

CONTACT TRACING

EMPLOYEE CONTACT TRACING TOOL

Tracing and identifying the people who have been in contact with someone infected with the Coronavirus is essential in containing any further spread. In the workplace this process can be difficult without visibility into who was working on what schedule and with whom they had contact with.

Our Hours Detail Report in iSolved aims to help businesses identify contacts. Using employee timeclock data, the report can be filtered to help identify potential contacts by location and time while cross referencing with the infected employee.

Days/Times infected
employee worked

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
	Employee Number	Employee Last Name	Employee First Name	Employee Middle Initial	Employee Supervisor	Employee Manager	Day	D	S	E	Ho	Departme	J	Locati	Hourly Rate	P	Un P	Nor
1	561	Employee	Infected		Test, Supervisor	Test, Manager	Monday	5/19/2020	6:00 PM	9:00 PM	3.00				3.00	3.00		
2	561	Employee	Infected		Test, Supervisor	Test, Manager	Tuesday	5/19/2020	2:00 AM	6:00 AM	4.00				4.00	4.00		
3	59	Employee	Test		Test, Supervisor	Test, Manager	Monday	5/19/2020	7:00 AM	4:00 PM	9.00				9.00	9.00		
4	59	Employee	Test		Test, Supervisor	Test, Manager	Tuesday	5/19/2020	7:00 AM	4:00 PM	9.00				9.00	9.00		
5	59	Employee	Test		Test, Supervisor	Test, Manager	Wednesday	5/19/2020	7:00 AM	4:00 PM	9.00				9.00	9.00		
6	74119	Joe	Joe		Test, Supervisor	Test, Manager	Monday	5/19/2020	3:00 AM	9:00 AM	6.00				6.00	6.00		
7	74119	Joe	Joe		Test, Supervisor	Test, Manager	Tuesday	5/19/2020	3:00 AM	5:00 PM	11.00				11.00	11.00		
8	74119	Joe	Joe		Test, Supervisor	Test, Manager	Wednesday	5/19/2020	6:00 AM	12:00 PM	6.00				6.00	6.00		
9	54115	Test	Melissa		Test, Supervisor	Test, Manager	Monday	5/19/2020	6:00 AM	2:00 PM	8.00		1001		8.00	8.00		
10	54115	Test	Melissa		Test, Supervisor	Test, Manager	Tuesday	5/19/2020	8:00 AM	4:00 PM	8.00		1001		8.00	8.00		
11	54115	Test	Melissa		Test, Supervisor	Test, Manager	Wednesday	5/19/2020	4:00 AM	6:00 PM	14.00		1001		14.00	14.00		
12	54115	Test	New		Test, Supervisor	Test, Manager	Monday	5/19/2020	7:00 AM	6:00 PM	11.00				11.00	11.00		
13	54115	Test	New		Test, Supervisor	Test, Manager	Tuesday	5/19/2020	4:00 AM	2:00 PM	10.00				10.00	10.00		
14	54115	Test	New		Test, Supervisor	Test, Manager	Wednesday	5/19/2020	3:00 AM	9:00 PM	18.00				18.00	18.00		
15																		

Filter by infected
employee number

Times contacted
employees worked

Additional filter options for
company specific criteria

The Hours Detail Report is easy to use. Simply run this report from Close Pay Period (for open pay periods) or Client Reports (for closed pay periods) for the date range needed. With that report you can filter by department and location along with applicable days/times to see all contacts that worked with the infected employee. No health related information is required or utilized in compiling the report.

Follow up with contacts to monitor symptoms and tests for signs of infection. Find employee Contact information (*right*) by going to Employee Self Service>Contact Information

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Stephanie Young(Demo) 4 of 13 Joe Joe Employee: 74119 Status: Active

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Contact Information

Save Cancel

Employee Name

* First Name: Joe

Preferred Name:

Middle Name:

* Last Name: Joe

Prefix:

Suffix:

Employee Address

A change of address may cause a change in taxes.

Address:

* Zip Code: 55555

His Enter Key in zip code field to retrieve city list.

City:

State:

Marital Status: Single

Contact Information

Home Phone: 757-485-2135

Mobile Phone:

Work Phone:

Fax Number:

Personal Email:



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