

UKG Dimensions Employee Contact Tracing

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.

The UKG Employee Contact Tracing Tool is designed to help organizations identify potential contacts using employee timeclock entries that have already been collected by your UKG Dimensions system. You can see who was working at an identified location at the same time as the afflicted employee and the duration of time the employees were in contact.

The contract-tracing tool is easy to use. 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 Contract Trace Report

Employee Shift Types to Include

Select all

Actual

Clock Use

Index Person - Time Segments Worked

EmployeePersonNumber	EmployeeShiftType	Employee Start/Punch Time	EmployeeEndDateTime	EmployeeWorkedOrgPath
A30105	Actual	12/14/2020 9:00:00 AM	12/14/2020 6:00:00 PM	Save-A-Lot/Reg 001/Dist 001/Store 101/FOH/Sales
A30105	Actual	12/15/2020 7:10:00 AM	12/15/2020 11:00:00 AM	Save-A-Lot/Reg 001/Dist 001/Store 101/FOH/Sales
A30105	Actual	12/15/2020 11:00:00 AM	12/15/2020 2:23:00 PM	Save-A-Lot/Reg 001/Dist 001/Store 101/FOH/Sales
A30105	Clock Use	12/15/2020 11:00:00 AM		Save-A-Lot/Reg 001/Dist 001/Store 101/FOH/Sales
A30105	Clock Use	12/15/2020 2:23:00 PM		Save-A-Lot/Reg 001/Dist 001/Store 101/FOH/Sales

Colleague Shift Types to Include

Select all

Actual

Clock Use

Colleagues - Time Segments Worked

ColleagueFullName	ColleaguePersonNumber	ColleagueShiftType	Colleague Start/Punch Time	ColleagueEndDateTime	Overlap	ColleagueWorkedOrgPath
Adams, Eliza	B20335	Actual	12/14/2020 7:00:00 AM	12/14/2020 11:17:00 AM	02:17:00	Save-A-Lot/Reg 001/Dist 001/Store 101/FOH/Sales
Adams, Eliza	B20335	Actual	12/15/2020 10:00:00 AM	12/15/2020 4:00:00 PM	01:00:00	Save-A-Lot/Reg 001/Dist 001/Store 101/FOH/Sales
Adams, Eliza	B20335	Actual	12/15/2020 10:00:00 AM	12/15/2020 4:00:00 PM	03:23:00	Save-A-Lot/Reg 001/Dist 001/Store 101/FOH/Sales
Adams, Eliza	B20335	Clock Use	12/15/2020 10:00:00 AM			Save-A-Lot/Reg 001/Dist 001/Store 101/FOH/Sales
Adams, Eliza	B20335	Clock Use	12/15/2020 4:00:00 PM			Save-A-Lot/Reg 001/Dist 001/Store 101/FOH/Sales