22.5	1	05/23/2021				05/23/2021 20:37:08	1	May 23, 2021, 8:37 PM	0
Andrews, Sean	Schedule Overtime Bucket	01/01/2021	01/01/2022	9	1	07/02/2021				07/01/2021 13:45:36	1	Jul 1, 2021, 1:45 PM	0
Avina, Kenneth M.	Schedule Overtime Bucket	01/01/2021	01/01/2022	24	1	03/26/2021				03/26/2021 11:01:25	2	Apr 30, 2021, 3:44 PM	0
Banks, Theresa	Schedule Overtime Bucket	01/01/2021	01/01/2022								1	May 3, 2021, 1:11 PM	0
Barnard, William	Schedule Overtime Bucket	01/01/2021	01/01/2022	9	1	07/02/2021				07/01/2021 13:45:53	1	Jul 1, 2021, 1:45 PM	0
Black, Mark L.	Schedule Overtime Bucket	01/01/2021	01/01/2022								2	May 5, 2021, 12:26 PM	0
Brown, Lyle	Schedule Overtime Bucket	01/01/2021	01/01/2022								1	May 3, 2021, 1:11 PM	0
Brown, Thomas	Schedule Overtime Bucket	01/01/2021	01/01/2022	46	2	06/13/2021	05/23/2021			06/14/2021 15:40:10	2	Jun 14, 2021, 3:40 PM	0
Carr, Jessica	Schedule Overtime Bucket	01/01/2021	01/01/2022	12	1	04/21/2021				04/23/2021 08:59:41			0

## Features and benefits:

- Displays configured logging bucket variables for a defined employee, logging bucket period, or multiple periods
- Report is useful for gauging the current or historical consumption of hours, such as overtime or acting-out-of-class hours
- Report can be filtered by person(s) and/or logging bucket
- Offers the ability to create a custom Logging Bucket Report with BIRT
- May be printed, emailed, or exported in Excel-supported formats

# Login History Report

The Login History Report allows managers to track who logged in to UKG TeleStaff Cloud during a given date range.



Person	Rank	Authority	In	Out	Login Source	From
Salazar, Clyde	Correctional Of	Full Access Correcti	05/19/2015 12:47:58		Web	10.130.70.131
Backes, James		Base Access	05/19/2015 12:47:34	05/19/2015 12:47:49	Web	10.130.70.131
Mathews, John		Base Access	05/19/2015 12:47:19	05/19/2015 12:47:25	Web	10.130.70.131
Alba, Jose		Base Access	05/19/2015 12:46:35	05/19/2015 12:47:06	Web	10.130.70.131
Adams, Patrick		Base Access	05/19/2015 12:45:39	05/19/2015 12:46:20	Web	10.130.70.131
Salazar, Clyde	Correctional Of	Full Access Correcti	05/19/2015 12:29:25	05/19/2015 12:44:33	Web	10.130.70.131
Edelman, Colin D.		Base Access	05/19/2015 11:42:12		Web	70.193.130.34
Salazar, Clyde	Correctional Of	Full Access Correcti	05/18/2015 19:19:09		Web	10.130.70.209
Salazar, Clyde	Correctional Of	Full Access Correcti	05/18/2015 18:26:05		Web	10.130.70.209
Edelman, Colin D.		Base Access	05/18/2015 12:58:55		Web	70.215.29.249
		Base Access	05/18/2015 12:58:55		Web	70.215.29.249

## Features and benefits:

- Provides the name of the person who logged in, including the person's authority
- Displays how the person logged in to UKG TeleStaff Cloud
- Details when the person logged in and logged out
- May be printed, faxed, or exported in Excel-supported formats

# Multiday Roster Report

The Multiday Roster Report shows who is or is not working for a date range in a cross-tabulation-style report.

UKG TeleStaff Cloud Multiday Roster Report [03/01/2017 - 03/31/2017] Limits: Multiday Roster: Institution: Corrections		CalendarDate	3/1	3/2	3/3	3/4	3/5	3/6
Corrections	Correctional Officer	Ferguson, Timothy L.	RD	RD	RD			RD
		Macias, Roberto D.	RD	RD	RD			RD
		Edelman, Colin D.	RD	RD	RD			RD
		Scovel, John W.	RD	RD	RD			RD
		Forrester, Luis B.	RD	RD	RD	RD	RD	
		Perez, Marie (F)	RD	RD	RD	RD		
		Dasher, Kirk	RD	RD	RD	RD		
		Garcia, Ben	RD	RD	RD			RD
		Underwood, Richard (GR/SWAT/TSR)	RD	RD	RD	RD	RD	
		Hall, Christopher	RD	RD	RD			RD
		Rubio, Glenn	RD	RD	RD	RD	RD	
		Lackey, Robert (TSR)	RD	RD	RD			RD
		Hopp, Cindy (F)	RD	RD	RD	RD	RD	

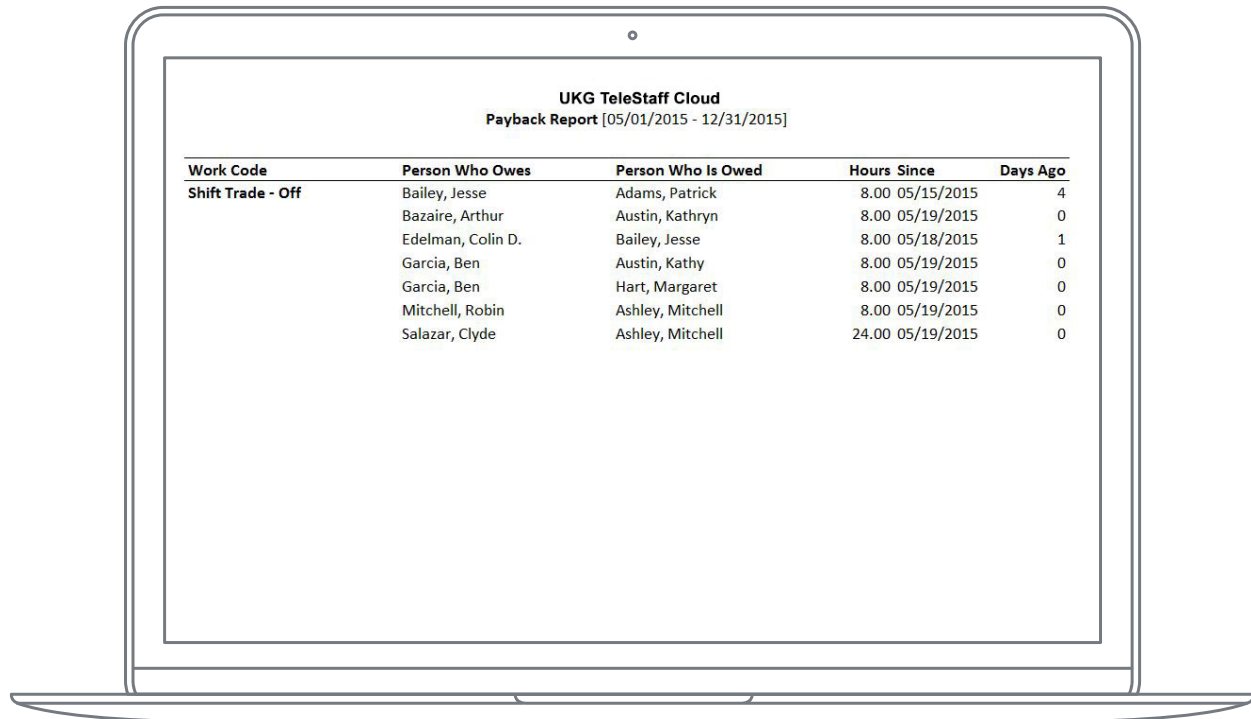
## Features and benefits:

- Provides a day-to-day view of staffing assignments at a glance
- Displays resources and working and nonworking codes
- Helps supervisors realign resources as needed to control labor costs and balance the scheduling of training, meetings, and floating or extra days
- May be printed, faxed, or exported to multiple file formats

The Multiday Roster Report is delivered as a standard report; however, if further customization of the report is required, customer organizations must install the supplied BIRT reports designer for further modification.

# Payback Report

The Payback Report tracks payback balances (shift trades) that occur within a given date range. It displays each code, which is tracked and followed by an alphabetical listing of employees who owe for that code.



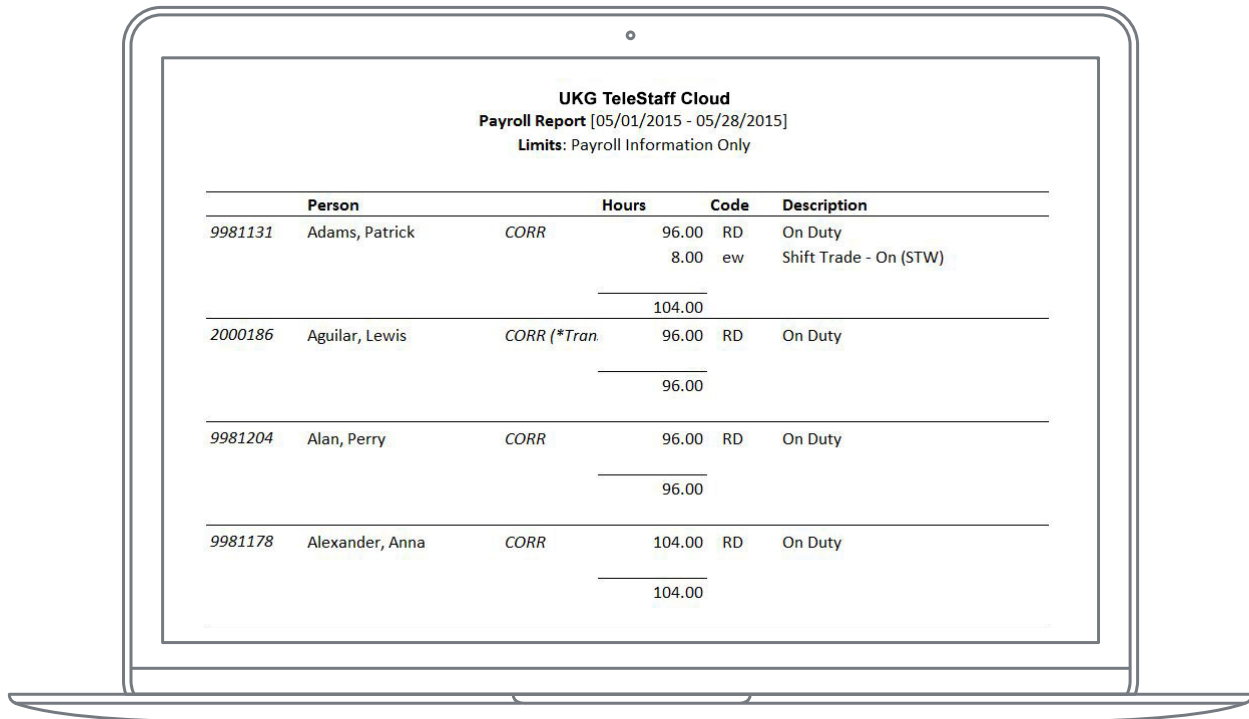
Work Code	Person Who Owes	Person Who Is Owed	Hours Since	Days Ago
Shift Trade - Off	Bailey, Jesse	Adams, Patrick	8.00 05/15/2015	4
	Bazaire, Arthur	Austin, Kathryn	8.00 05/19/2015	0
	Edelman, Colin D.	Bailey, Jesse	8.00 05/18/2015	1
	Garcia, Ben	Austin, Kathy	8.00 05/19/2015	0
	Garcia, Ben	Hart, Margaret	8.00 05/19/2015	0
	Mitchell, Robin	Ashley, Mitchell	8.00 05/19/2015	0
	Salazar, Clyde	Ashley, Mitchell	24.00 05/19/2015	0

## Features and benefits:

- Displays a list containing each work code
- Lists each staff member who owes a payback or shift trade
- Automatically removes a shift trade from the report after it has been paid back
- May be printed, faxed, or exported in Excel-supported formats

# Payroll Report

The Payroll Report shows how many hours of each organization-defined pay code are used during any user-defined payroll period.



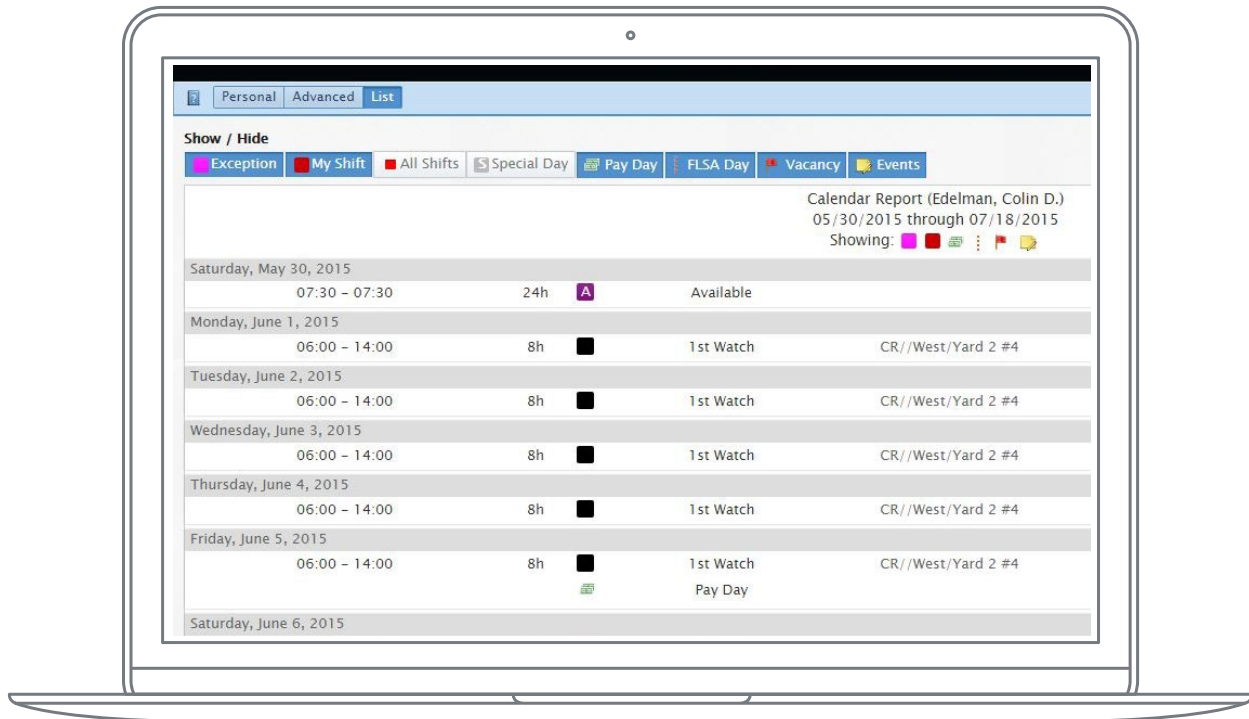
Person	Hours	Code	Description
9981131 Adams, Patrick	CORR	96.00 RD	On Duty
		8.00 ew	Shift Trade - On (STW)
		104.00	
2000186 Aguilar, Lewis	CORR (*Tran	96.00 RD	On Duty
		96.00	
9981204 Alan, Perry	CORR	96.00 RD	On Duty
		96.00	
9981178 Alexander, Anna	CORR	104.00 RD	On Duty
		104.00	

## Features and benefits:

- Is easily accessed from the UKG TeleStaff Cloud calendar by clicking the payroll icon
- Displays hours recorded under each payroll-relevant working and nonworking code for each employee during a specified period
- Accurately and easily reports payroll hours to payroll administrators, and is sorted by employee name with employee ID (user, payroll, other) displayed
- Shows as finalized when a payroll report has been verified and approved by appropriate management personnel
- Can be filtered by date range, district, pay information, unit, position, work code, rank, shift, or individual employee
- May be printed, faxed, or exported in Excel-supported formats

# Personal Calendar Report

The Personal Calendar Report gives each employee access to a calendar report detailing that person's shifts, exceptions, paydays, FLSA period, and much more.



## Features and benefits:

- Provides a detailed listing of shifts, exceptions, paydays, special days (holidays), FLSA period, events, and notes
- Details date, time, unit, and shift of a specified date
- Provides each employee's name and title or rank
- May be printed, faxed, or exported in Excel-supported formats



# Personal History Report

The Personal History Report displays detailed information about all work codes assigned to staff members.

**UKG TeleStaff Cloud**  
**Personal History [05/10/2015 - 05/19/2015]**

**Adams, Patrick**

RD	On Duty	48.00	Created	Last Modified By
05/11/201	CR//East/Tower 3 #1	8.00 <finalized>	05/19/2015 12:56:30 Salazar,C	
05/12/201	CR//East/Tower 3 #1	8.00 <finalized>	05/19/2015 12:56:30 Salazar,C	
05/13/201	CR//East/Tower 3 #1	8.00 <finalized>	05/19/2015 12:56:30 Salazar,C	
05/14/201	CR//East/Tower 3 #1	8.00 <finalized>	05/19/2015 12:56:30 Salazar,C	
05/15/201	CR//East/Tower 3 #1	8.00 <finalized>	05/19/2015 12:56:30 Salazar,C	
05/18/201	CR//East/Tower 3 #1	8.00 <finalized>	05/19/2015 12:56:30 Salazar,C	

**ew**

RD	On Duty	48.00	Created	Last Modified By
05/15/201	CR//Main/Correctional Office	8.00	05/15/2015 09:07:15 Salazar,C	

**Aguilar, Lewis**

RD	On Duty	48.00	Created	Last Modified By
05/11/201	CR//Building A/Post 5 #5	8.00 <finalized>	05/19/2015 12:56:30 Salazar,C	
05/12/201	CR//Building A/Post 5 #5	8.00 <finalized>	05/19/2015 12:56:30 Salazar,C	
05/13/201	CR//Building A/Post 5 #5	8.00 <finalized>	05/19/2015 12:56:30 Salazar,C	
05/14/201	CR//Building A/Post 5 #5	8.00 <finalized>	05/19/2015 12:56:30 Salazar,C	
05/15/201	CR//Building A/Post 5 #5	8.00 <finalized>	05/19/2015 12:56:30 Salazar,C	
05/18/201	CR//Building A/Post 5 #5	8.00 <finalized>	05/19/2015 12:56:30 Salazar,C	

## Features and benefits:

- Shows the history of staffing or working exceptions associated with staff members over a specified date range
- Allows employees to easily access their own staffing records
- Enables managers to easily review each employee's staffing history
- Creates an audit record of all employee activity
- Allows employees to view hours they have accrued for vacation, sick leave, or any other code that can accrue time
- May be printed, faxed, or exported in Excel-supported formats

# Position Closure Report

The Position Closure Report returns the apparatus and position that are disabled or enabled when the Roster > Disable/Enable Unit feature is applied. The ability to add notes upon disabling or enabling a unit or position allows better historical justification for the outage.

Date	Close Date	Open Date	Duration	Position Enabled	Institution	Agency	Region	Shift	Station	Unit	Position	Rank	Close Note	Open Note
Jul 21, 2021	7/21/21 16:00	7/21/21 22:00	8.0 h	false	Tech Coast Corrections	Tech Coast Adult Detention	Corrections	1st Watch	Corrections	Main	Correctional Officer #6	Correctional Officer	Rear Gate and two (2) CD positions closed due to	Rear Gate and CD Positions were fully staffed upon 2nd Watch relief.
Jul 21, 2021	7/21/21 16:00	7/22/21 22:00	8.0 h	false	Tech Coast Corrections	Tech Coast Adult Detention	Corrections	1st Watch	Corrections	Main	Correctional Officer #5	Correctional Officer	Rear Gate and two (2) CD positions closed due to	Rear Gate and CD Positions were fully staffed upon 2nd Watch relief.
Jul 21, 2021	7/21/21 16:00	7/22/21 22:00	8.0 h	false	Tech Coast Corrections	Tech Coast Adult Detention	Corrections	1st Watch	Corrections	Main	Rear Gate	Correctional Officer	Rear Gate and two (2) CD positions closed due to	Rear Gate and CD Positions were fully staffed upon 2nd Watch relief.

## Features and benefits:

- Displays the Roster history of enabling/disabling positions distinctly
- Roster comments added when enabling/disabling the units or positions are reflected in report
- Includes the length of time a position has been disabled
- Offers the ability to create a custom Position Closure Report with BIRT
- May be printed, emailed, or exported in Excel-supported formats

# Roster Report

The Roster Report provides a capture of the UKG TeleStaff Cloud roster for any given day.

**UKG TeleStaff Cloud**  
**Roster Report [05/19/2015]**  
Limits: Institution: Corrections

**Corrections / Corrections / 1st Watch**

Rank	ID	Name	From	Through	
<b>Corrections / Main</b>					
Front Desk	9981180	Burns, Cheryl (F/K-9/T/Trans)	06:00	14:00	8
Front Gate	9981140	Banks, Stephen	06:00	14:00	8
Central Control	00011	Ferguson, Timothy L.	06:00	14:00	8
Rear Gate	9981202	Flores, Sandy (F)	06:00	14:00	8
Correctional Officer	9981172	Bailey, Jesse	06:00	14:00	8

**Corrections / West**

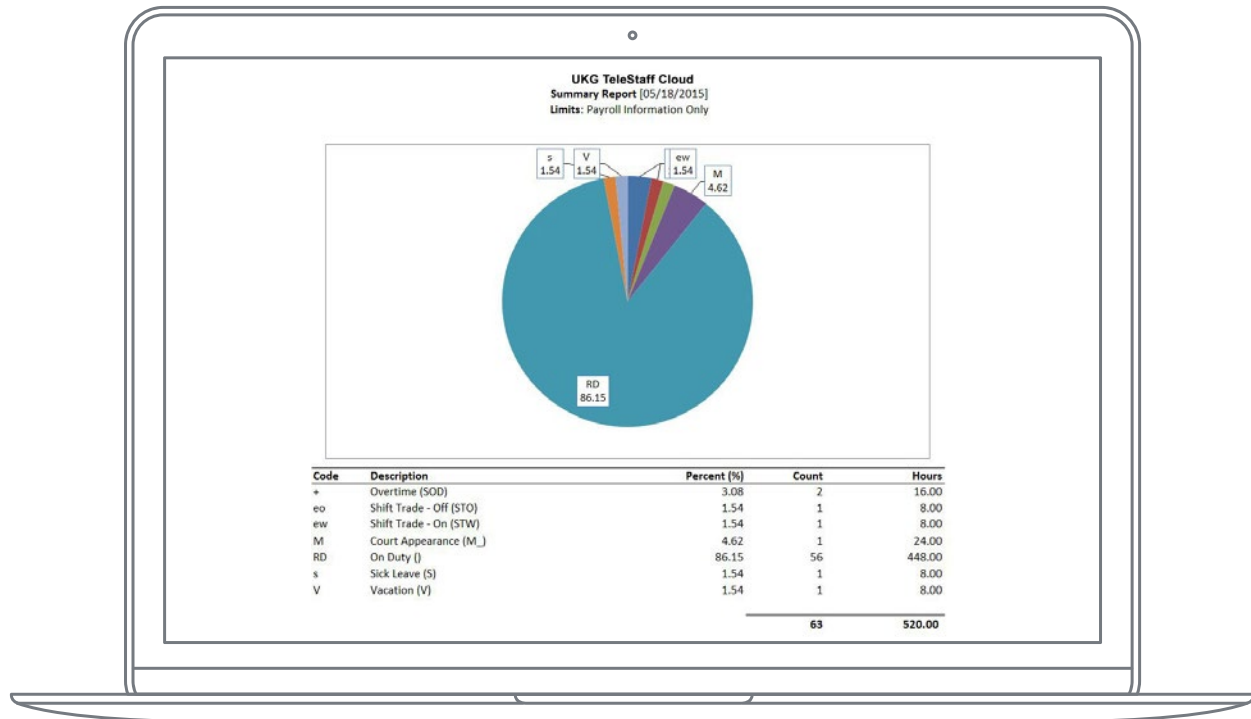
Rank	ID	Name	From	Through	
Tower 1	9981233	Chapman, Debbie (F/Trans)	06:00	14:00	8
	00118	Edelman, Colin D.	06:00	14:00	8
Tower 2	9981226	Kenneth, Brian	06:00	14:00	8
Yard 1	00142	Garcia, Ben (F SWAT)	06:00	14:00	8
Yard 2	00118	?,? - Edelman, Colin D.	06:00	14:00	8
Perimeter 1	9981122	Greene, Christina	06:00	14:00	8

## Features and benefits:

- Details date, time, district, area, and shift of a specified date
- Provides each employee's name, ID number, and title or rank
- Enables managers to easily view which personnel are unassigned
- May be printed, faxed, or exported in Excel-supported formats

# Summary Report

The Summary Report is a graphic depiction displaying all working and nonworking work codes and their overall totals used by all employees over a given date range.



## Features and benefits:

- Reports which codes are impacting staffing activities, and displays patterns of working exceptions
- Tracks an entire department or an employee's working codes for planning and budgetary purposes
- Details codes, descriptions, percentages, number of occurrences, and hours in a graphic



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