

# Kronos Solution Services

## Installation Document

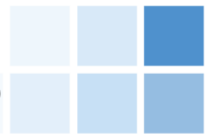
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**For: Employee Contact Tracing**

***User Guide 6.3 and Above***

**Version [4]**

**Revision Date: August 31, 2020**



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### 1.1.1 REVISION HISTORY

Revision	Date	Author	Description
1.00	5/28/2020	Walter Lowry	Baseline Statement of Work
2.00	6/3/2020	Walter Lowry	Update copyright date info
3.00	6/24/2020	Walter Lowry	Updated installation notes information
4.00	8/31/2020	Walter Lowry	Updated installation notes information

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## 1.1.2 FILE INSTALLATION

This portion of the installation will instruct you on where to place the physical files in your Kronos environments.

### 1.1.2.1 Report file installation

The following process **MUST** be performed on ALL application servers AND INSTANCE in the Kronos environment that are configured to run reports. All of the files referenced below are found in the zip file **EmpContactTracing.zip**.

#### 1.1.2.1.1 Report files included in your solution

- EmployeeContactTracingSQL.rdl (For SQL Clients)
- EmployeeContactTracingOra.rdl (For Oracle Clients Only)

Note the other SQL script files also provided will be used later.

#### 1.1.2.1.2 Custom report location on servers

The reports should be placed in the following folder / directory structure

<Kronos Install Drive> \ <Kronos Install Folder> \ <Kronos Instance> \ reports \ otherreports2008

Example: c:\kronos\wfc\report\otherreports\2008

## 1.1.3 CUSTOM REPORT OPTIONS

Custom report options are usually needed to add additional report data filtering. Your custom report(s) will require the following Custom report Options be configured (If NONE is listed below, you can skip to the next section). --- NOTE: If these custom options already exist, check to make sure they are set up as listed below, but it is not necessary to re-create them. Instructions on how to check for them or create them are below this table.

### 1.1.3.1 Your required custom report options – Labor Levels to Match On

Option Name (Must use this name)	SelectLabor	
Description	Select 1 or more labor levels to match on	
Value Type	Number	
Display at Run Time	Description	
<input type="checkbox"/> Create Header	<input checked="" type="checkbox"/> Allow to pick Multiple values at run time	
Pick List Values - These must show in the custom option as they appear in this example. Descriptions are Suggestions and can be modified to meet your needs.  <b>In this example all 7 labor levels are listed. In fact, you only need to list the labor levels that you wish to match on. If say for example that Labor Level 2</b>	Value	Description
	1	Labor Level 1
	2	Labor Level 2
	3	Labor Level 3

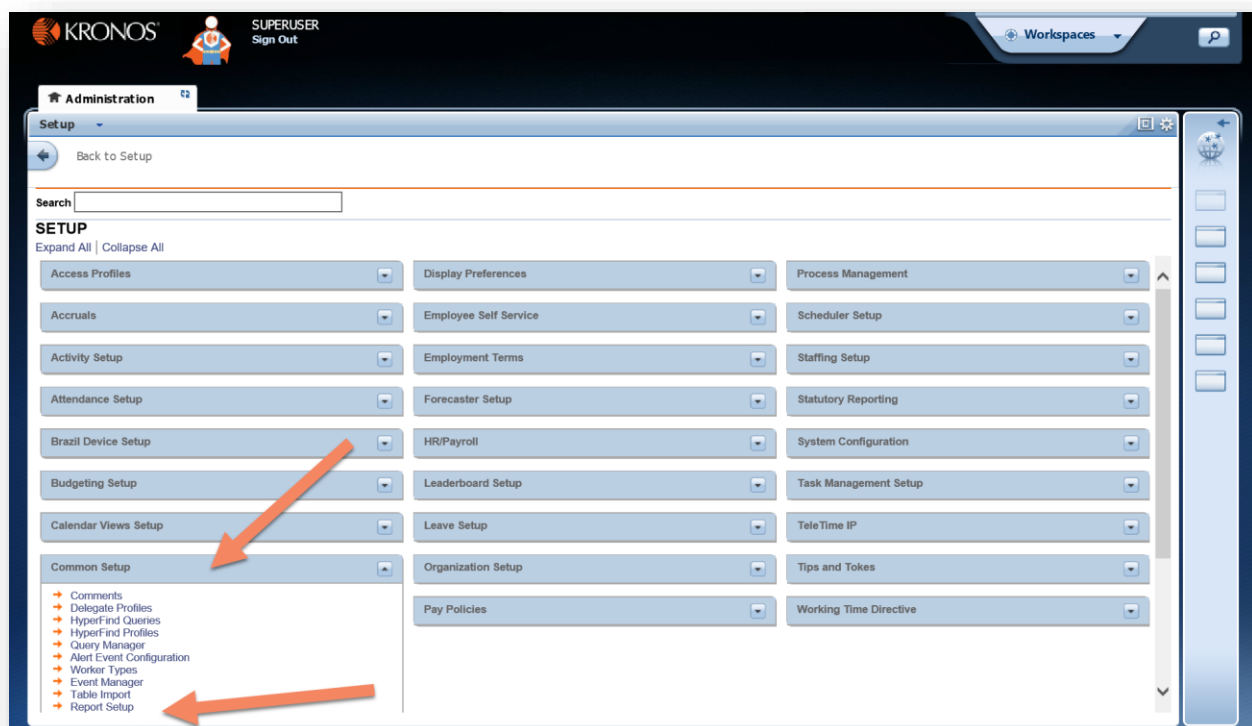
and Labor Level 5 are erroneous for the purpose of employee contact tracing then they would not need to be included in this option.

4	Labor Level 4
5	Labor Level 5
6	Labor Level 6
7	Labor Level 7

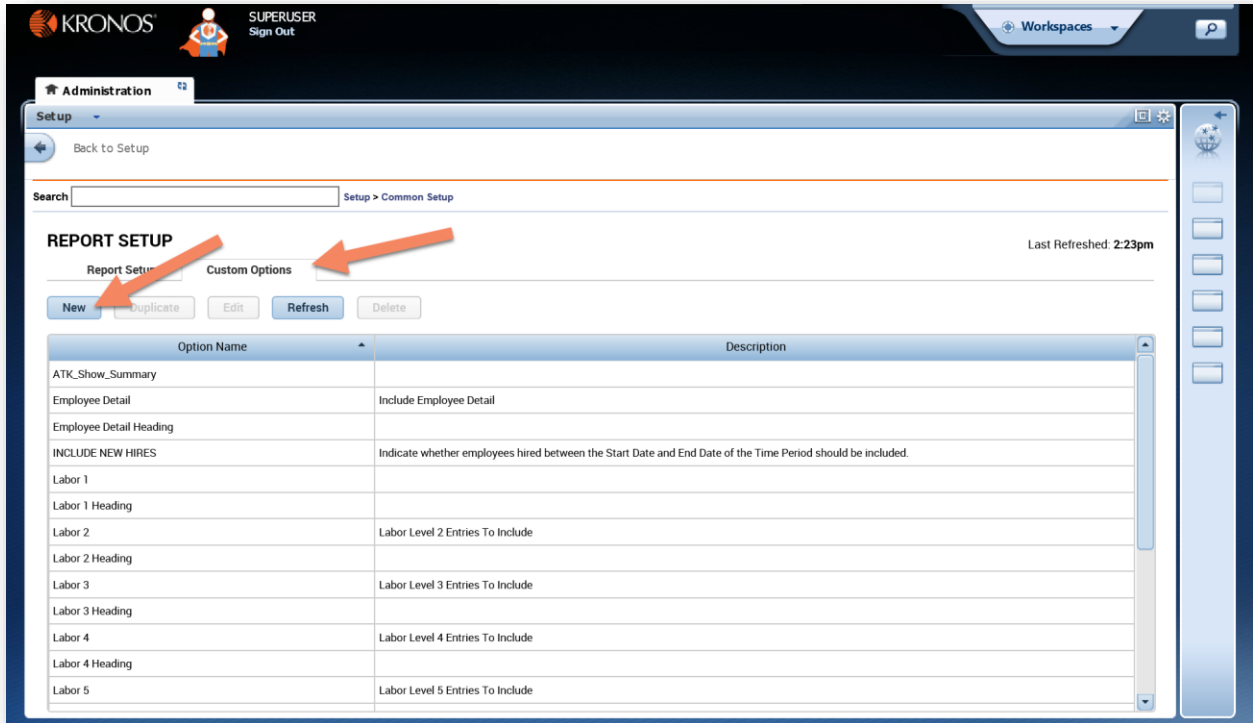
(Custom Options - Labor Levels to Match On)

### 1.1.3.2 How to create your custom report options

- Log into Kronos as a user that has access to administer reports (Example: SuperUser)
- Click on the setup link located in the upper left corner of the application
- Scroll down to the “Common Setup” section and select “Report Setup”



- Click on the “Custom Options” tab
- Click “New” from the menu bar

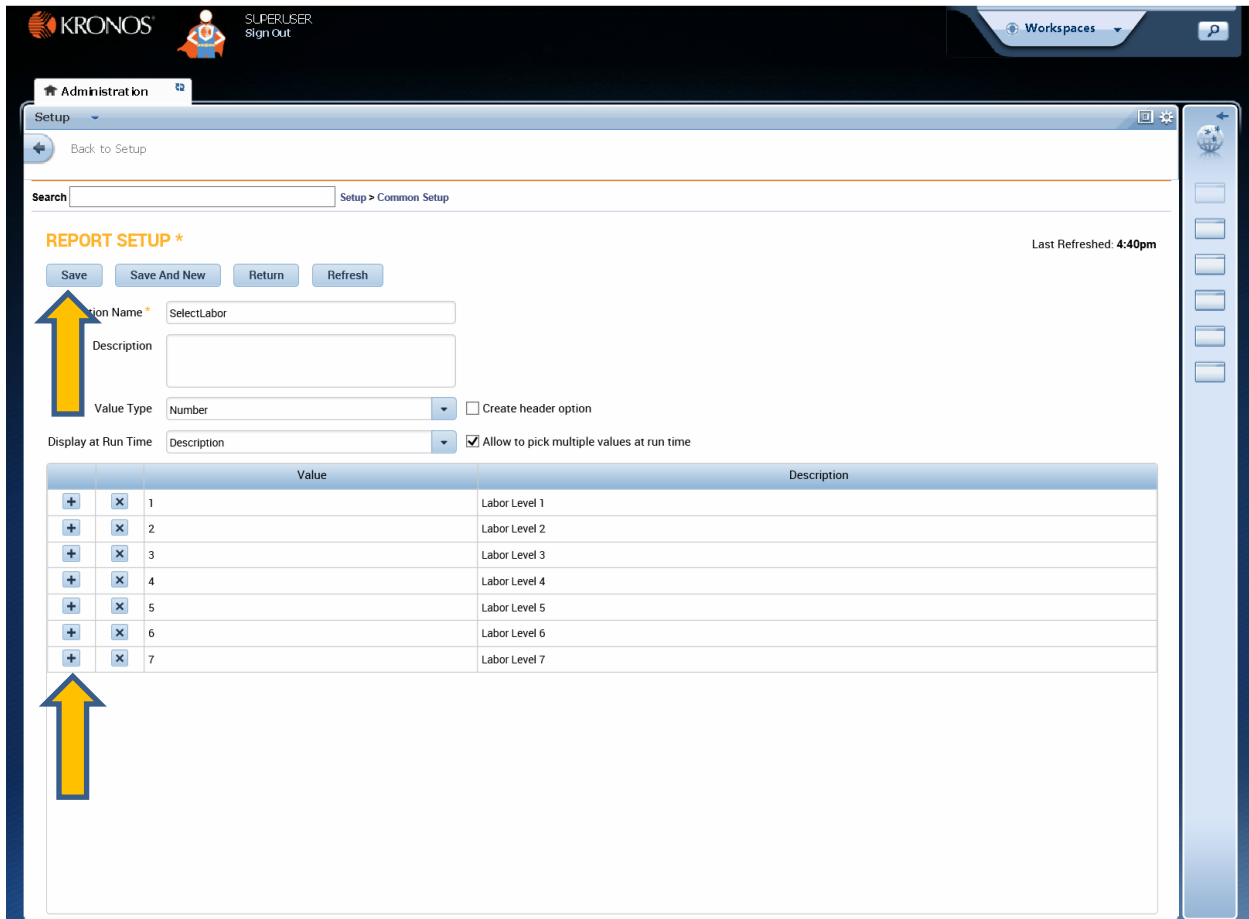




The screenshot shows the KRONOS Administration Setup page. The user is logged in as SUPERUSER. The page is titled "REPORT SETUP" and has a "Last Refreshed: 2:23pm" timestamp. The "Custom Options" tab is selected, and the "New" button is highlighted with a red arrow. The table below lists various report options and their descriptions.


Option Name	Description
ATK_Show_Summary	
Employee Detail	Include Employee Detail
Employee Detail Heading	
INCLUDE NEW HIRES	Indicate whether employees hired between the Start Date and End Date of the Time Period should be included.
Labor 1	
Labor 1 Heading	
Labor 2	Labor Level 2 Entries To Include
Labor 2 Heading	
Labor 3	Labor Level 3 Entries To Include
Labor 3 Heading	
Labor 4	Labor Level 4 Entries To Include
Labor 4 Heading	
Labor 5	Labor Level 5 Entries To Include

Add the Labor Levels to match on with the below settings. Feel free to substitute Labor Level # under Description with your actual labor level name descriptions. Reminder – you only need to include those labor levels that you wish to be able to use to run this report with.

Click the + sign to add additional Labor Levels:



**Administration**   SUPERUSER  
Sign Out

**Setup**  Back to Setup

Search  Setup > Common Setup

**REPORT SETUP \*** Last Refreshed: 4:40pm















Save Save And New Return Refresh

Report Name \*

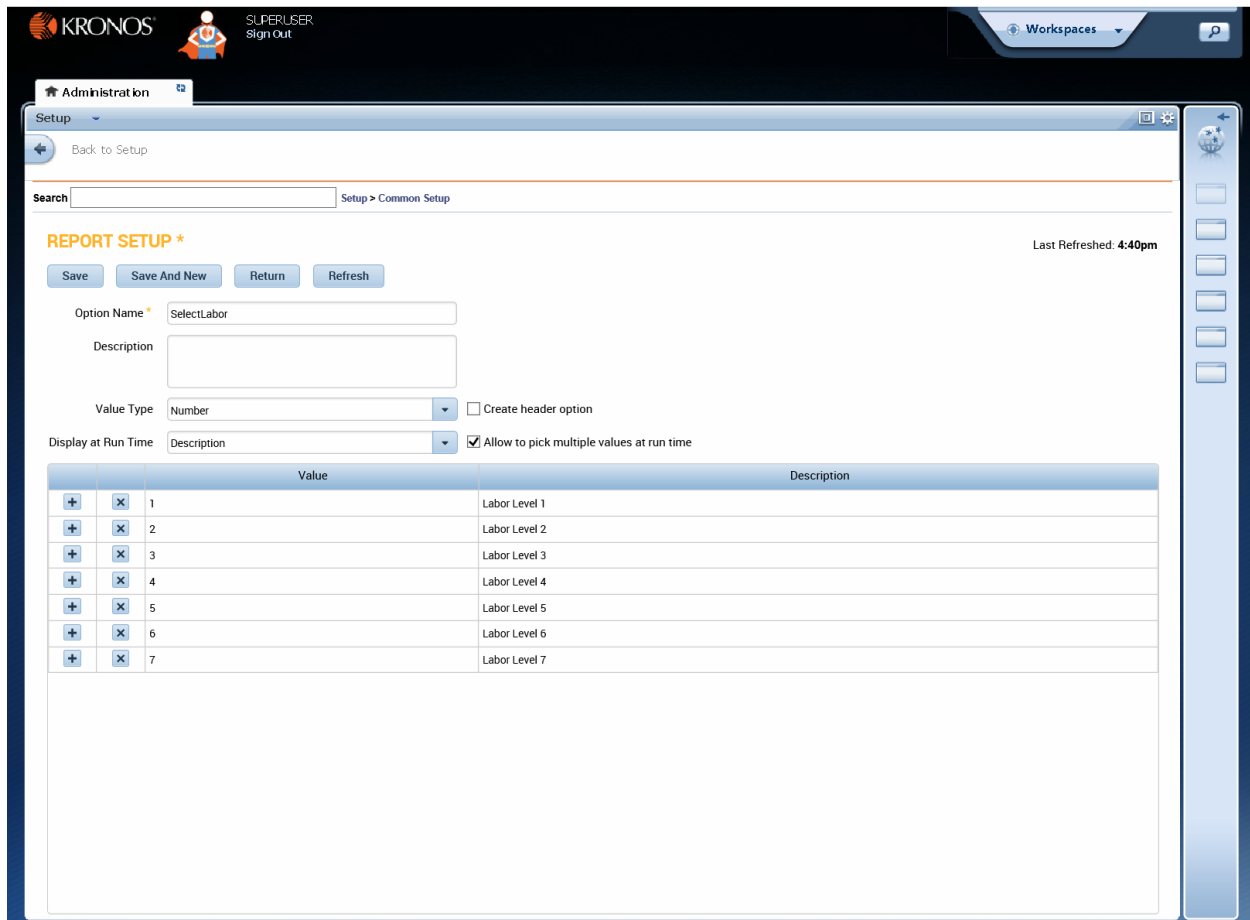
Description

Value Type  ☐ Create header option

Display at Run Time  ☒ Allow to pick multiple values at run time

		Value	Description
		1	Labor Level 1
		2	Labor Level 2
		3	Labor Level 3
		4	Labor Level 4
		5	Labor Level 5
		6	Labor Level 6
		7	Labor Level 7

If using all 7 labor levels your screen should look similar to this:



**REPORT SETUP \*** Last Refreshed: 4:40pm

Save Save And New Return Refresh

Option Name \* Select.Labor

Description

Value Type Number ☐ Create header option

Display at Run Time Description ☒ Allow to pick multiple values at run time

		Value	Description
+	X	1	Labor Level 1
+	X	2	Labor Level 2
+	X	3	Labor Level 3
+	X	4	Labor Level 4
+	X	5	Labor Level 5
+	X	6	Labor Level 6
+	X	7	Labor Level 7

- Click "save" from the menu bar

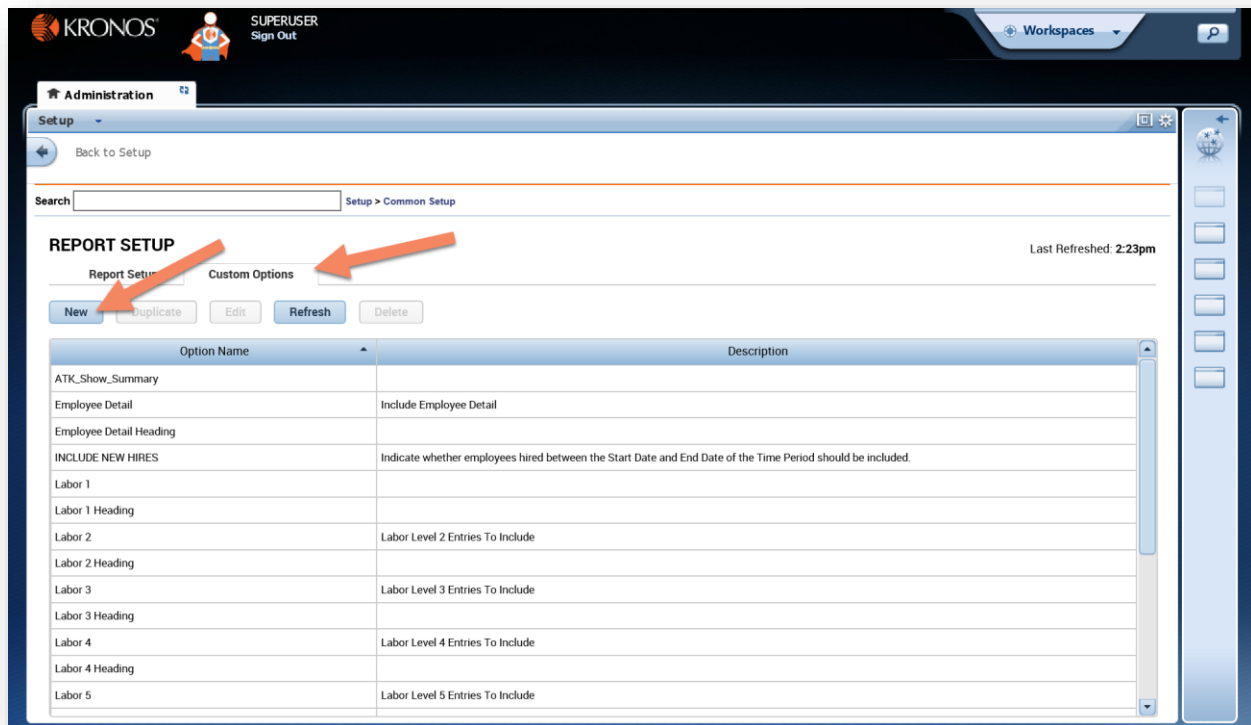
### 1.1.3.3 Your required custom report options – Search Person Number

Option Name (Must use this name)	<b>Search Person Number</b>
Description	
Value Type	String
Display at Run Time	Value
<input type="checkbox"/> Create Header	<input type="checkbox"/> Allow to pick Multiple values at run time

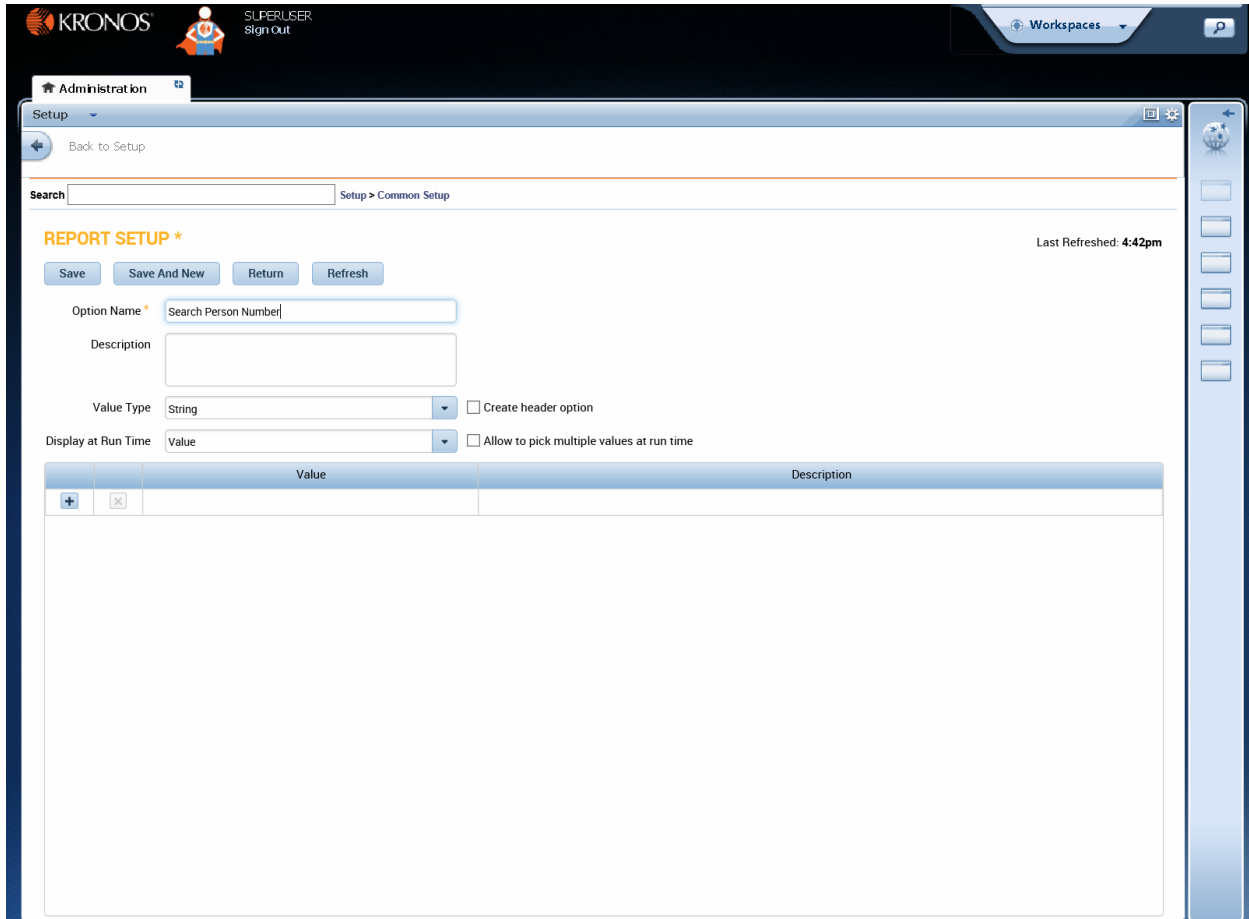


Pick List Values - N/A	Value	Description

Next setup the 2<sup>nd</sup> custom report option needed – Search Person Number. Similar to creating the labor level report option, select Custom – New:



Then setup the new Search Person number option like you see below:



**Administration** Back to Setup

**REPORT SETUP \*** Last Refreshed: 4:42pm

Option Name \*

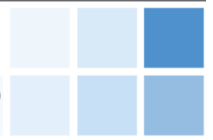
Description

Value Type  ☐ Create header option

Display at Run Time  ☐ Allow to pick multiple values at run time

Value	Description
<input type="button" value="+"/> <input type="button" value="X"/>	

Click Save.

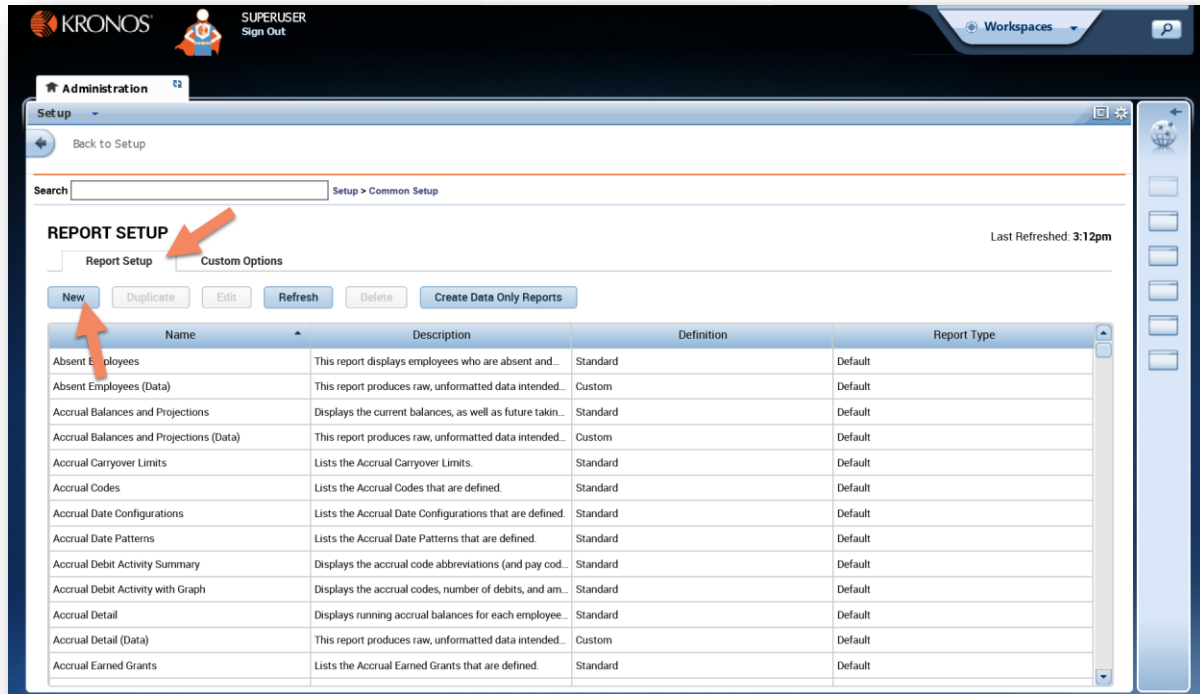


### 1.1.4 ADD REPORTS INTO THE APPLICATION

New or Duplicate	<input checked="" type="checkbox"/> New <input type="checkbox"/> Duplicate
If Duplicate: report name to duplicate	N/A
Report Type	Default
Report Name (suggestion)	Employee Contact Tracing Report
Report File Name (this is case sensitive)	EmpContactTracingSQL.rdl (For SQL Clients) EmpContactTracingOra.rdl (For Oracle Clients Only)
Report Description (suggestion / optional)	Type a meaningful description for this report
<input type="checkbox"/> Requires Hyperfind Query	<input type="checkbox"/> Contains Totals Data
<input type="checkbox"/> Limit number of Employees	Number of employees (if Checked)
Time Periods:	DATE RANGE ONLY (this report does not work with previous, current or next)
<input type="checkbox"/> Use Accelerators (Not User Selectable)	
<input type="checkbox"/> Analytics Report <input type="checkbox"/> 2005 RDL Format <input checked="" type="checkbox"/> 2008 RDL Format	
Selected Options:	From Time period
	SelectLabor
	Printed For
	Search Person Number
	To Time Period
	Time Period Heading

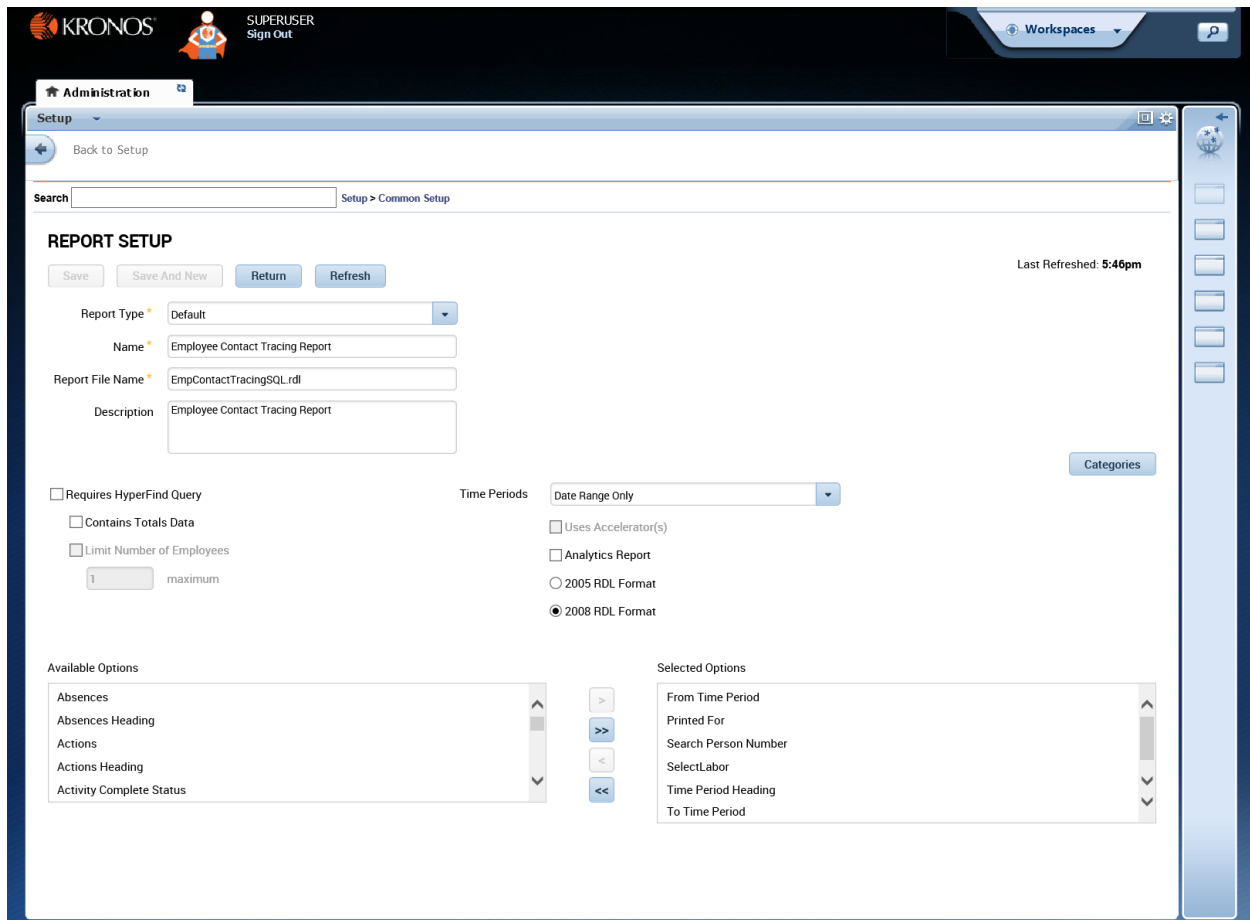
### 1.1.4.1 Report configuration instructions

- If you aren't still logged in, log into kronos as a user that has access to administer reports (Example: SuperUser)
- Click on the setup link located in the upper left corner of the application
- Scroll down to the "Common Setup" section and select "Report Setup"
- Click the "Report Setup" tab
- Click new



- Fill in the screen as specified in the table(s) above
  - Notes:
    - Any fields that state "(suggestion)" can be changed to your preferences
      - The report name is what will display in the report navigation menu
      - The report description will show as a description of the report
    - Uses Accelerators will always be grayed out in the application. If the report was duplicated, and the report that the custom report used accelerators, this will be selected, otherwise it will be un-checked
    - Report file names MUST be entered exactly as listed (this is case sensitive)
    - **If "2008 RDL format" is selected in the table above, and you do not have that option available in your set-up screen, cancel your current setup process and proceed to step 1.1.4.2**

When complete your screen should look like the below:



**REPORT SETUP**

Save Save And New Return Refresh

Report Type: Default

Name: Employee Contact Tracing Report

Report File Name: EmpContactTracingSQL.rdl

Description: Employee Contact Tracing Report

☐ Requires HyperFind Query

☐ Contains Totals Data

☐ Limit Number of Employees

1 maximum

Time Periods: Date Range Only

☐ Uses Accelerator(s)

☐ Analytics Report

☐ 2005 RDL Format

☒ 2008 RDL Format

Available Options

- Absences
- Absences Heading
- Actions
- Actions Heading
- Activity Complete Status

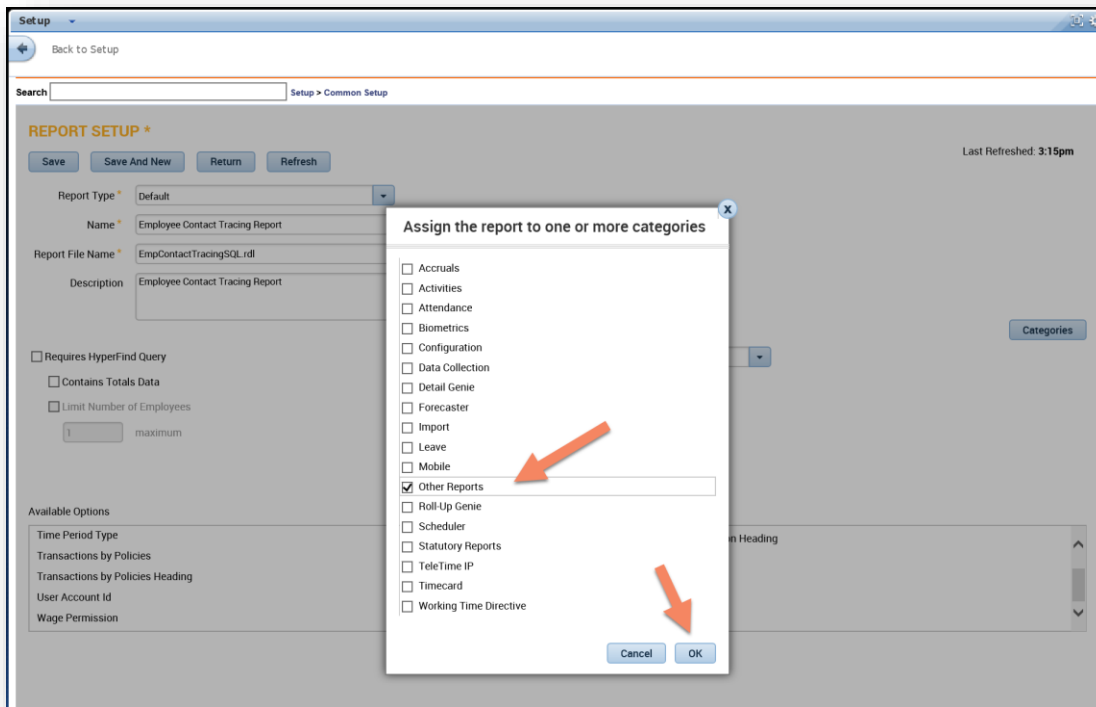
Selected Options

- From Time Period
- Printed For
- Search Person Number
- Select Labor
- Time Period Heading
- To Time Period

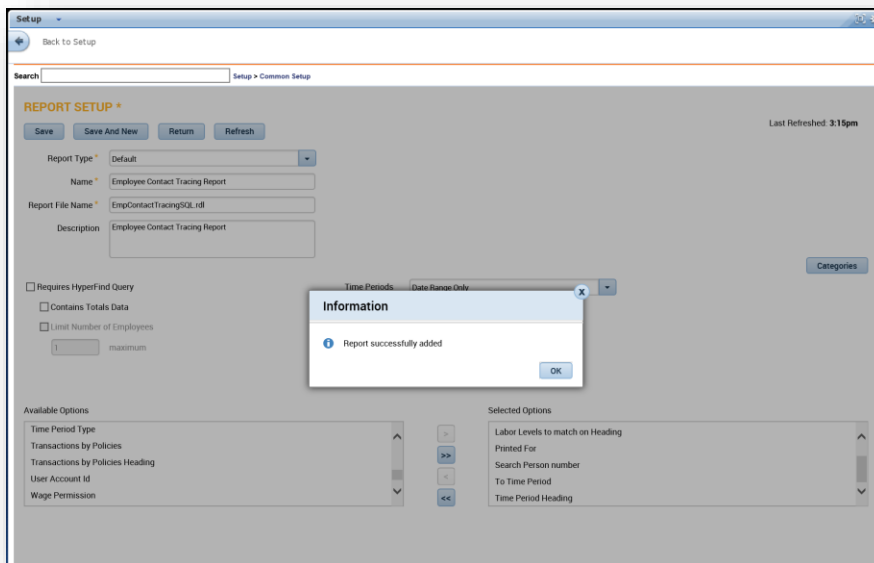
Last Refreshed: 5:46pm

- Click Save from the Menu Bar

- You will get a pop up for where the report should appear in your report listing. Click the categories of where you would like the report to display under. Ex. Other Reports, etc.

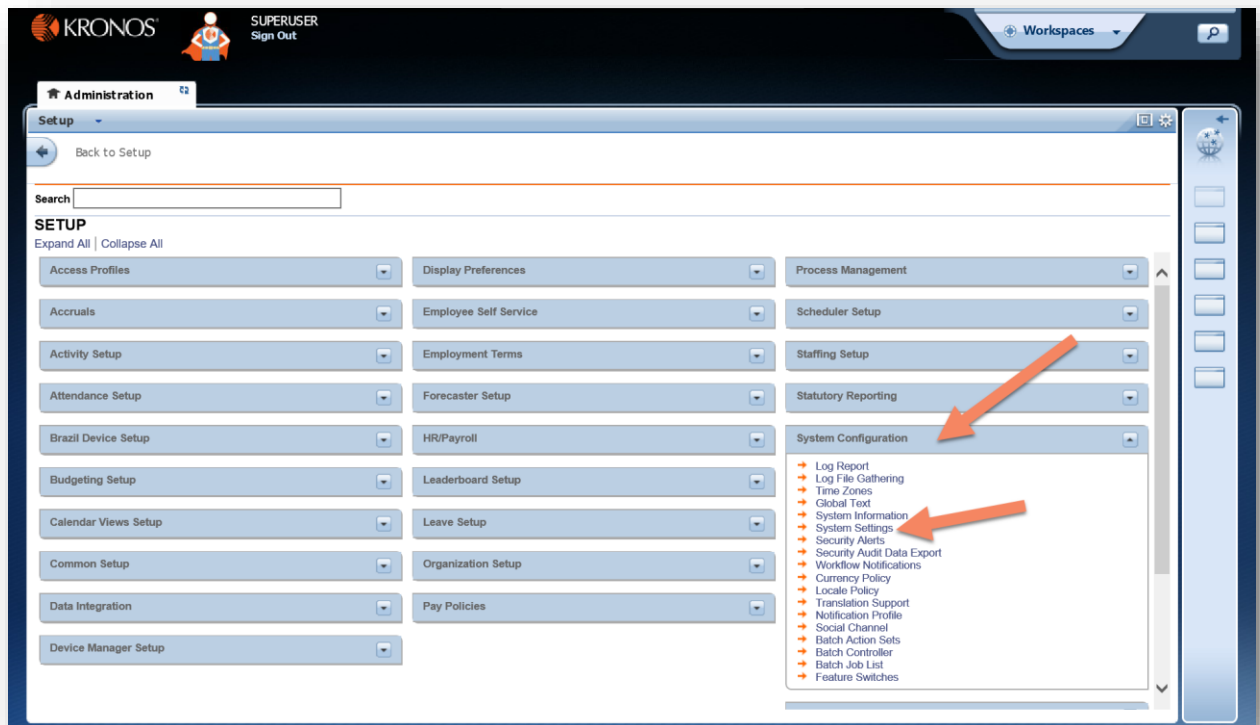


You should then see a “Report successfully added” message:

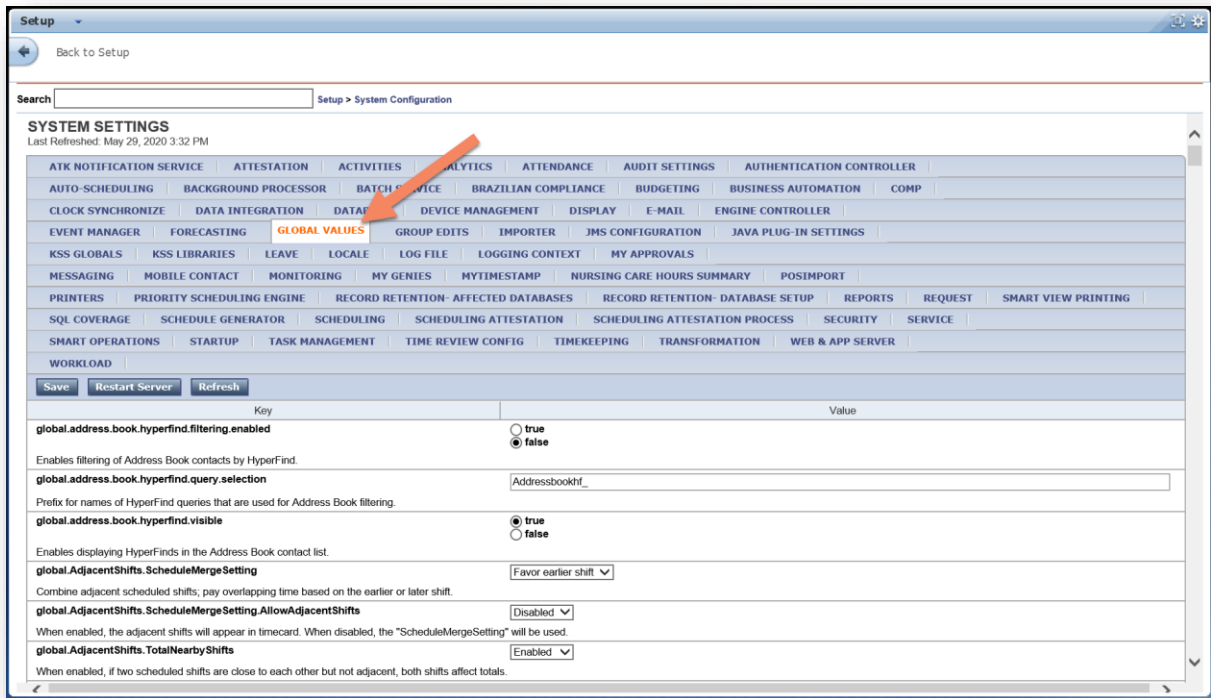


### 1.1.4.2 2008 RDL Format is missing on my screen and I am supposed to select it

- Click on the **Setup** link located in the upper left corner of the application
- Go to **System Configuration -> System Settings**



- Click “Global Values” tab



Setup

Back to Setup

Search

Setup > System Configuration

### SYSTEM SETTINGS

Last Refreshed: May 29, 2020 3:32 PM

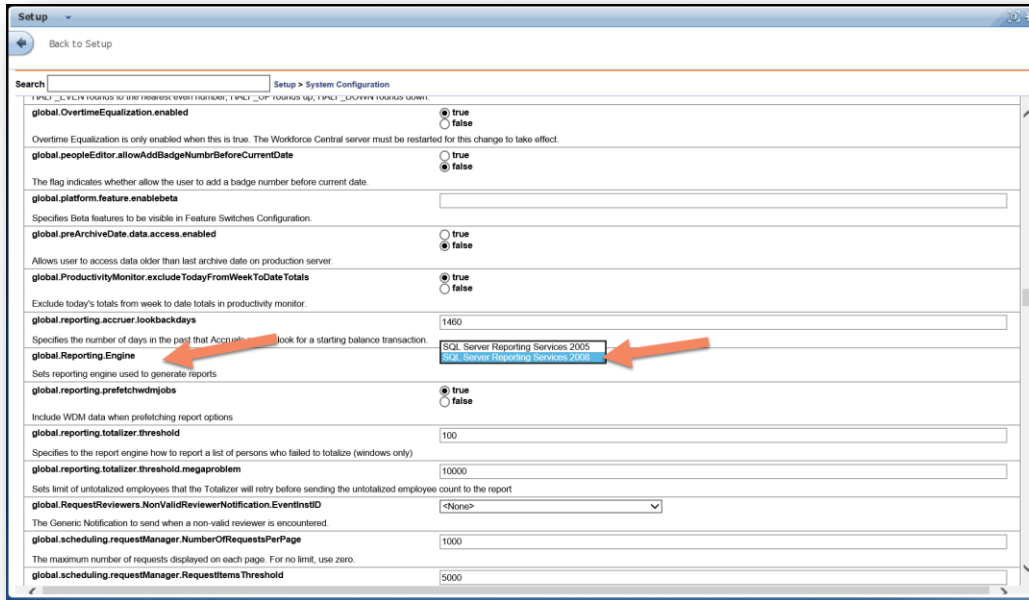
ATK NOTIFICATION SERVICE	ATTESTATION	ACTIVITIES	ANALYTICS	ATTENDANCE	AUDIT SETTINGS	AUTHENTICATION CONTROLLER
AUTO-SCHEDULING	BACKGROUND PROCESSOR	BATCH SERVICE	BRAZILIAN COMPLIANCE	BUDGETING	BUSINESS AUTOMATION	COMP
CLOCK SYNCHRONIZE	DATA INTEGRATION	DATA	DEVICE MANAGEMENT	DISPLAY	E-MAIL	ENGINE CONTROLLER
EVENT MANAGER	FORECASTING	<b>GLOBAL VALUES</b>	GROUP EDITS	IMPORTER	JMS CONFIGURATION	JAVA PLUG-IN SETTINGS
KSS GLOBALS	KSS LIBRARIES	LEAVE	LOCALE	LOG FILE	LOGGING CONTEXT	MY APPROVALS
MESSAGING	MOBILE CONTACT	MONITORING	MY GENIES	MYTIMESTAMP	NURSING CARE HOURS SUMMARY	POSIMPORT
PRINTERS	PRIORITY SCHEDULING ENGINE	RECORD RETENTION- AFFECTED DATABASES	RECORD RETENTION- DATABASE SETUP	REPORTS	REQUEST	SMART VIEW PRINTING
SQL COVERAGE	SCHEDULE GENERATOR	SCHEDULING	SCHEDULING ATTESTATION	SCHEDULING ATTESTATION PROCESS	SECURITY	SERVICE
SMART OPERATIONS	STARTUP	TASK MANAGEMENT	TIME REVIEW CONFIG	TIMEKEEPING	TRANSFORMATION	WEB & APP SERVER
WORKLOAD						

Save Restart Server Refresh

Key	Value
global.address.book.hyperfind.filtering.enabled	<input type="radio"/> true <input checked="" type="radio"/> false
Enables filtering of Address Book contacts by HyperFind.	
global.address.book.hyperfind.query.selection	Addressbookhf_
Prefix for names of HyperFind queries that are used for Address Book filtering.	
global.address.book.hyperfind.visible	<input checked="" type="radio"/> true <input type="radio"/> false
Enables displaying HyperFinds in the Address Book contact list.	
global.AdjacentShifts.ScheduleMergeSetting	Favor earlier shift ▾
Combine adjacent scheduled shifts; pay overlapping time based on the earlier or later shift.	
global.AdjacentShifts.ScheduleMergeSetting.AllowAdjacentShifts	Disabled ▾
When enabled, the adjacent shifts will appear in timecard. When disabled, the "ScheduleMergeSetting" will be used.	
global.AdjacentShifts.TotalNearbyShifts	Enabled ▾
When enabled, if two scheduled shifts are close to each other but not adjacent, both shifts affect totals.	



- Find **global.Reporting.Engine** setting
- Set this value to **Sql Server Reporting Services 2008**



Setup - System Configuration

Search [ ] Setup > System Configuration

**global.OvertimeEqualization.enabled** ☒ true ☐ false  
Overtime Equalization is only enabled when this is true. The Workforce Central server must be restarted for this change to take effect.

**global.peopleEditor.allowAddBadgeNumbrBeforeCurrentDate** ☐ true ☒ false  
The flag indicates whether allow the user to add a badge number before current date.

**global.platform.feature.enablebeta** [ ]  
Specifies Beta features to be visible in Feature Switches Configuration.

**global.preArchiveData.data.access.enabled** ☒ true ☐ false  
Allows user to access data older than last archive date on production server.

**global.ProductivityMonitor.excludeTodayFromWeekToDateTotals** ☒ true ☐ false  
Exclude today's totals from week to date totals in productivity monitor.

**global.reporting accrual lookbackdays** [1460]  
Specifies the number of days in the past that Accruals look for a starting balance transaction.

**global.Reporting.Engine** [SQL Server Reporting Services 2008]  
Sets reporting engine used to generate reports

**global.reporting.prefetchwdmjobs** ☒ true ☐ false  
Include WDM data when prefetching report options

**global.reporting.totalizer.threshold** [100]  
Specifies to the report engine how to report a list of persons who failed to totalize (windows only)

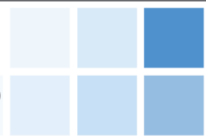
**global.reporting.totalizer.threshold.megaproblem** [10000]  
Sets limit of untotalized employees that the Totalizer will retry before sending the untotalized employee count to the report

**global.RequestReviewers.NonValidReviewerNotification.EventInstID** [None]  
The Generic Notification to send when a non-valid reviewer is encountered.

**global.scheduling.requestManager.NumberOfRequestsPerPage** [1000]  
The maximum number of requests displayed on each page. For no limit, use zero.

**global.scheduling.requestManager.RequestItems Threshold** [5000]

- Click **Save**
- Return to prior step (Report Configuration Instructions) and enter your report(s) into the system



## 1.1.5 INSTALL DATABASE SCRIPTS

### 1.1.5.1 Scripts required for your solution

Below is a list of the database scripts required for your solution.

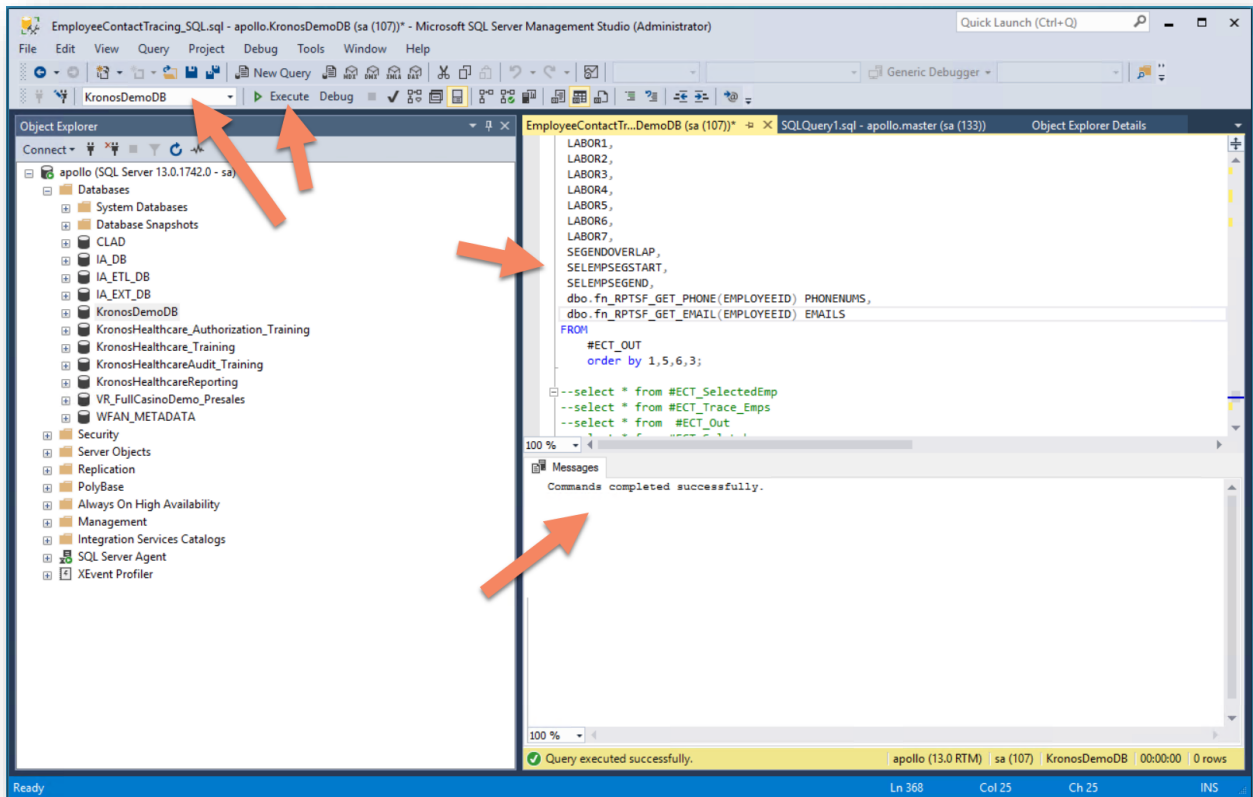
1. EmployeeContactTracing\_SQL.sql (For SQL Clients)
2. EmployeeContactTracing\_ORA.sql (For Oracle Clients Only)

### 1.1.5.2 Database script installation process

It is suggested that the database script installation be performed by a database administrator

- MS Sql Server
  - Using Sql Server management studio
    - Log into the kronos database (for the specific kronos environment you are installing the report into) as the DATABASE OWNER (example: tkscowner)
    - Run the script names listed above against the **Kronos database**
      - IMPORTANT: Only run the EmployeeContactTracing\_SQL.sql
      - Note: If you receive an error stating that an object cannot be dropped, and this is the first time that this script is being run, this error can be ignored. All other errors should be reported to the report designer / creator.
- Oracle
  - Using Sql Plus
    - Log into the kronos database (for the specific kronos environment you are installing the report into) as the DATABASE OWNER (example: tkscowner)
    - Run the script names listed above against the kronos database
      - IMPORTANT: Only run the EmployeeContactTracing\_ORA.sql
      - Note: If you receive an error stating that an object cannot be dropped, and this is the first time that this script is being run, this error can be ignored. All other errors should be reported to the report designer / creator.

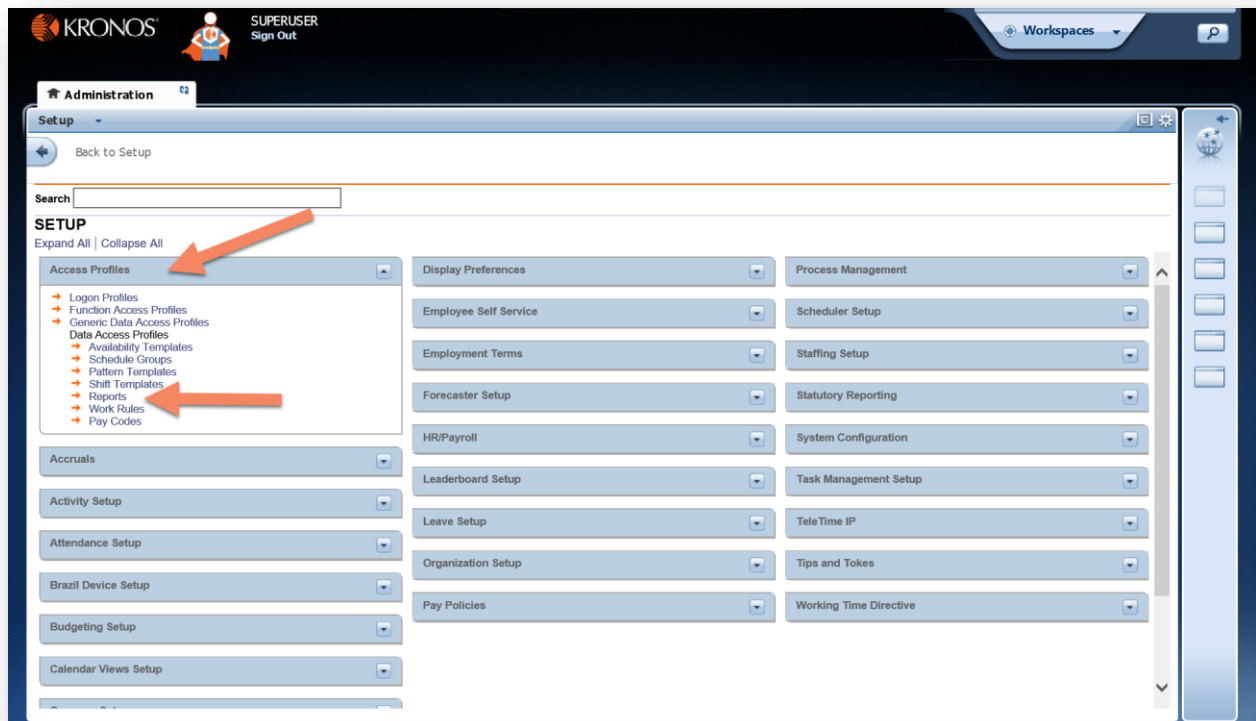
Ex: In SQL Server Management Studio – Select the Kronos database (note that your database name will be different than below example) – Execute the EmployeeContactTracing\_SQL.sql and you should receive a Successful Completion message:



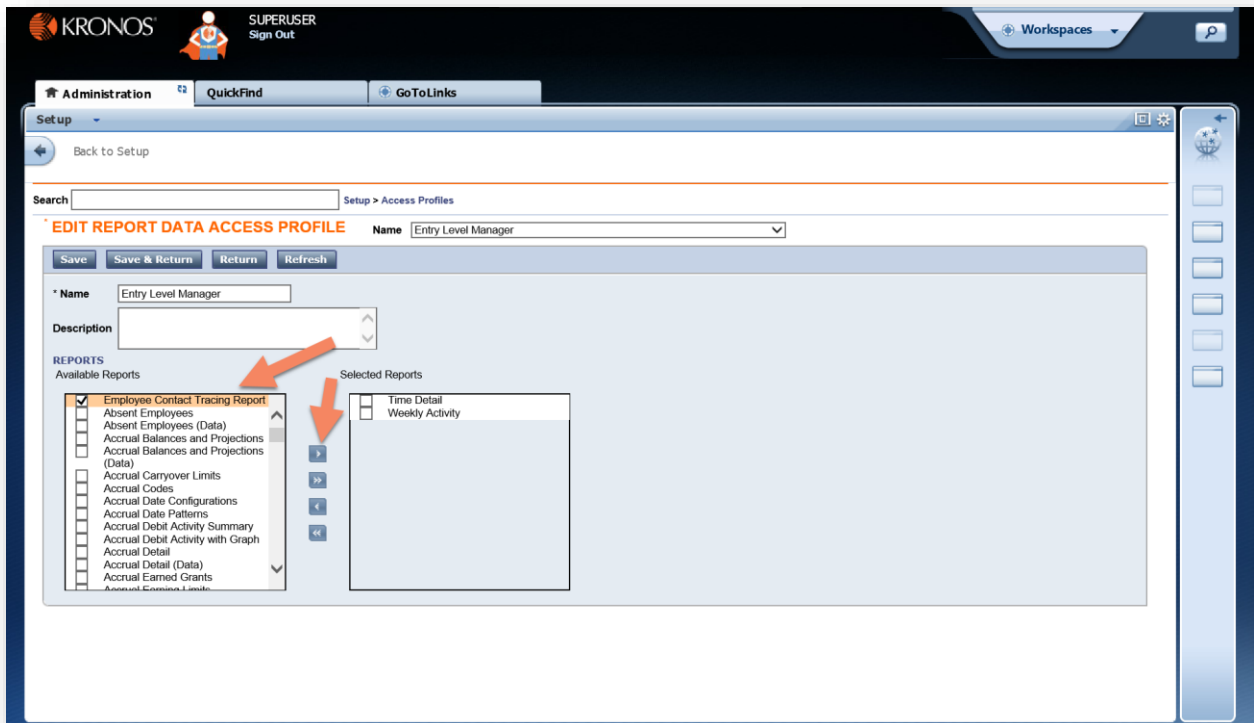
## 1.1.6 GRANT ACCESS TO THE REPORT

Update all Report Access Profiles that require access to the report to include the newly entered custom report(s).

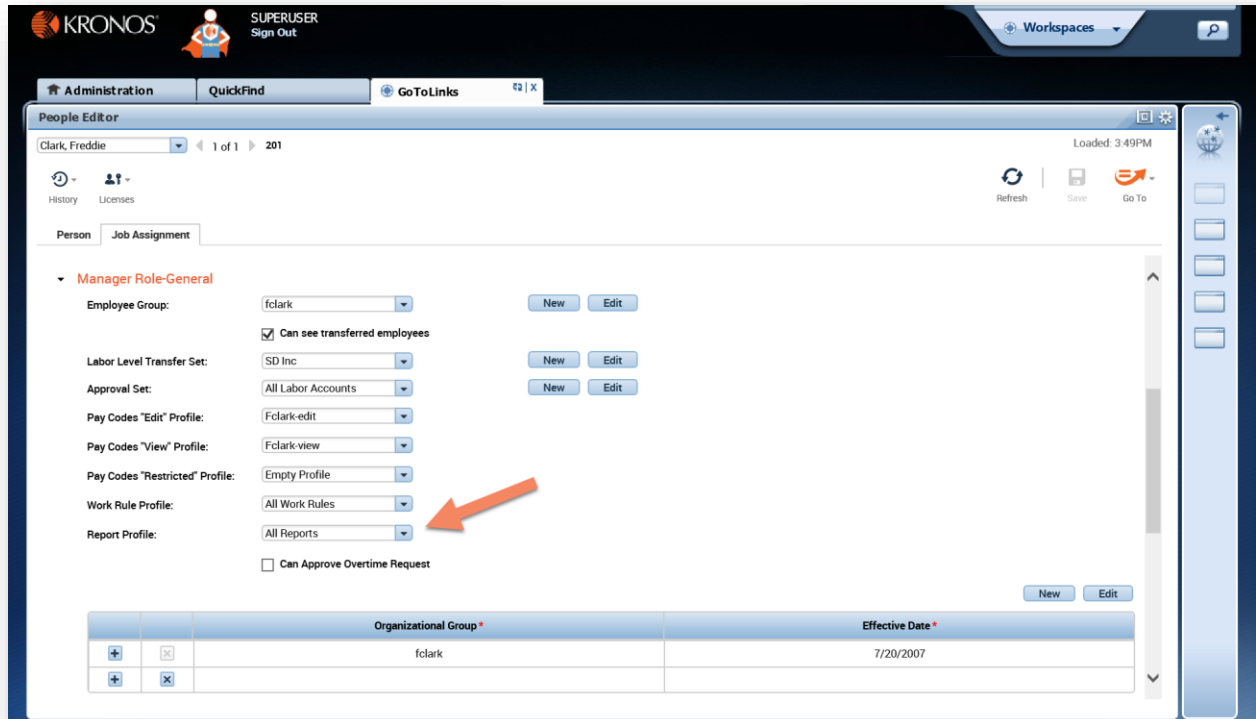
Setup – Access Profiles – Data Access Profiles – Reports:



Select the Employee Contact Tracing Report and add via the top arrow and click Save.



Note if you aren't sure which report profile you need to update, you can check the users that you would like to have access to the report and see which report profile is set in their People Record under Job Assignment Tab – Manager Role-General:



**People Editor**  
Clark, Freddie | 1 of 1 | 201  
Loaded: 3:49PM

History Licenses Refresh Save Go To

**Person** Job Assignment

**Manager Role-General**

Employee Group: fclark [New] [Edit]

☒ Can see transferred employees

Labor Level Transfer Set: SD Inc [New] [Edit]

Approval Set: All Labor Accounts [New] [Edit]

Pay Codes "Edit" Profile: Fclark-edit

Pay Codes "View" Profile: Fclark-view

Pay Codes "Restricted" Profile: Empty Profile

Work Rule Profile: All Work Rules

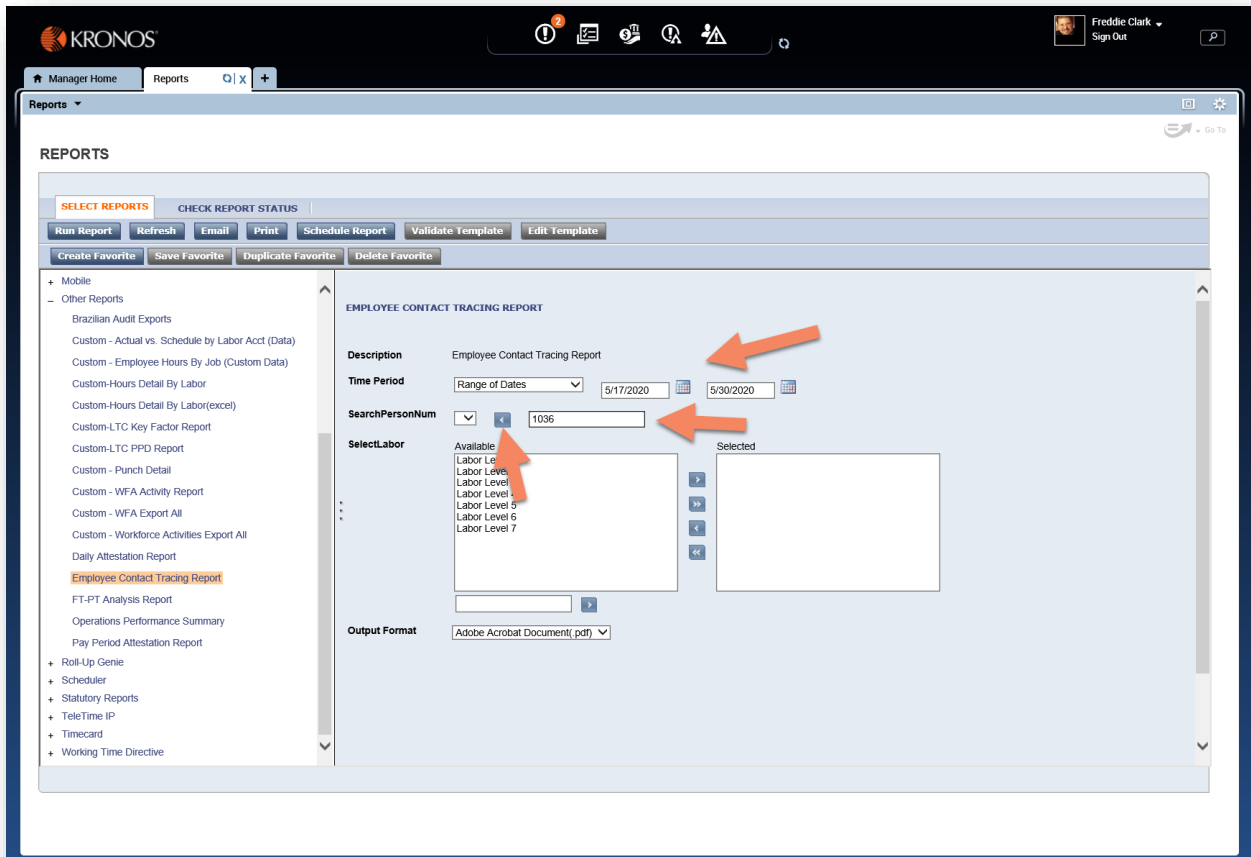
Report Profile: All Reports

☐ Can Approve Overtime Request [New] [Edit]

		Organizational Group *	Effective Date *
[+]	[x]	fclark	7/20/2007
[+]	[x]		

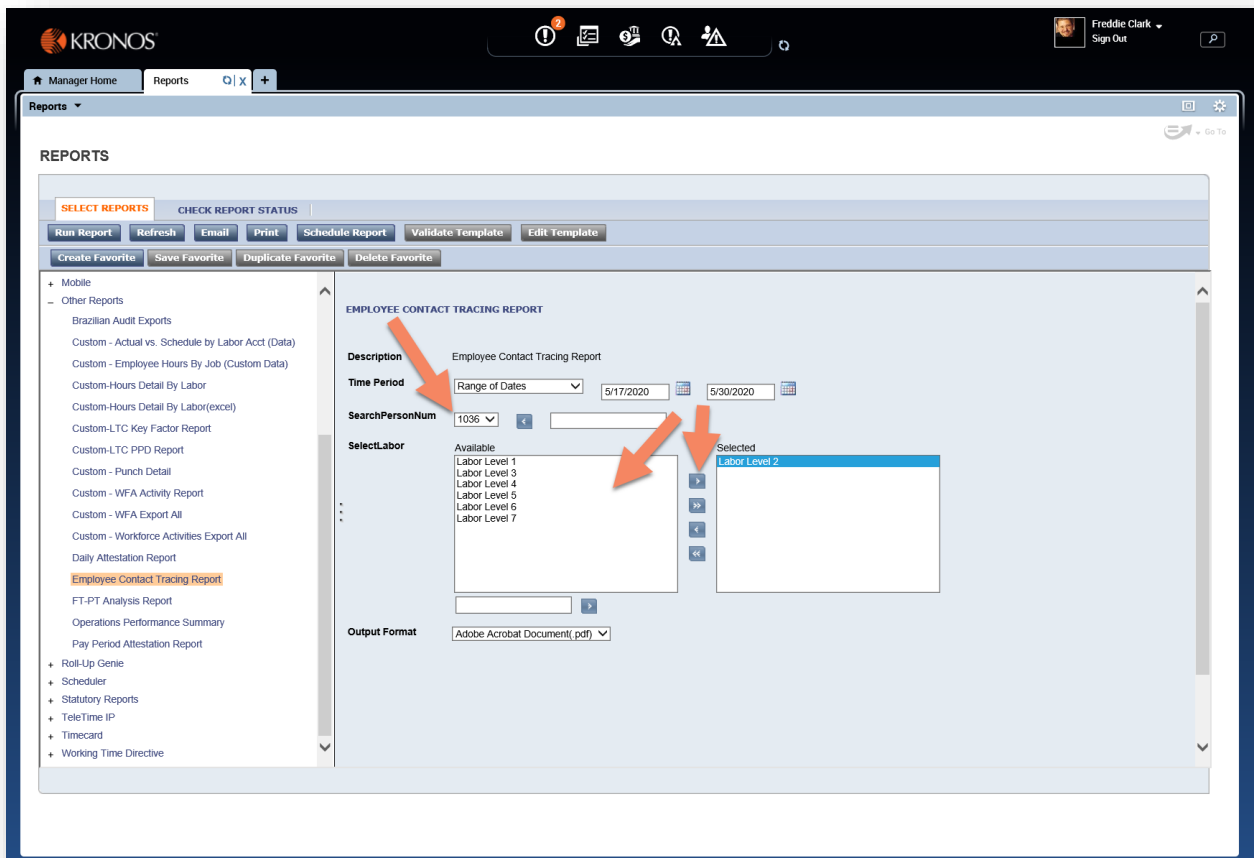
## 1.1.7 TESTING THE REPORTS

- Log into Kronos and select “Reports” from the General tab
- Select the report from the categories list
  - Report will be located under the heading(s) you selected prior
  - Note: It may take up to 3 minutes for the report to be available for the first time
- Select a Timeframe
  - You must use Range of Dates for this report. Because of the possibility of employees working across day divides this report is programmed to look for anyone who worked the day before or day after the selected employee but had overlapping shifts that crossed the day divide.
- Enter the Person Number of who you are running the report for and select the Arrow to enter the number:



The screenshot displays the Kronos web application interface. At the top, the user is logged in as Freddie Clark. The 'Reports' tab is selected in the navigation bar. The 'REPORTS' section is active, showing a list of reports on the left and the configuration for the 'EMPLOYEE CONTACT TRACING REPORT' on the right. The configuration includes a 'Description' field, a 'Time Period' dropdown set to 'Range of Dates' with dates 5/17/2020 and 5/30/2020, a 'SearchPersonNum' field with the value 1036, a 'SelectLabor' dropdown with a list of labor levels (Labor Level 1 through Labor Level 7), and an 'Output Format' dropdown set to 'Adobe Acrobat Document(.pdf)'. Red arrows point to the 'Time Period' dropdown, the 'SearchPersonNum' field, and the 'SelectLabor' dropdown.

Then Select the labor level(s) to match on:



**REPORTS**

**SELECT REPORTS** | **CHECK REPORT STATUS**

Run Report | Refresh | Email | Print | Schedule Report | Validate Template | Edit Template

Create Favorite | Save Favorite | Duplicate Favorite | Delete Favorite

**EMPLOYEE CONTACT TRACING REPORT**

Description: Employee Contact Tracing Report

Time Period: Range of Dates | 5/17/2020 | 5/30/2020

SearchPersonNum: 1036

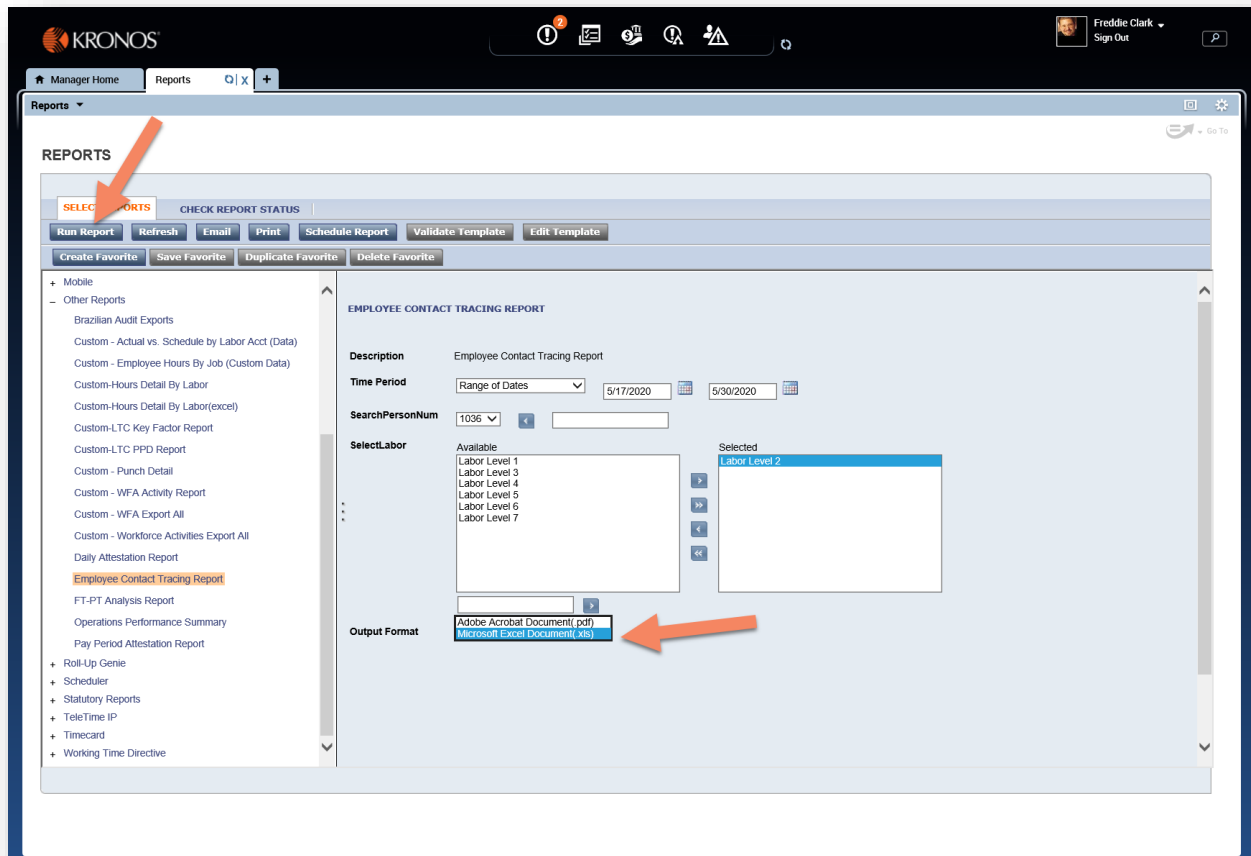
Select Labor:

Available	Selected
Labor Level 1	Labor Level 2
Labor Level 3	
Labor Level 4	
Labor Level 5	
Labor Level 6	
Labor Level 7	

Output Format: Adobe Acrobat Document(.pdf)

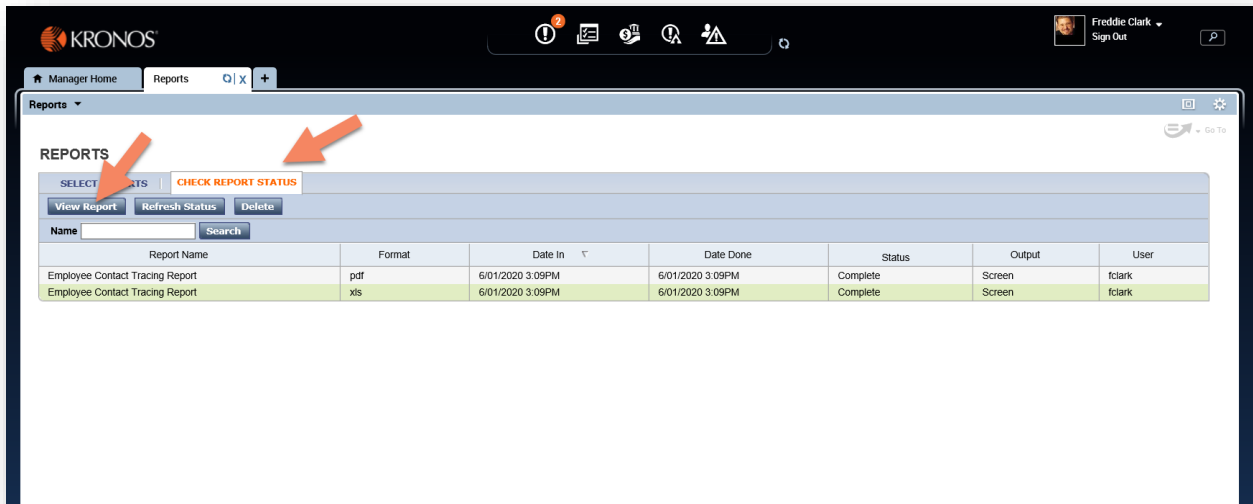


Then finally select the output format Excel (recommended) or PDF and click the Run Report button upper left:



- If the report was optimized for PDF output
  - Click the run button and wait for the report to finish
  - Click the “Check Run Status” tab
  - Click REFRESH to update the report status
  - Once complete, select the report and click view
  - Confirm Output of report
- If the report was optimized for Excel Output
  - For WFC 6.3
    - Select Excel as the output format from the options screen
    - Click the run button and wait for the report to finish
    - Click the “Check Run Status” tab
    - Click REFRESH to update the report status
    - Once complete, select the report and click view
  - Confirm output of report

Select View Report to open:



## 1.1.8 EXAMPLE OF REPORT OUTPUT

PDF:

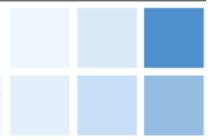
Employee Contact Tracing Report  
Time Period: 5/17/2020 - 5/30/2020  
Labor Levels: 2 Employee Lookup: 1036  
Printed For: fclark

PersonNum	FULLNAME	EVENTDTM	TraceEmpStart	TraceEmpEnd	SelectEmpStart	SelectEmpEnd	LL1	LL2	LL3	LL4	LL5	LL6	LL7	PHONENUMS	EMAILS
1036	Cane, Mary	5/18/2020	7:00:00 AM	3:30:00 PM			101	208	350	480	655			Cell:(978)324-8521 Home:(978)732-8572	
1036	Cane, Mary	5/19/2020	7:00:00 AM	3:30:00 PM			101	208	350	480	655			Cell:(978)324-8521 Home:(978)732-8572	
1036	Cane, Mary	5/20/2020	7:00:00 AM	3:30:00 PM			101	208	350	480	655			Cell:(978)324-8521 Home:(978)732-8572	
1036	Cane, Mary	5/21/2020	7:00:00 AM	3:30:00 PM			101	208	350	480	655			Cell:(978)324-8521 Home:(978)732-8572	
1036	Cane, Mary	5/22/2020	7:00:00 AM	3:30:00 PM			101	208	350	480	655			Cell:(978)324-8521 Home:(978)732-8572	
1036	Cane, Mary	5/25/2020												Cell:(978)324-8521 Home:(978)732-8572	
1036	Cane, Mary	5/25/2020	7:00:00 AM	3:15:00 PM			101	208	350	480	655			Cell:(978)324-8521 Home:(978)732-8572	
1036	Cane, Mary	5/26/2020												Cell:(978)324-8521 Home:(978)732-8572	
1036	Cane, Mary	5/26/2020	7:00:00 AM	3:30:00 PM			101	208	350	480	655			Cell:(978)324-8521 Home:(978)732-8572	
1036	Cane, Mary	5/27/2020	7:00:00 AM	3:30:00 PM			101	208	350	480	655			Cell:(978)324-8521 Home:(978)732-8572	
1036	Cane, Mary	5/28/2020	7:00:00 AM	3:30:00 PM			101	208	350	480	655			Cell:(978)324-8521 Home:(978)732-8572	
1036	Cane, Mary	5/29/2020	7:00:00 AM	3:30:00 PM			101	208	350	480	655			Cell:(978)324-8521 Home:(978)732-8572	
10	Snow, Fred	5/18/2020	7:00:00 AM	3:30:00 PM	7:00:00 AM	3:30:00 PM	101	208	352	467	507			Cell:(813)333-2918 Home:(813)333-1212	&W attempt oyes
1014	Gamble, Morgan	5/18/2020	7:00:00 AM	3:30:00 PM	7:00:00 AM	3:30:00 PM	101	208	351	455	682			Cell:(555)555-4432 Home:(346)359-8631	
1018	Watts, Angela	5/18/2020	7:00:00 AM	3:30:00 PM	7:00:00 AM	3:30:00 PM	101	208	351	456	681			Cell:(302)928-2931 Home:(302)291-3912	

Run Date: 6/1/2020  
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Excel:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Employee Contact Tracing Report															
2	Time Period: 5/17/2020 - 5/30/2020															
4	Labor Levels: 2 Employee Lookup: 1036															
6	Printed For: fclark															
9	PersonNum	FULLNAME	EVENTDTM	TraceEmpStart	TraceEmpEnd	SelectEmpStart	SelectEmpEnd	LL1	LL2	LL3	LL4	LL5	LL6	LL7	PHONENUMS	EMAILS
10	1036	Cane, Mary	5/18/2020	7:00:00 AM	3:30:00 PM			101	208	350	480	555			Cell: (978)324-8521 Home: (978)732-8572	
11	1036	Cane, Mary	5/19/2020	7:00:00 AM	3:30:00 PM			101	208	350	480	555			Cell: (978)324-8521 Home: (978)732-8572	
12	1036	Cane, Mary	5/20/2020	7:00:00 AM	3:30:00 PM			101	208	350	480	555			Cell: (978)324-8521 Home: (978)732-8572	
13	1036	Cane, Mary	5/21/2020	7:00:00 AM	3:30:00 PM			101	208	350	480	555			Cell: (978)324-8521 Home: (978)732-8572	
14	1036	Cane, Mary	5/22/2020	7:00:00 AM	3:30:00 PM			101	208	350	480	555			Cell: (978)324-8521 Home: (978)732-8572	
15	1036	Cane, Mary	5/25/2020												Cell: (978)324-8521 Home: (978)732-8572	
16	1036	Cane, Mary	5/25/2020	7:00:00 AM	3:15:00 PM			101	208	350	480	555			Cell: (978)324-8521 Home: (978)732-8572	
17	1036	Cane, Mary	5/26/2020												Cell: (978)324-8521 Home: (978)732-8572	
18	1036	Cane, Mary	5/26/2020	7:00:00 AM	3:30:00 PM			101	208	350	480	555			Cell: (978)324-8521 Home: (978)732-8572	
19	1036	Cane, Mary	5/27/2020	7:00:00 AM	3:30:00 PM			101	208	350	480	555			Cell: (978)324-8521 Home: (978)732-8572	
20	1036	Cane, Mary	5/28/2020	7:00:00 AM	3:30:00 PM			101	208	350	480	555			Cell: (978)324-8521 Home: (978)732-8572	
21	1036	Cane, Mary	5/29/2020	7:00:00 AM	3:30:00 PM			101	208	350	480	555			Cell: (978)324-8521 Home: (978)732-8572	
22	10	Snow, Fred	5/18/2020	7:00:00 AM	3:30:00 PM	7:00:00 AM	3:30:00 PM	101	208	352	467	507			Cell: (813)333-2918 Home: (813)333-1212	&W: allemplo yees
23	1014	Gamble, Morgan	5/18/2020	7:00:00 AM	3:30:00 PM	7:00:00 AM	3:30:00 PM	101	208	351	455	582			Cell: (555)555-4432 Home: (346)359-8631	
24	1018	Watts, Anglea	5/18/2020	7:00:00 AM	3:30:00 PM	7:00:00 AM	3:30:00 PM	101	208	351	456	581			Cell: (302)928-2931 Home: (302)291-3912	
	1019	Natri, Joan	5/18/2020	7:00:00 AM	3:30:00 PM	7:00:00 AM	3:30:00 PM	101	208	351	455	582			Cell: (937)291-9321 Home: (937)555-	



### 1.1.9 SOURCE OF COLUMN DATA IN THE APPLICATION

Column Name	Application Source of Data
PersonNum	ID as entered in the WTK person record (ID of the person being tracked will appear with Gray background)
FULLNAME	Last Name, First Name Middle Initial as entered in the WTK person record. (Name of the person being tracked will appear with Gray background)
EVENTDTM (Apply date of event)	Apply date of event
TraceEmpStart	Shift Start time of the employees who came in contact with the employee being tracked.
TraceEmpEnd	Shift End time of the employees who came in contact with the employee being tracked.
SelectEmpStart	Shift start time of the employee who is being tracked
SelectEmpEnd	Shift end time of the employee who is being tracked
LL1	Labor Level 1 Worked Account
LL2	Labor Level 2 Worked Account
LL3	Labor Level 3 Worked Account
LL4	Labor Level 4 Worked Account
LL5	Labor Level 5 Worked Account
LL6	Labor Level 6 Worked Account
LL7	Labor Level 7 Worked Account
PhoneNums	Phone Numbers
Emails	Emails