Employee Trace Tool
Interface Installation Instructions

Requirements and Installation Instructions

This document provides an installation guide for the Employee Trace Tool for Workforce Central Customers.

Introduction

The Employee Trace Tool is a free resource provided to Kronos Workforce Central customers. This tool provides a simple report which, for a given initial employee, provides a list of other employees that have worked with that employee. The report shows employees that have worked overlapping shifts with the initial employee. Determining which employees “worked with” the initial employee is determined via Labor Levels and at a level of detail provided by the user at run time, and also by the level of detail provided by the organizations configured Labor Levels.

As a free resource, support for this tool is provided through the Kronos Community website.

Version 1.0.

Disclaimer

Please consult your counsel concerning any privacy related issues in conjunction with your use and distribution of this report.

Description

The tool is initiated via a Workforce Central Interface (via WIM). The tool will prompt for a single initial employee number, and date range to examine. Additionally, it will prompt for each of the 7 labor levels to include or exclude in matching overlapping employees.

Requirements

These instructions assume you have access to Kronos WIM (Interface management tool). It is required to publish the interface to the Kronos Workforce Central system. This requires administrative access to the Workforce Central server. If this is not the case, contact Kronos support for assistance in installing this interface.

In order to install the interface, you’ll need:

- Access to the package (zip files) of the installation files.
- Access to Workforce Integration Manager (WIM)
    - Most often this is done through Remote Desktop Access to Workforce Central Server. You’ll need logon credentials to the server.
- WIM password
    - WIM is password protected. If you do not know the password, contact anyone who regularly uses WIM in your organization, or Kronos KGS services.
- Administrative Access to Workforce Central
    - In order to publish the interface to the server, you need appropriate access to the server.

The interface will write a data file to the default output location for interfaces. This is usually the WIM_OUT directory but can be different depending on your environment. In order to move the output file to a location for reporting, such as a user's desktop, download the output file as it is produced, or use SFTP to copy the file, similar to most payroll interface files. In some cases, the WIM_OUT location can be a shared network location, which allows for a simple file copy.

In order to display the report, we currently provide two Business Intelligence Reporting Tools, each of which is publicly distributed at no cost. One of these tools is required to view the formatted reports. Kronos also provides an Excel template for viewing the information in Excel.

- Microsoft PowerBI
- MicroStrategy Desktop

The output is produced in simple CSV format and is also viewable in Excel or other capable tools. However, no formatted output is available, but it can be useful if there is no other option. CSV files are supported by many other popular reporting tools.

Installation

The installation consists of several easy steps.

Download the Package

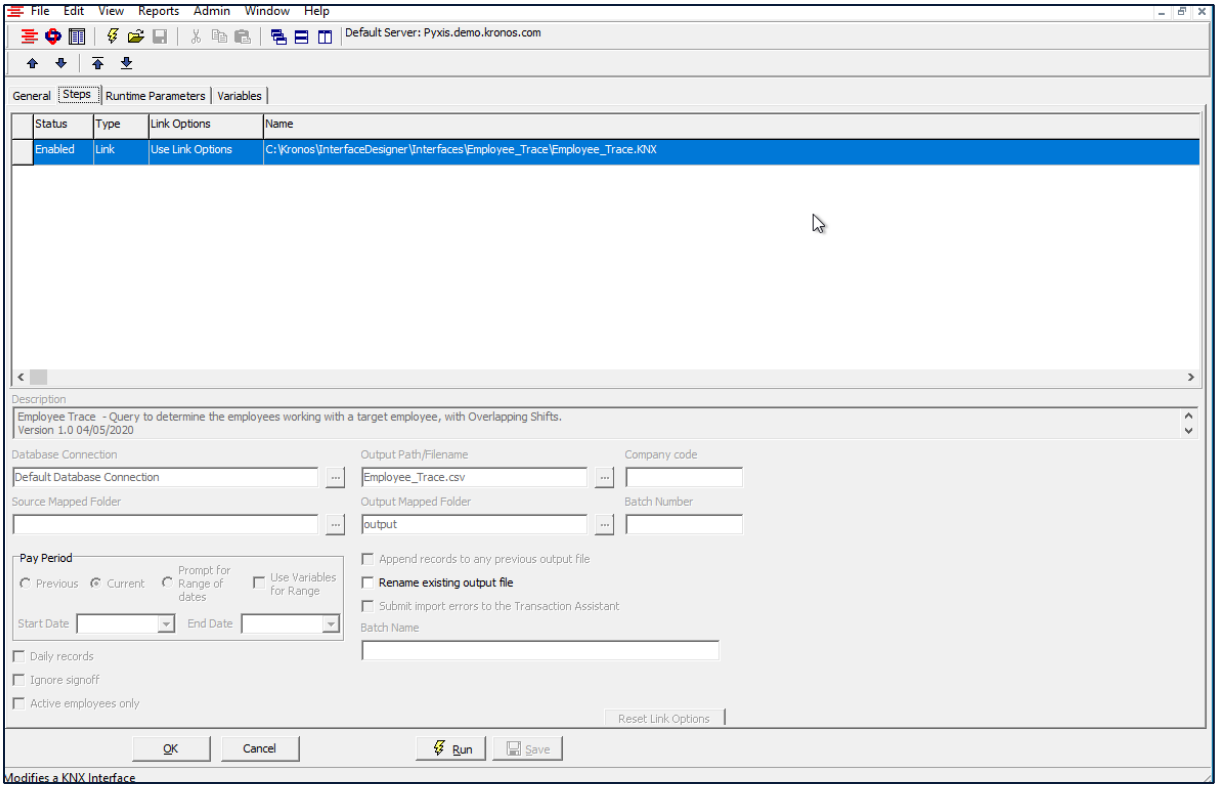
From the Kronos website for the Employee Trace tool, download the zip file package.

Unzip the Files

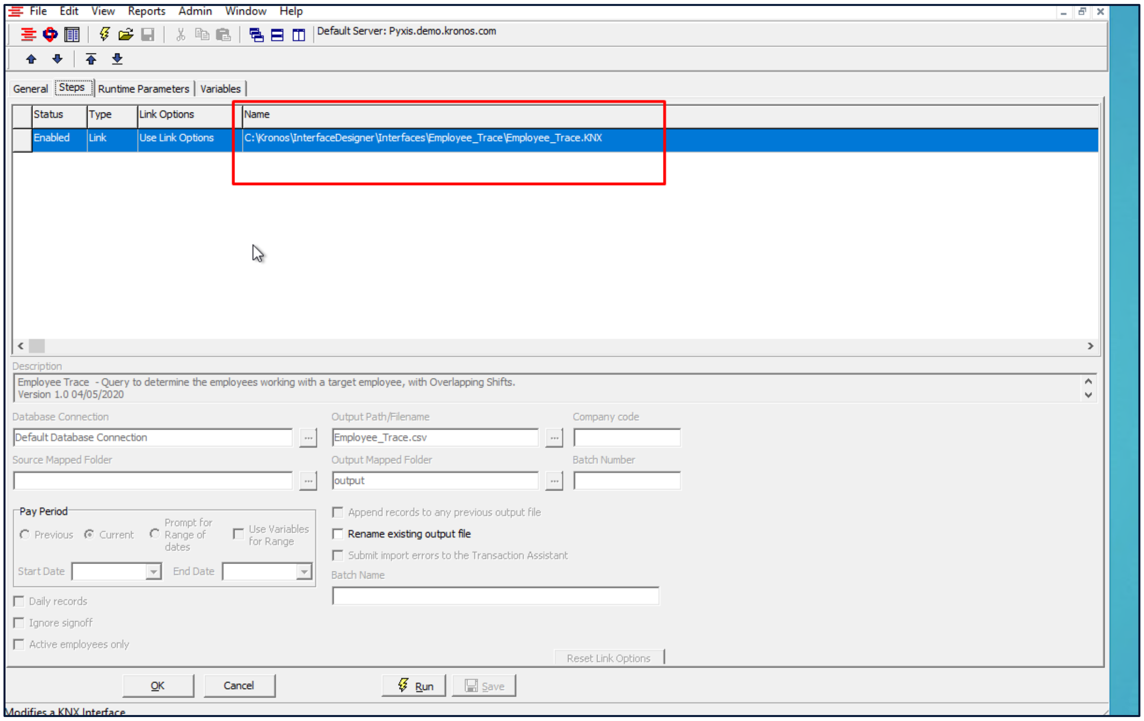
Using your favorite unzip utility, unzip (uncompress) the files from the downloaded package, to their own folder. Copy the folder \Employee_Trace to the Interface designer location (typically this is C:\Kronos\InerfaceDesigner\Interface. For customers running on an Oracle database, use the corresponding Oracle versions of the files. The rest of the process is the same.

Install the WIM Interface

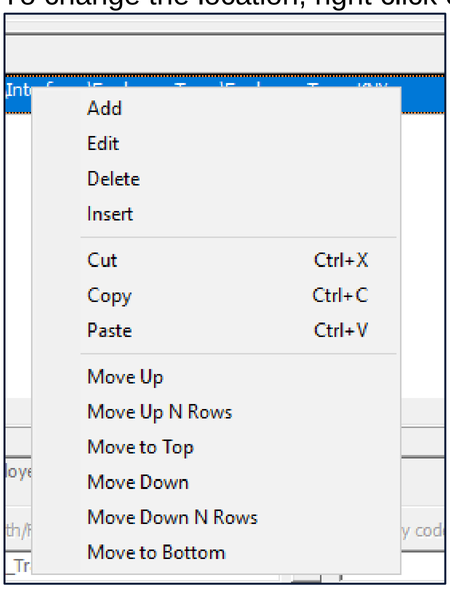
This step requires a Kronos Administrator. Log into the Kronos application server, where WIM is installed. From within the WIM program, open the Interface file (Employee_Trace.kni). It should look like below.



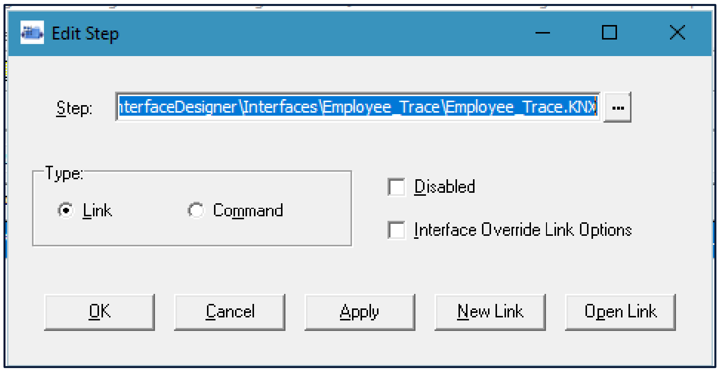
If not using the default location, you will need to change the location to the location where you copied the files, as shown below.



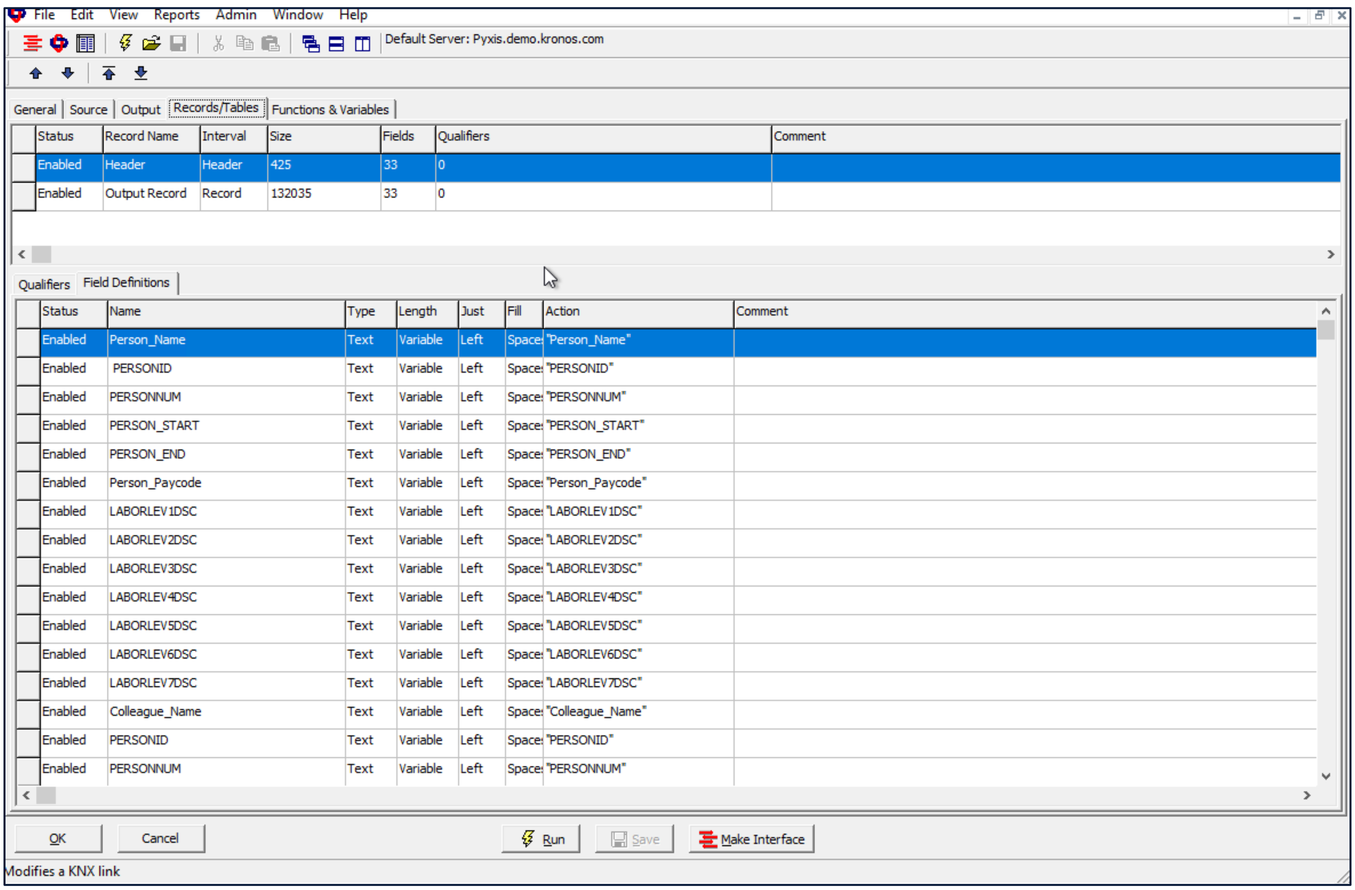
To change the location, right click on the highlighted step and select Edit.



The following dialog box will display. Select the correct location.



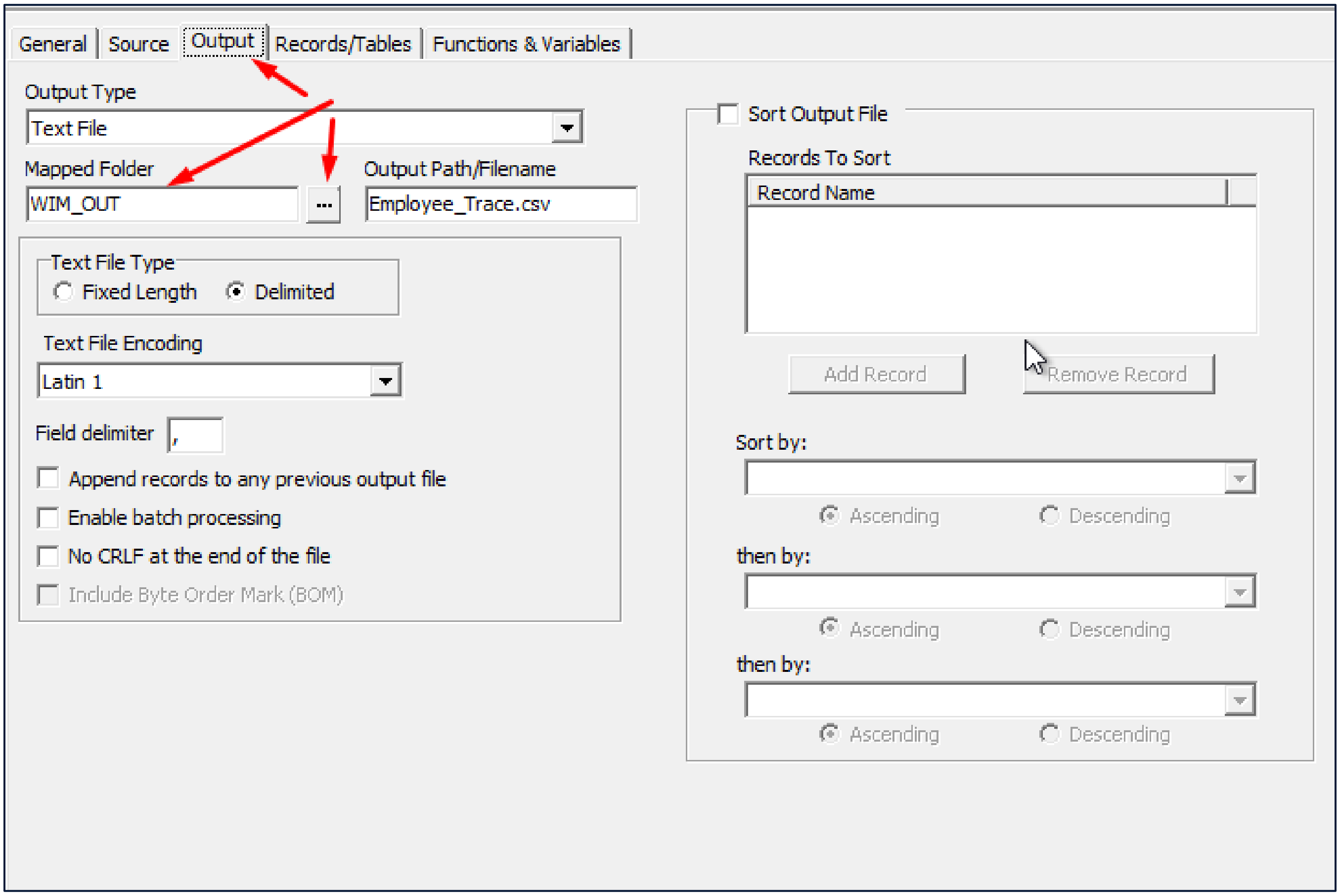
The window for the link (step) should look like the following.



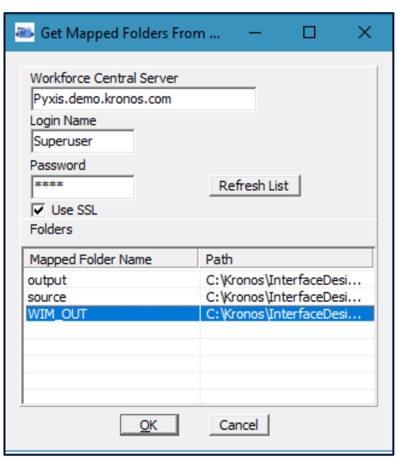
Confirm the Output Location

The process will produce an CSV text file in a specific folder. The default location is a Kronos mapped directory named WIM_OUT. If this is not the desired location, or you it does not exist on your system, you can change it to another location.

In the output tab of the link you'll see a reference for a mapped folder. To change the location, click on the ellipses.



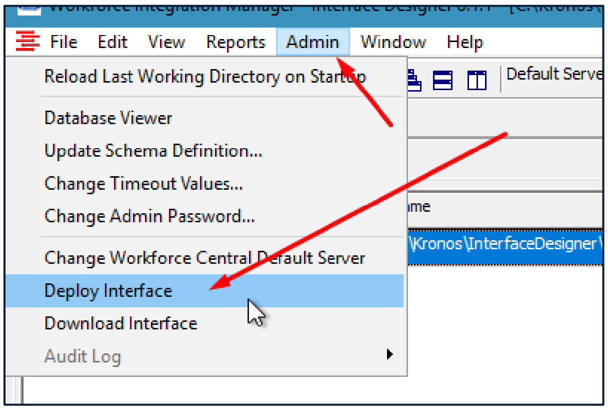
A pop-up window of mapped locations will display. Select the desired location and click OK. Note that your locations will be different. Allowable mapped folder locations are configured in the Kronos setup, and can be readily added.



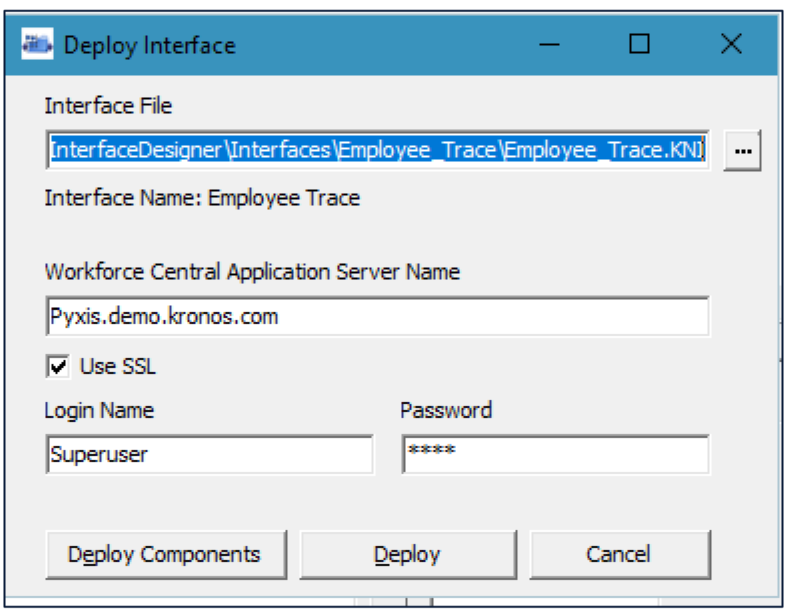
Publish

Once you have confirmed that the interface is pointing to the files in the correct location, you are ready to publish the interface. Save any file you may have changed.

Select the Admin action on the toolbar, and select Deploy Interface.

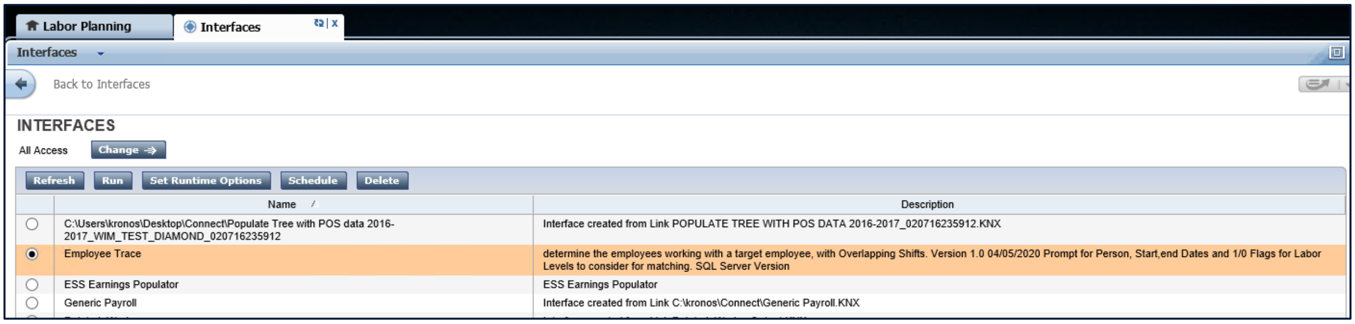


Follow the prompts to deploy the interface, as shown. Select Deploy to finalize the deployment.



Confirm the Interface is installed

Within Workforce Central, when logged on as an administrator, from the Interfaces tab, you should now see the new option for Employee Trace. The interface is correctly installed.


Labor Planning
Interfaces
Interfaces
Back to Interfaces
INTERFACES
All Access
Change
Refresh
Run
Set Runtime Options
Schedule
Delete
Name
Description
C:\Users\kronos\Desktop\Connect\Populate Tree with POS data 2016-2017_WIM_TEST_DIAMOND_020716235912
Interface created from Link POPULATE TREE WITH POS DATA 2016-2017_020716235912.KNX
Employee Trace
determine the employees working with a target employee, with Overlapping Shifts. Version 1.0 04/05/2020 Prompt for Person, Start,end Dates and 1/0 Flags for Labor Levels to consider for matching. SQL Server Version
ESS Earnings Populator
ESS Earnings Populator
Generic Payroll
Interface created from Link C:\kronos\Connect\Generic Payroll.KNX