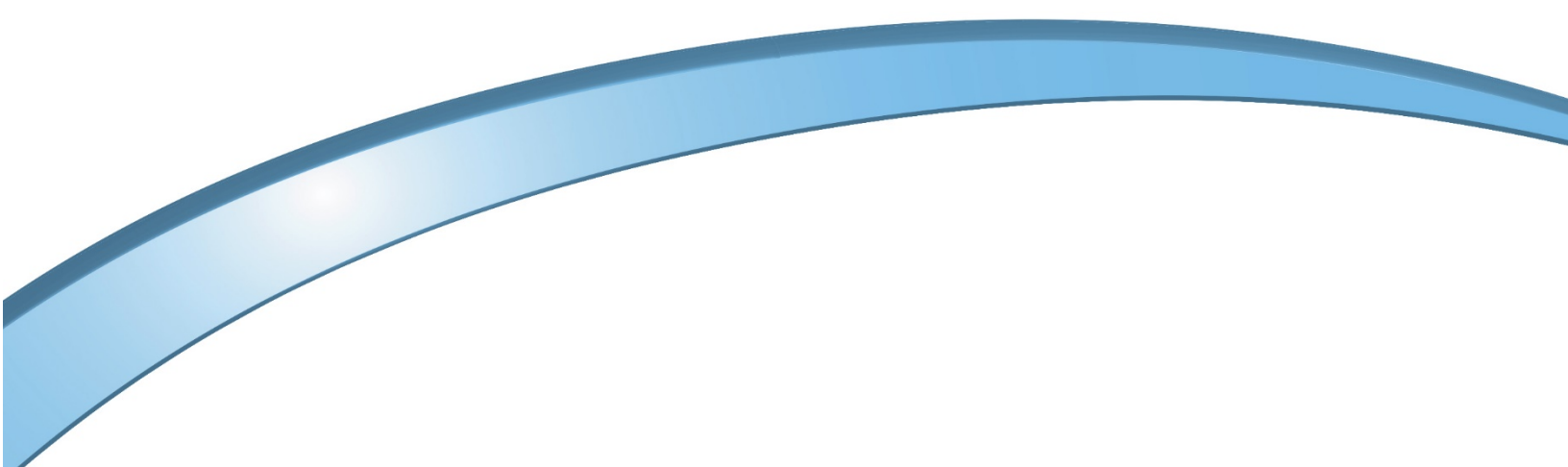
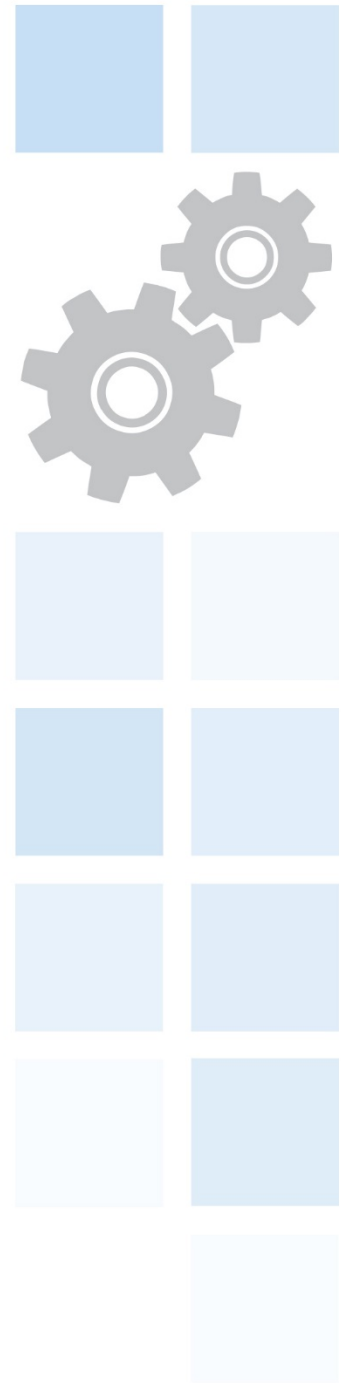




System Documentation

# OnePoint Human Capital Management

Employee Contact Tracing Tools



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**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, and 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.

There will be two reports you will need to create within OnePoint HCM to identify the afflicted employee and colleagues that may have come into contact with this employee. Below we will walk you through the creation of these two reports that we have titled:

- Employee Contact Trace Report
- Colleague – Contact Trace Report

## **The Employee Contact Trace Report can be used to identify the day, time, and cost center the afflicted employee worked in.**

- Navigate to Time > Reports > Time Allocation > Details Hours
- You will want to include the following fields in the report: - Employee ID, Start, End, Hours, Timesheet Start, Timesheet End, Cost Center Full Path.
- It is essential to include the Cost Center Full Path as it will help you further analyze the employee data. If your company utilizes multiple Cost Centers, you will want to bring in each center to help identify the location the afflicted employee worked. (Note: In your company setup Cost Centers may have been assigned names i.e., Department, Location, etc. to bring in cost centers that with a specific name, filter for the name of the cost center)
- Change the Timesheet Date filter to Calendar Range – This Year.
- This view is applicable for customers using the Start/End All Days Timesheet Profile. If you are using Bulk Hours Timesheet Profile, you would still have Hours, Timesheet Start, Timesheet End, Location Full Path, Department Full Path, but you will not show times within the Start and End columns since the employees hours enter in bulk (8 hours) verse time entries.

← Detailed Hours

Page 1 of 462 1 - 10 of 4619 Rows Saved: Employee Contac... Timesheet Dates: This Year (1)

Employee Id	Date	Start	End	Hours	Timesheet Start	Timesheet End	Is Time Off	Location Full Path	Department Full Path	Time Off Name
16789	04/30/2020	12:22p	02:24p	2.03	04/16/2020	04/30/2020		Pacific/Washington/WA-Seattle		
16789	04/30/2020	07:06a	12:04p	4.97	04/16/2020	04/30/2020		Pacific/Washington/WA-Seattle		
Robbins7890	04/30/2020	12:24p	04:46p	4.37	04/16/2020	04/30/2020		Pacific/Washington/WA-Seattle	Pediatric	
Robbins7890	04/30/2020	08:07a	11:39a	3.53	04/16/2020	04/30/2020		Pacific/Washington/WA-Seattle	Pediatric	
Grey8901	04/30/2020	07:40a	04:05p	8.42	04/16/2020	04/30/2020		Pacific/Washington/WA-Seattle	General Surgery	
Shepherd9012	04/30/2020	08:52a	01:40p	4.80	04/16/2020	04/30/2020		Pacific/Washington/WA-Seattle	Neurology	
Shepherd9012	04/30/2020	02:26p	04:55p	2.48	04/16/2020	04/30/2020		Pacific/Washington/WA-Seattle	Neurology	
Sloan123	04/30/2020	07:26a	11:02a	3.60	04/16/2020	04/30/2020		Pacific/Washington/WA-Seattle	Plastics	
Sloan123	04/30/2020	11:50a	03:58p	4.13	04/16/2020	04/30/2020		Pacific/Washington/WA-Seattle	Plastics	
Torres1234	04/30/2020	02:58p	05:51p	2.88	04/16/2020	04/30/2020		Pacific/Washington/WA-Seattle	Orthopaedics	
Page Total				41.21						
Report Total				20419.80						

Once you have the columns in the report, you will want to save the report. Click on the ellipse's menu to the right of the report then Click Save View. Below highlights the Save View screen with an example report name of *Employee Contract Trace Report* and description of *Initial Person - Time Segments worked*. You can also include a Tag to easily find this report from within your Saved Reports view.

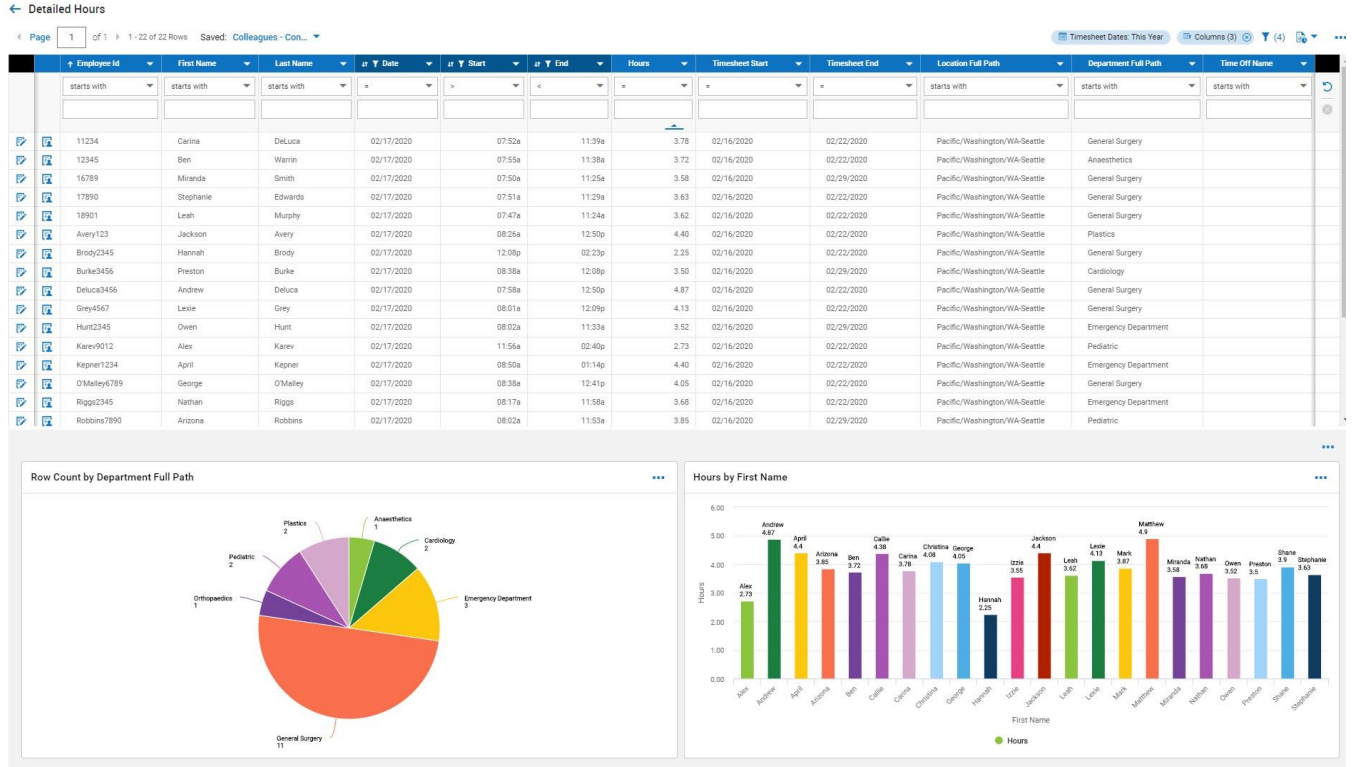
← Detailed Hours

Page 1 of 462 1 - 10 of 4619 Rows Saved: Employee Contac... Timesheet Dates: This Year (1)

Employee Id	Date	Start	End	Hours	Timesheet Start	Timesheet End	Is Time Off	Location Full Path	Department Full Path	Time Off Name
16789	04/30/2020	12:22p	02:24p	2.03	04/16/2020	04/30/2020		Pacific/Washington/WA-Seattle		
16789	04/30/2020	07:06a	12:04p	4.97	04/16/2020	04/30/2020		Pacific/Washington/WA-Seattle		
Robbins7890	04/30/2020	12:24p	04:46p	4.37	04/16/2020	04/30/2020		Pacific/Washington/WA-Seattle	Pediatric	
Robbins7890	04/30/2020	08:07a	11:39a	3.53	04/16/2020	04/30/2020		Pacific/Washington/WA-Seattle	Pediatric	
Grey8901	04/30/2020	07:40a	04:05p	8.42	04/16/2020	04/30/2020		Pacific/Washington/WA-Seattle	General Surgery	
Shepherd9012	04/30/2020	08:52a	01:40p	4.80	04/16/2020	04/30/2020		Pacific/Washington/WA-Seattle	Neurology	
Shepherd9012	04/30/2020	02:26p	04:55p	2.48	04/16/2020	04/30/2020		Pacific/Washington/WA-Seattle	Neurology	
Sloan123	04/30/2020	07:26a	11:02a	3.60	04/16/2020	04/30/2020		Pacific/Washington/WA-Seattle	Plastics	
Sloan123	04/30/2020	11:50a	03:58p	4.13	04/16/2020	04/30/2020		Pacific/Washington/WA-Seattle	Plastics	
Torres1234	04/30/2020	02:58p	05:51p	2.88	04/16/2020	04/30/2020		Pacific/Washington/WA-Seattle	Orthopaedics	
Page Total				41.21						
Report Total				20419.80						

## The Colleague – Contact Trace Report can be used to identify employees that may have come into contact with the afflicted employee.

- Remain on the Employee Contact Trace Report that was just saved.
- Add in the Employee First Name & the Employee Last Name columns to the report.
- The screenshot below highlights the chart feature. If you would like to add charts to your reports, [watch this short video to learn how.](#)



- Click on the Ellipses menu and select Save View As, below highlights the Save View As screen with an example report name, of Colleague – Contact Trace Report. Note, make sure to Save View As otherwise you will save over the Employee Contact Trace Report.

← Detailed Hours

Page 1 of 24 | 1 - 200 of 4619 Rows | Saved: Colleagues - Con... | Timesheet Dates: This Year

Employee Id	First Name	Last Name	Date	Start	End	Hours	Timesheet Start	Timesheet End	Location Full Path	Department Full Path	Time Off Name
11234	Carina	DeLuca	01/03/2020	08:40a	03:56p	7.27	12/29/2019	01/04/2020	Pacific/Washington/WA-Seattle	General Surgery	
11234	Carina	DeLuca	01/02/2020	08:02a	04:59p	8.95	12/29/2019	01/04/2020	Pacific/Washington/WA-Seattle	General Surgery	
11234	Carina	DeLuca	01/05/2020	07:40a	12:38p	4.97	01/05/2020	01/11/2020	Pacific/Washington/WA-Seattle	General Surgery	
11234	Carina	DeLuca	01/06/2020	01:28p	03:38p	2.17	01/05/2020	01/11/2020	Pacific/Washington/WA-Seattle	General Surgery	

**Save View As**

Name \*

Description

Tag

Deletion is Not Allowed

My Default

Share

CANCEL SAVE SAVE & RUN

Row Count by Department Full Path

Once you have both reports saved you can access both reports by clicking on the Saved View. See below.

← Detailed Hours

Page 1 of 1 | 1 - 22 of 22 Rows | Saved: Colleagues - Con...

Employee Id	First Name	Date
11234	Carina	01/17/2020
12345	Ben	01/17/2020
16789	Miranda	01/17/2020
17890	Stephanie	01/17/2020
18901	Leah	02/17/2020
Avery123	Jackson	02/17/2020

[System] (Default)

✓ Colleagues - Contact Trace Report

Employee Contact Trace Report

Shared views >

My saved views >

## Run the Employee - Contact Trace Report

- Navigate to the Employee Contact Trace Report
- Filter for the Employee ID of the afflicted employee and in the date's column filter using Between from the drop down.
- In the date column filter, select Between from the drop down, and then enter a start and end date, for example: 02/14/2020 and 02/19/2020 (make sure to include the word and. This will allow the report to pull the employees time entries from their timesheet between the set dates.
- Once the report runs with the filters you can now export the returned information giving you a list of the times the employee was in the office.

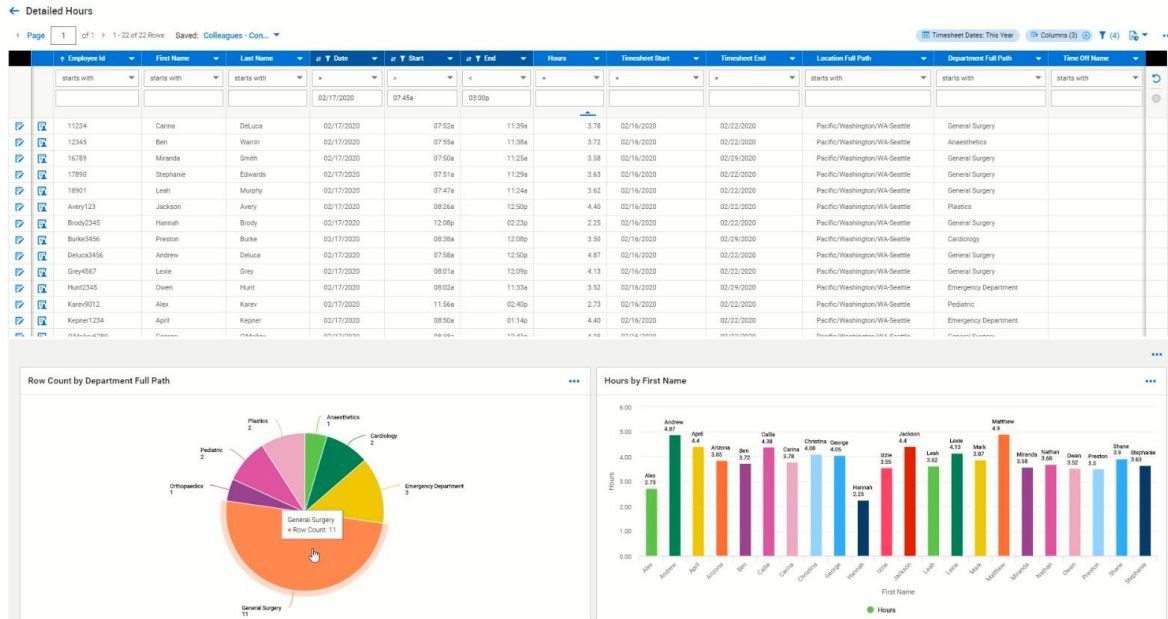
← Detailed Hours

Page 1 of 1 1-7 of 7 Rows Saved: Employee Contac... Timesheet Dates: This Year Columns (2) (3) ...

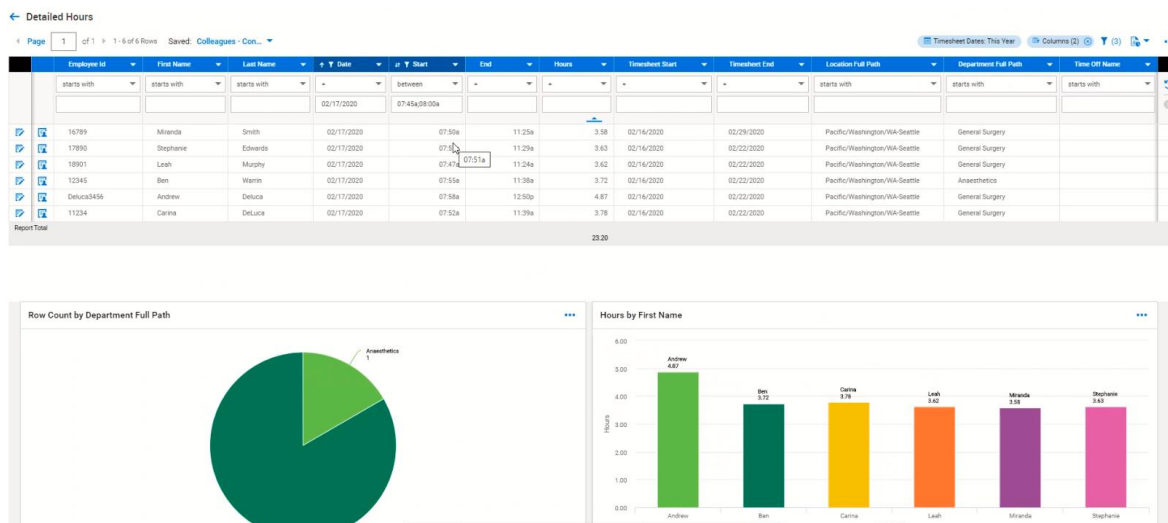
#	Employee Id	Date	Start	End	Hours	Timesheet Start	Timesheet End	Is Time Off	Location Full Path	Department Full Path	Time Off Name
	starts with	between	between	*	*	*	*	All	starts with	starts with	starts with
	16789	02/14/2020,02/20									
	16789	02/20/2020	08:32a	05:02p	6.50	02/16/2020	02/29/2020		Pacific/Washington/WA-Seattle	General Surgery	
	16789	02/19/2020	08:02a	04:07p	8.08	02/16/2020	02/29/2020		Pacific/Washington/WA-Seattle	General Surgery	
	16789	02/18/2020	12:50p	04:03p	3.22	02/16/2020	02/29/2020		Pacific/Washington/WA-Seattle	General Surgery	
	16789	02/18/2020	08:13a	12:26p	4.22	02/16/2020	02/29/2020		Pacific/Washington/WA-Seattle	General Surgery	
	16789	02/17/2020	07:50a	11:25a	3.58	02/16/2020	02/29/2020		Pacific/Washington/WA-Seattle	General Surgery	
	16789	02/17/2020	12:37p	03:45p	3.13	02/16/2020	02/29/2020		Pacific/Washington/WA-Seattle	General Surgery	
	16789	02/14/2020	07:55a	03:42p	7.78	02/01/2020	02/15/2020		Pacific/Washington/WA-Seattle	General Surgery	
Report Total					38.51						

## Run the Colleagues – Contact Trace Report

- Navigate to the Colleagues - Contact Trace Report
- Utilizing the Employee Trace Report, you can analyze this report in several ways, below highlights a few examples.
  - Filter by the range of time the initial employee punched in and by date (pictured below)
  - Filter by a date range and time
  - Filter by Department Full Path (Cost Center).



Note, if you are using charts and you pull in Row Count By Department, this will allow you to drill down to the employees within each department without having to use your report filter. See the following image below as an example.



## Accessing Contact Trace Reports

Now that you have both reports saved you can access them at any time and modify as needed. Simply navigate to your saved reports and search on the Tag you gave the report

← My Saved Reports

Page 1 of 1 1-2 of 2 Rows Saved: [System]

Others' Settings Columns (1) (2)

	Report Category	Report Name	IT Type	Saved As Name	Description	Report Owner	Created	
			COVID-19					
	Time Allocation	Detailed Hours	COVID-19	Employee Contact Trace Report	Initial Person - Time Segments worked	Company	04/21/2020 09:52a	
	Time Allocation	Detailed Hours	COVID-19	Colleagues - Contact Trace Report	Colleagues - time segments worked	Company	04/21/2020 09:37a	