

Employee Contact Tracing Tool

Speed the identification of infected workers

When someone is infected with a communicable disease, quickly identifying the people with whom they've been in contact is critical. In the workplace, this process can be cumbersome without visibility into who was working when and with whom. Time is of the essence in keeping your employees safe.

UKG's Employee Contact Tracing Tool helps organizations identify potential contacts. The tool uses employee timeclock entries that have already been collected by a UKG Ready, Central or iSeries system to help identify potential contacts who were working at an identified location at the same time as the afflicted employee.

The contract-tracing tool is easy to use. Simply enter an employee's ID number, the locations of interest, and the date range to be searched. All employees meeting those criteria who clocked in during that time will be listed. No health-related information is required or utilized in compiling the report. To learn more and access the tool, please visit:

<https://community.kronos.com/s/covid-19>

Contact Tracing Steps

- » **STEP 1** Contact identification: Once notified of a presumed or positive diagnosis, identify anyone in contact with an afflicted person since illness onset.
- » **STEP 2** Contact listing: All persons identified as having had contact with the afflicted person should be listed as contacts and notified.
- » **STEP 3** Contact follow-up: Regular follow up should be conducted with all contacts to monitor for symptoms and test for signs of infection.

Employee Contact Trace Report

Initial Employee Paycode Selection

Select all

Regular

Initial Person - Time Segments Worked

Person Number	PERSON_START	PERSON_END	Person_Paycode	LABORLEV1DSC	LABORLEV2DSC	LABORLEV3DSC	LABORLEV4DSC	LABORLEV5DSC	LABORLEV6DSC	LABORLEV7DSC
A17538	1/26/2014 10:45:00 AM	1/26/2014 1:45:00 PM	Regular	Retail	SuperCenter	Front End	-	Cashier		
A17538	1/31/2014 5:15:00 PM	1/31/2014 8:15:00 PM	Regular	Retail	SuperCenter	Front End	-	Cashier		
A17538	2/1/2014 11:00:00 AM	2/1/2014 1:15:00 PM	Regular	Retail	SuperCenter	Front End	-	Cashier		
A17538	2/1/2014 1:15:00 PM	2/1/2014 3:00:00 PM	Regular	Retail	SuperCenter	Front End	-	Cashier		

Colleague Paycode Selection

Select all

Regular

Colleagues - Time Segments Worked

Colleague_Name	Colleague_START	Colleague_END	Colleague_Paycode	Colleague_Level_1	Colleague_Level_2	Colleague_Level_3	Colleague_Level_4	Colleague_Level_5	Colleague_Level_6	Colleague_Level_7
Burns, Erik	2/1/2014 10:00:00 AM	2/1/2014 11:00:00 AM	Regular	Retail	SuperCenter	Front End	401-Cashiers	Bagger		
Burns, Erik	2/1/2014 11:30:00 AM	2/1/2014 5:00:00 PM	Regular	Retail	SuperCenter	Front End	401-Cashiers	Bagger		
Gavin, Martha	2/1/2014 10:00:00 AM	2/1/2014 11:00:00 AM	Regular	Retail	SuperCenter	Front End	401-Cashiers	Bagger		
Gavin, Martha	2/1/2014 11:30:00 AM	2/1/2014 5:00:00 PM	Regular	Retail	SuperCenter	Front End	401-Cashiers	Bagger		
Kamensky, Annie	1/26/2014 11:15:00 AM	1/26/2014 1:30:00 PM	Regular	Retail	SuperCenter	Front End	401-Cashiers	Bagger		
Kamensky, Annie	1/26/2014 1:30:00 PM	1/26/2014 3:15:00 PM	Regular	Retail	SuperCenter	Front End	401-Cashiers	Bagger		
Long, Vanessa	1/26/2014 10:00:00 AM	1/26/2014 12:30:00 PM	Regular	Retail	SuperCenter	Front End	402-Banners	Banner		

Labor Levels Matched and Ignored

MATCH_1	MATCH_2	MATCH_3	MATCH_4	MATCH_5	MATCH_6	MATCH_7
Matching on Labor Level 1	Matching on Labor Level 2	Matching on Labor Level 3	Labor Level 4 Ignored for Matching	Labor Level 5 Ignored for Matching	Labor Level 6 Ignored for Matching	Labor Level 7 Ignored for Matching