



# Contact Tracing Reports

Time Related Reports for Contact Tracing

**\*IMPORTANT: Please consult your counsel concerning any privacy-related issues in conjunction with your use and distribution of this report.**

## What is contact tracing?

According to the [World Health Organization](#), when someone is infected with an infectious disease, such as a virus, those around them are at higher risk of becoming infected themselves, and of potentially transmitting the illness to others. To minimize this risk, those who have had contact with an afflicted person need to be notified as quickly as possible so that they can receive appropriate care and isolate themselves to reduce further spread. The process for monitoring people in close contact with someone who is infected is known as "[contact tracing](#)".

Contact Tracing, as outlined by the World Health Organization (WHO), is comprised of three steps:

- 1) Contact identification
- 2) Contact listing
- 3) Contact follow-up

In the context of the workplace, this process can be cumbersome without visibility into who was working when and with whom. Having access to information that can quickly identify employees who may have come into contact with an afflicted individual is business-critical.

## Contact Tracing Reports Options

There are two time related reports you can use to assist you with identifying when the afflicted employee worked and the colleagues that may have come into contact with them.

- 1) Employee Contact Trace Report
- 2) Colleague Contact Trace Report

To run either report navigate to **My Saved Reports** (Reports > My Saved Reports) and filter to the report name then run the report. Be sure the box is checked to view other's settings as well.

The screenshot shows the 'My Saved Reports' page with the following interface elements:

- Header:** BACK, Home > My Reports > My Saved Reports
- Toolbar:** Rows On Page (15), 2 Rows, Refresh Data
- Show:**  Others' Settings (highlighted with a red box)
- Filter:** REPORT CATEGORY (like), REPORT NAME (like), TYPE (=)
- Report List:** SAVED AS NAME (like, Contact). The 'Contact' entry is highlighted with a red box.
  - Employee Contact Trace Report
  - Colleague Contact Trace Report
- Action Buttons:** Icons for New, Edit, Delete, and Run (highlighted with red boxes).



## Employee Contact Trace Report:

This report can assist with identifying when and where the employee worked. Based on your organization's cost center configuration, you may need to add additional cost center columns to the report to best identify where the employee was working.

- 1) Filter to the employee, by employee ID or Name
- 2) Filter in the DATE column using the between filter for the appropriate date range, for example for a date range from 4/1/2020 to 4/15/2020, separate the two dates with a comma. 4/1/2020,4/15/2020

Employee Filter:  All Employees Timesheet Dates:   (01/01/2020 – 12/31/2020) Custom Filter:  Enable:  Extra Filters

EMPLOYEE ID	FIRST NAME	LAST NAME	DATE	START	END	HOURS	TIMESHEET START	TIMESHEET END	IS TIME OFF	WORK LOCATION FULL PATH
<input checked="" type="text"/> starts with 0025	<input type="text"/> starts with	<input type="text"/> starts with	<input checked="" type="text"/> between 4/1/2020,4/15/2020	<input type="text"/> between	<input type="text"/> between	<input type="text"/> =	<input type="text"/> =	<input type="text"/> =	<input type="text"/> All	<input type="text"/> starts with
0025	Eva	Amontis	04/15/2020	09:28a	02:17p	4.82	04/06/2020	04/19/2020		Portland
0025	Eva	Amontis	04/15/2020	03:37p	04:29p	0.87	04/06/2020	04/19/2020		Portland
0025	Eva	Amontis	04/14/2020	08:46a	12:38p	3.87	04/06/2020	04/19/2020		Portland
0025	Eva	Amontis	04/14/2020	02:01p	03:46p	1.75	04/06/2020	04/19/2020		Portland

This will give you all the times within that range that the employee worked and cost center information can help you identify where that employee worked. You will then use this information to help identify employees that may have been in contact with the employee.

Note: You can save this report, by choosing the save as option, and giving it a new name. Or consider exporting this report to pdf or excel as you will need to reference the info from this report to identify working colleagues.

## Colleague Contact Trace Report:

Using information obtained from the Employee Contact Trace report, this report can assist with identifying the colleagues the employee may have been in contact with while working.

For identifying hourly employees with start and end times:

- 1) Filter to the date the employee worked (You will need to do one day at a time)
- 2) Use their punch times from the Employee Contact Trace report to filter to employees that either clocked in or out during their shift on that day (See example below)
- 3) Filter by Cost Center where appropriate (i.e. the location the employee worked, etc.)

Employee Filter:  All Employees Timesheet Dates:   (01/01/2020 – 12/31/2020) Custom Filter:  Enable:  Extra Filters

EMPLOYEE ID	FIRST NAME	LAST NAME	DATE	START	END	HOURS	TIMESHEET START	TIMESHEET END	IS TIME OFF	WORK LOCATION FULL PATH
<input checked="" type="text"/> starts with 0025	<input type="text"/> starts with	<input type="text"/> starts with	<input checked="" type="text"/> = 04/15/2020	<input checked="" type="text"/> between 9:28a,4:29p	<input type="text"/> between 9:28a,4:29p	<input type="text"/> =	<input type="text"/> =	<input type="text"/> =	<input type="text"/> All	<input checked="" type="text"/> starts with Portland
0025	Eva	Amontis	04/15/2020	09:28a	02:17p	4.82	04/06/2020	04/19/2020		Portland
0025	Eva	Amontis	04/15/2020	03:37p	04:29p	0.87	04/06/2020	04/19/2020		Portland
0021	Kyle	Turner	04/15/2020	09:28a	02:00p	4.53	04/06/2020	04/19/2020		Portland

For identifying employees with bulk hours (Typically Salary/Exempt staff):

- 1) Filter to the date the employee worked (You will need to do one day at a time)
- 2) Set Filters for both Start and End columns to "is null" (See example below)
- 3) Filter by Cost Center where appropriate (i.e. the location the employee worked, etc.)



# PAYNW

Employee Filter: <input checked="" type="checkbox"/> All Employees		Timesheet Dates: <input type="button" value="Calendar Range"/> <input type="button" value="This Year"/> (01/01/2020 – 12/31/2020)		Custom Filter: <input type="button" value="ADD NEW"/>		Enable: <input type="checkbox"/> Extra Filters			
EMPLOYEE ID	FIRST NAME	LAST NAME	DATE	START	END	HOURS	TIMESHEET START	TIMESHEET END	IS TIME OFF
<input type="text" value="starts with"/> 0001	<input type="text" value="starts with"/> Cathy	<input type="text" value="starts with"/> Watts	<input type="text" value="="/> 04/15/2020	<input type="text" value="is null"/>	<input type="text" value="is null"/>	<input type="text" value="="/> 8.75	<input type="text" value="04/06/2020"/>	<input type="text" value="04/19/2020"/>	
<input type="text" value="starts with"/> 0005	<input type="text" value="starts with"/> Tony	<input type="text" value="starts with"/> Bulkido	<input type="text" value="="/> 04/15/2020	<input type="text" value="-"/>	<input type="text" value="-"/>	<input type="text" value="7.25"/>	<input type="text" value="04/06/2020"/>	<input type="text" value="04/19/2020"/>	
<input type="text" value="starts with"/> 777	<input type="text" value="starts with"/> Katie	<input type="text" value="starts with"/> Prosper	<input type="text" value="="/> 04/15/2020	<input type="text" value="-"/>	<input type="text" value="-"/>	<input type="text" value="7.75"/>	<input type="text" value="04/06/2020"/>	<input type="text" value="04/19/2020"/>	

This will give you a listing of individuals that may have been in contact with that employee on that particular day. You will need to run several reports to identify all colleagues on each day with potential contact to compile a complete list. For this reason, you may prefer to export to excel the list of all employees that worked in the desired date range and cost center (if applicable) and then use excel tools instead for generating the final list.