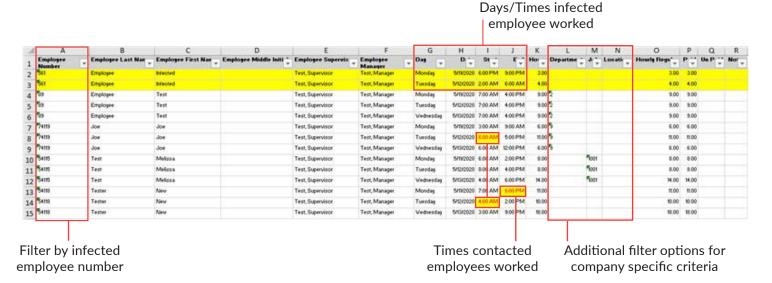# CONTACT TRACING

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 visability 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

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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