



UKG TeleStaff for Fire and EMS

Sample Reports



TABLE OF CONTENTS

Introduction	3
Accruals Report	3
Assignments Report	4
Audit History Report	5
Contact Log Report	6
Cost Report	7
Exceptions Report	8
Expirations Report	9
Federal Emergency Management Agency (FEMA) Report	10
Fair Labor Standards Act (FLSA) Report	11
Logging Bucket Report	12
Login History Report	13
Multiday Roster Report	14
Payback Report	15
Payroll Report	16
Personal Calendar Report	17
Personal History Report	18
Position Closure Report	19
Roster Report	20
Summary Report	21

Introduction

The UKG TeleStaff™ solution provides many standard reports, allowing your users to quickly obtain and analyze the data they need. UKG TeleStaff uses the familiar environment of Microsoft Excel®. Users can take advantage of all Excel features and functions, such as aggregate functions, pivot tables, formatting, increased report font size, and more.

Accruals Report

The Accruals Report displays all employee names, with the organization-defined accrual codes showing each employee's balance, earned/remaining hours, and taken/in-period hours.

UKG TeleStaff		
Accruals Report [09/04/2014 - 09/06/2014] Effective Date: [09/06/2014]		
Limits: Accrual Group: 1		
Accrual Group Number 1	Remaining	In Period
Abundiz, David R. VB - Vacation Balance		
Abundiz, David R. V - Vacation	120.00	
Adame, Augustine J. VB - Vacation Balance		
Adame, Augustine J. V - Vacation	120.00	
Administrator, TeleStaff VB - Vacation Balance		
Administrator, TeleStaff V - Vacation	0.00	
Aguilar, Lewis VB - Vacation Balance		
Aguilar, Lewis V - Vacation	120.00	
Alba, Jose VB - Vacation Balance		
Alba, Jose V Vacation	120.00	
Albers, Ronald C. VB - Vacation Balance		
Albers, Ronald C. V - Vacation	120.00	
Amende, Paul VB - Vacation Balance		
Amende, Paul V - Vacation	120.00	
Anderson, Mark VB - Vacation Balance		
Anderson, Mark V - Vacation	96.00	-24.00
Andrews, Jay J. VB - Vacation Balance		
Andrews, Jay J. V - Vacation	120.00	
Arnold, David A. VB - Vacation Balance		

Features and benefits:

- Provides timely and easy access to data on those employees with accrued time
- Warns administrators that an employee has the time available before the person requests leave
- Can be filtered by date range, rank, shift, and individual employee
- Includes common accrual codes: vacation, sick leave, and compensatory overtime
- May be printed, faxed, or exported in Excel-supported formats

Assignment Report

The Assignment Report provides assignment information for personnel. This report can be very useful when you feel personnel may be out of place on the Roster, which is usually the case when initially building the Roster in implementation and/or when adding more organizations and personnel assignments.

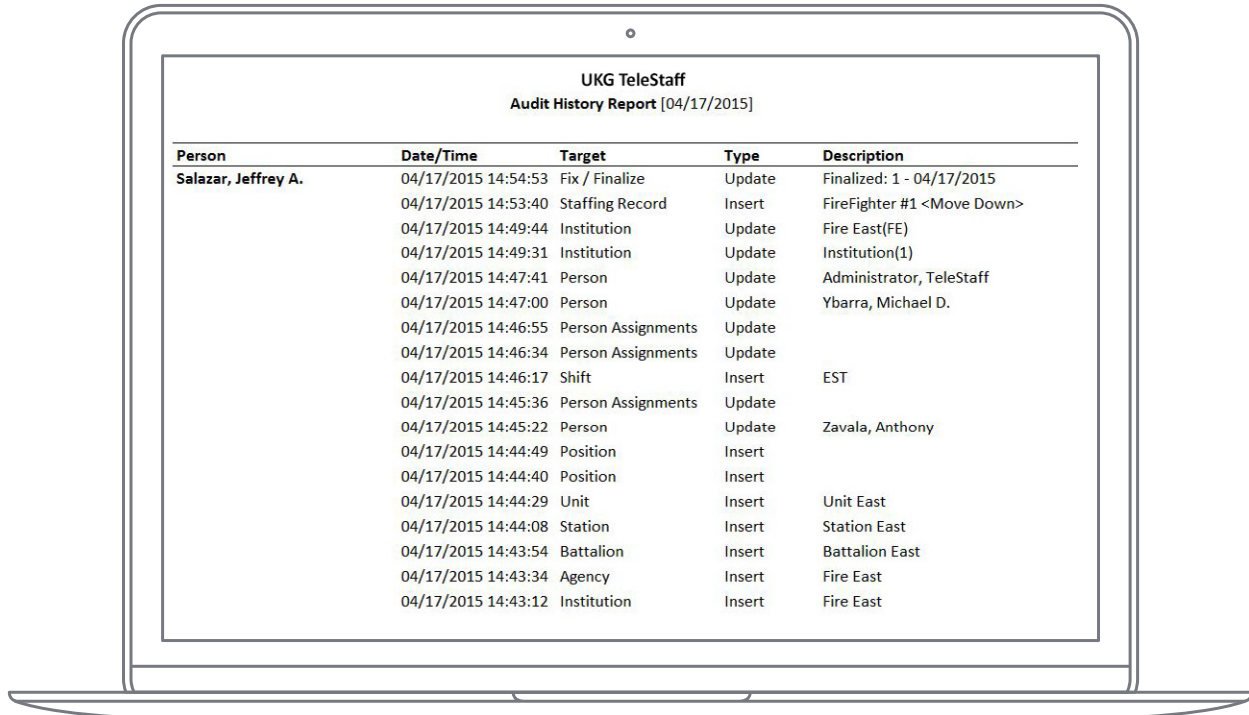
Person	From	Through	Shift	Shift Mask	Institution	Agency	Division	Area	Unit	Position
Aguilar, Lewis	06/01/2002		C Shift		Tech Coast Fire	Tech Coast Fire	Battalion One	Station One	Ladder 1	FireFighter #2
Alexander, Phillip	06/01/2002		C Shift		Tech Coast Fire	Tech Coast Fire	Battalion One	Station One	Ladder 1	Ladder Driver
Andrews, Sean	01/23/2015		C Shift		Tech Coast Fire	Tech Coast Fire	Battalion One			
Avina, Kenneth M.			A Shift		Tech Coast Fire	Tech Coast Fire	Battalion One	(03) Station Three	Medic 3	FireFighter #1 (PM)
Barnard, William	07/15/2021		C Shift		Tech Coast Fire	Tech Coast Fire	Battalion One	Station One	Ladder 1	Ladder Driver
	02/21/2005	07/14/2021	B Shift		Tech Coast Fire	Tech Coast Fire	Battalion One	(02) Station Two		
Barnhardt, Donald B.			C Shift	Monday Tuesday	Tech Coast Fire	Tech Coast Fire	Battalion One	(02) Station Two	Engine 2 (PAU)	Engineer
Benard, Pedro	07/15/2015		C Shift		Tech Coast Fire	Tech Coast Fire	Battalion One	(03) Station Three	Engine 3	FireFighter #2
Berry, Ernest	07/15/2015		B Shift	Monday Tuesday	Tech Coast Fire	Tech Coast Fire	Battalion One			
Beverly, Griffin	07/30/2016		B Shift		Tech Coast Fire	Tech Coast Fire	Battalion One	(04) Station Four	Engine 4	Engineer
Black, Douglas	08/03/2020		C Shift	Monday Tuesday	Tech Coast Fire	Tech Coast Fire	Battalion One	Station One	Ladder 1	Ladder Driver
Black, Mark L.	07/01/2015		B Shift		Tech Coast Fire	Tech Coast Fire	Battalion One	(03) Station Three	Medic 3	FireFighter #2 (PM)
Bradley, Rachael			C Shift	K-Day Group One	Tech Coast Fire	Tech Coast Fire	Battalion One	(02) Station Two	Engine 2 (PAU)	FireFighter #2
Brockner, Jon K.			A Shift		Tech Coast Fire	Tech Coast Fire	Battalion One	Station One	Ladder 1	Ladder Operator
Brown, Thomas	08/01/2015		A Shift		Tech Coast Fire	Tech Coast Fire	Battalion One	(05) Station Five	Engine 5	FireFighter #1

Features and benefits:

- Details the requested assignment, including from and through dates, shift/shift mask, and organizational description from agency to position
- Features filterable records to display records for one person or many people, and show agency, division/region, area, station, unit, and position
- Supports user-defined from and through dates
- Provides an insightful reference of past, current, and future assignments in the application
- Offers the ability to create a custom Assignment Report with business intelligence reporting tools (BIRT)
- May be printed, emailed, or exported in Excel-supported formats

Audit History Report

The Audit History Report enables you to track changes to records in UKG TeleStaff.



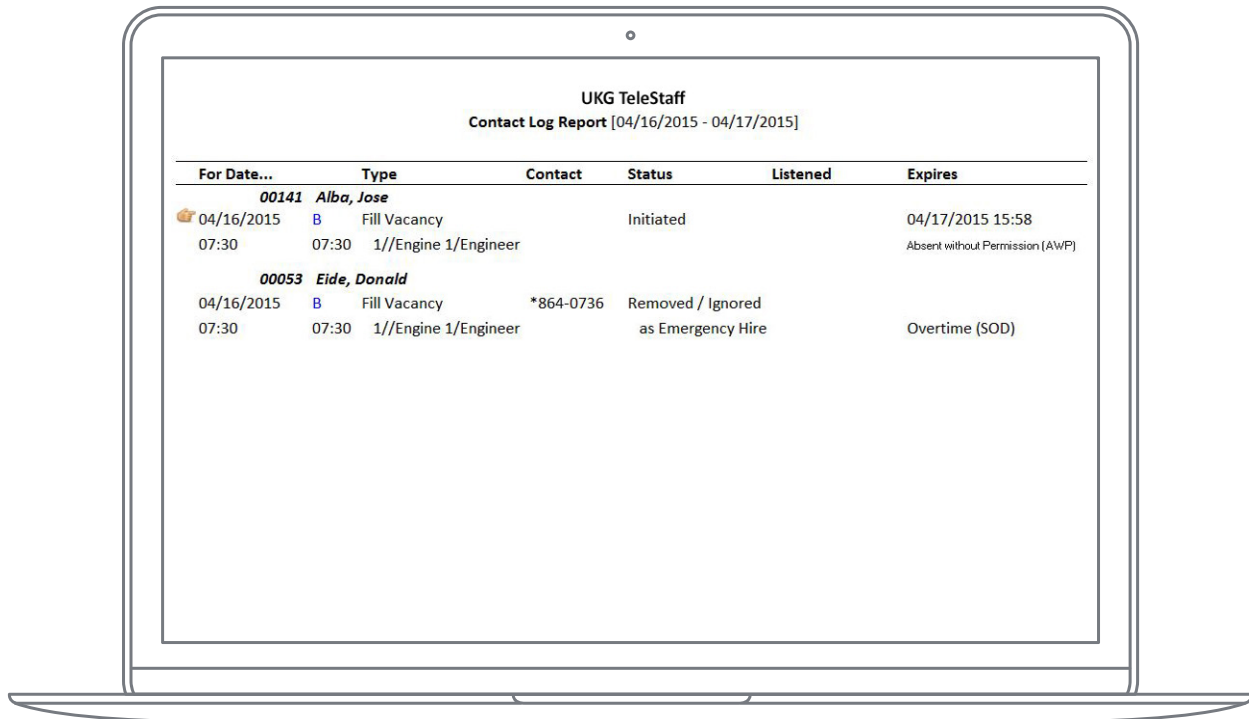
Person	Date/Time	Target	Type	Description
Salazar, Jeffrey A.	04/17/2015 14:54:53	Fix / Finalize	Update	Finalized: 1 - 04/17/2015
	04/17/2015 14:53:40	Staffing Record	Insert	FireFighter #1 <Move Down>
	04/17/2015 14:49:44	Institution	Update	Fire East(FE)
	04/17/2015 14:49:31	Institution	Update	Institution(1)
	04/17/2015 14:47:41	Person	Update	Administrator, TeleStaff
	04/17/2015 14:47:00	Person	Update	Ybarra, Michael D.
	04/17/2015 14:46:55	Person Assignments	Update	
	04/17/2015 14:46:34	Person Assignments	Update	
	04/17/2015 14:46:17	Shift	Insert	EST
	04/17/2015 14:45:36	Person Assignments	Update	
	04/17/2015 14:45:22	Person	Update	Zavala, Anthony
	04/17/2015 14:44:49	Position	Insert	
	04/17/2015 14:44:40	Position	Insert	
	04/17/2015 14:44:29	Unit	Insert	Unit East
	04/17/2015 14:44:08	Station	Insert	Station East
	04/17/2015 14:43:54	Battalion	Insert	Battalion East
	04/17/2015 14:43:34	Agency	Insert	Fire East
	04/17/2015 14:43:12	Institution	Insert	Fire East

Features and benefits:

- Displays the name of the person who made the changes
- Lists the types and times of changes made
- Displays what area of UKG TeleStaff was modified or affected
- Provides the type of change that was made and a description of where the change occurred, including a summary of the changes
- May be printed, faxed, or exported in Excel-supported formats

Contact Log Report

The Contact Log Report displays all the attempts that were made to contact staff members during a given date range.



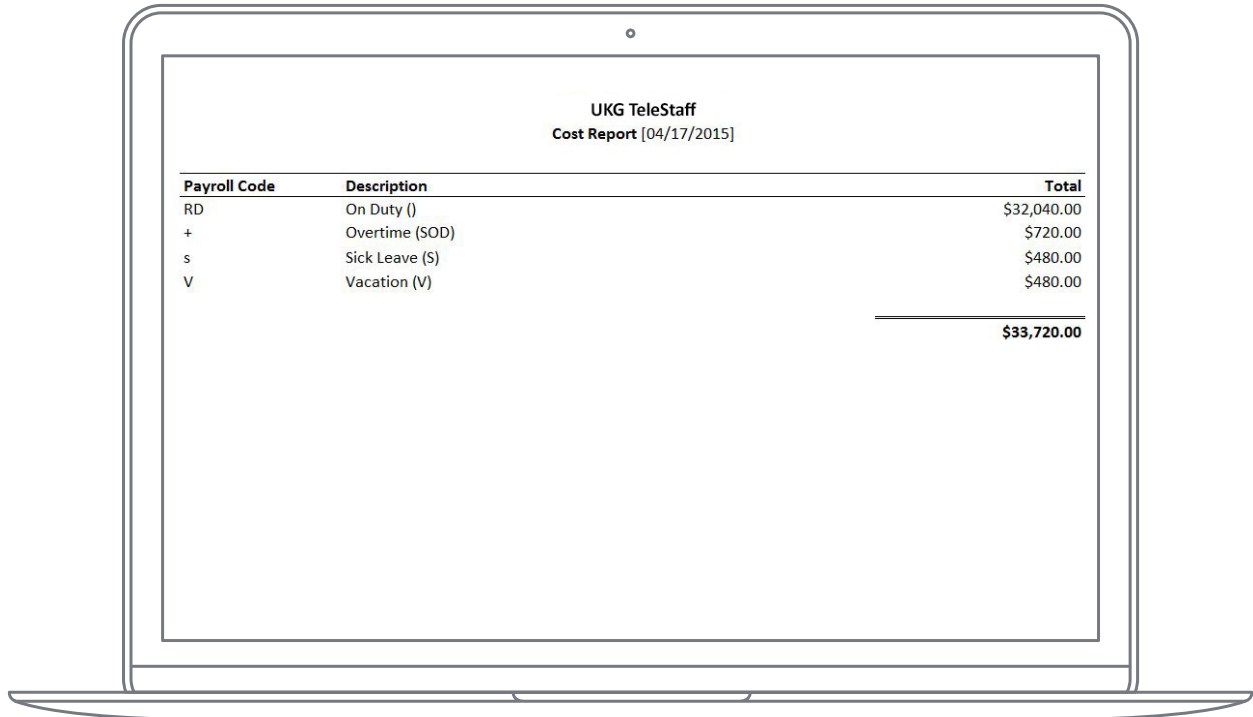
For Date...	Type	Contact	Status	Listened	Expires
00141 Alba, Jose					
📞 04/16/2015	B	Fill Vacancy	Initiated		04/17/2015 15:58
07:30	07:30	1//Engine 1/Engineer			Absent without Permission (AWP)
00053 Eide, Donald					
04/16/2015	B	Fill Vacancy	*864-0736	Removed / Ignored	
07:30	07:30	1//Engine 1/Engineer		as Emergency Hire	Overtime (SOD)

Features and benefits:

- Includes an extensive list of why a staff member was contacted, by whom, and the outcome of each contact
- Shows all forms of contact — opportunity, notification, message, and alarm — in this window
- May be printed, faxed, or exported in Excel-supported formats

Cost Report

The Cost Report displays the estimated total costs associated with each work code used over a given date range.



Payroll Code	Description	Total
RD	On Duty ()	\$32,040.00
+	Overtime (SOD)	\$720.00
s	Sick Leave (S)	\$480.00
V	Vacation (V)	\$480.00
		\$33,720.00

Features and benefits:

- Displays the financial impact of any code in the organization
- Shows date in any date range, and can be further isolated by employee rank
- Defines data by area, region, person, unit, position, rank, shift, or work code
- Enhances budget preparation, and forecasts organizational costs based on historical patterns
- Calculates estimated costs by multiplying the work code rate by the number of hours used by the wage of the employee
- May be printed, faxed, or exported in Excel-supported formats

The Cost Report represents an approximate cost associated with work codes and is not intended for use in payroll reporting.

Exceptions Report

The Exceptions Report identifies work exceptions on a day-by-day basis for the staffing activity.

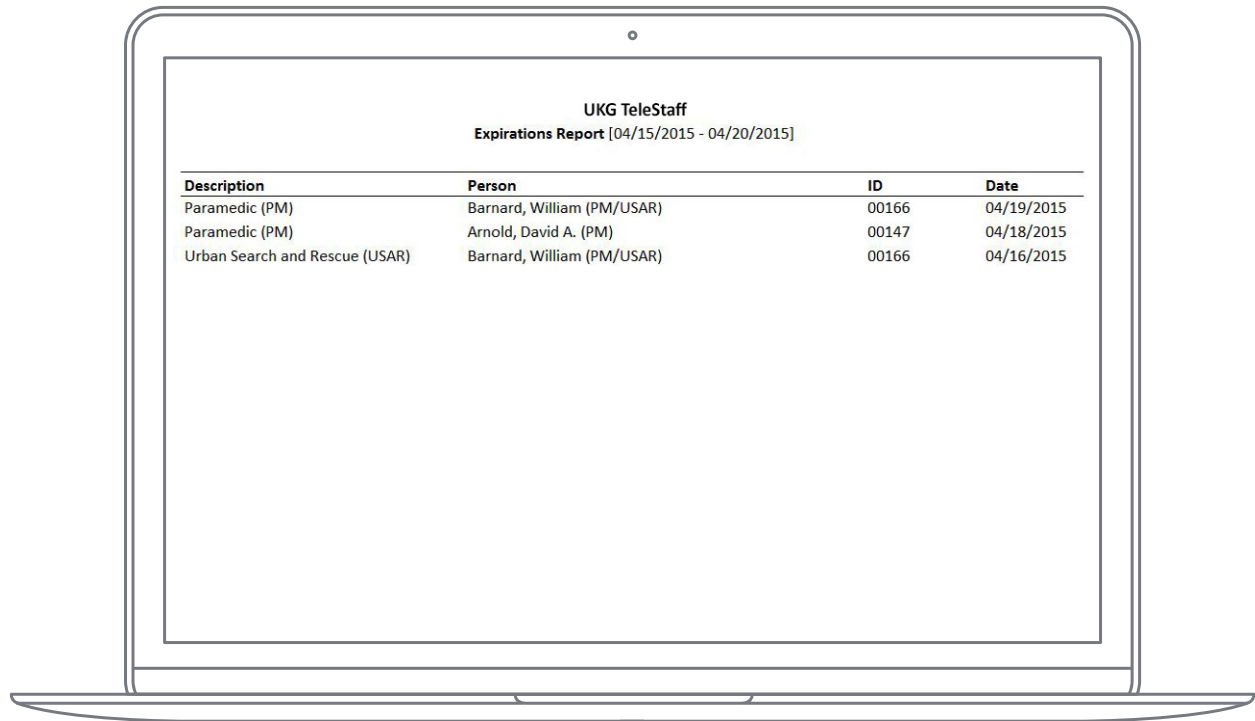
UKG TeleStaff						
Exceptions Report [09/04/2014 - 09/06/2014]						
09/04/2014	C Shift			Total		
	<i>Available (A)</i>			<u>12.00</u>		
2000184	Salerno, Christian (PM)		FF			12.00
<i>eo</i>	<i>Exchange Off (EO)</i>			<u>120.00</u>		
2000196	Benard, Pedro (HM/PM)		FF			24.00
2000142	Garcia, Ben (PM/SWAT)		FF			24.00
2000106	Martinez, Ronald V. (HM)		FF			24.00
2000182	Parks, Angel		FF			24.00
2000071	Smith, Michael R.		E			24.00
<i>ew</i>	<i>Exchange Working (EW)</i>			<u>120.00</u>		
2000083	Abundiz, David R.		E	24.00	E	EO - Smith, Michael R.
2000186	Aguilar, Lewis		FF	24.00	E	EO - Benard, Pedro (HM/PM)
2000198	Carrera, J.		FF	24.00	E	EO - Garcia, Ben (PM/SWAT)
2000105	Lozano, John (PM)		FF	24.00	E	EO - Parks, Angel
2000007	Zastrow, Steve	(C)	FF	24.00	E	EO - Martinez, Ronald V. (HM)

Features and benefits:

- Details events that cause exceptions, and tracks total exception work code hours
- Supports reasons why overtime was required in specific situations
- Sorts data by shift, rank, or individual employee over any date range
- Isolates and shows data by district, person, unit, rank, shift, and work code
- Identifies which condition caused the need for the work exception — for example, sick leave, holiday, etc.
- Provides a list of all staff members using a specific pay code on a specific day and how many hours each used
- May be printed, faxed, or exported in Excel-supported formats

Expirations Report

The Expirations Report tracks specialty expiration dates and displays other types of expiring activities and documents, such as physical exams and driver's licenses.



Description	Person	ID	Date
Paramedic (PM)	Barnard, William (PM/USAR)	00166	04/19/2015
Paramedic (PM)	Arnold, David A. (PM)	00147	04/18/2015
Urban Search and Rescue (USAR)	Barnard, William (PM/USAR)	00166	04/16/2015

Features and benefits:

- Displays all specialties entered in UKG TeleStaff, showing the employee they are assigned to and renewal or expiration dates
- Allows unlimited specialty fields, enhancing a department's ability to track performance evaluations and yearly physicals
- Warns administrators that an employee may become ineligible for a position if a certification is not renewed
- Can also be used in conjunction with the telephone-based message delivery system to notify employees
- Assists training divisions by helping determine which training sessions would be most valuable
- Provides timely and easy access to those employees whose certification(s) will expire
- Filters by date range, ranks, shift, and individual employee
- May be printed, faxed, or exported in Excel-supported formats

FEMA Report

The FEMA Report, populated through the FEMA module, will automatically prepopulate FEMA Report data fields with necessary information exported directly from UKG TeleStaff, saving agencies valuable time and resources.

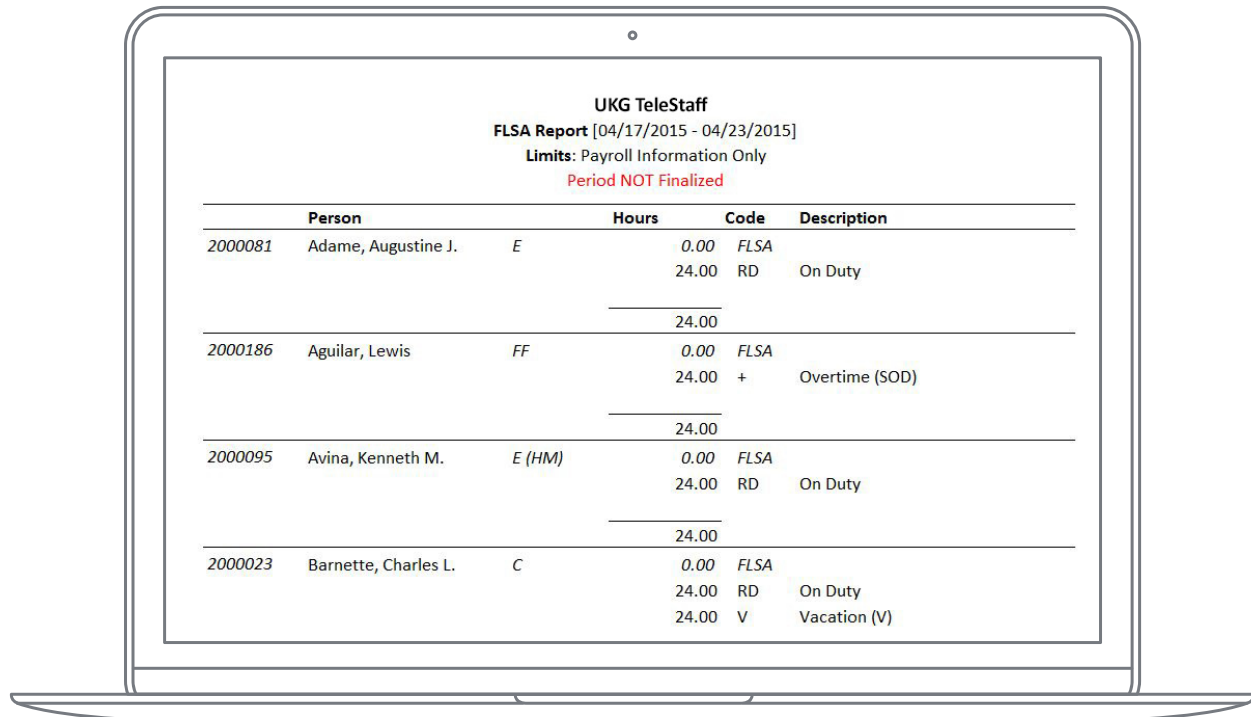
DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY FORCE ACCOUNT LABOR SUMMARY RECORD											
Homeland Fire Department (Agency) Anytown, CA (city), (state)				PA ID NO. 133-045X228-0234		PROJECT NO. FEMA 1610-AA-AA		DISASTER DR-0880-CA			
DESCRIPTION OF WORK PERFORMED State request for assistance, provided on on duty fire engine and one OT deployed fire apparatus.						PERIOD COVERING 02/25/17 TO 02/25/17					
	DATE	Dates and Hours Worked Each Week					Costs				
		2/25					TOTAL HOURS	HOURLY RATE	BENEFIT RATE/HR	TOTAL HOURLY RATE	TOTAL COSTS
NAME Berry, Ernest	REG										
JOB TITLE Firefighter	O.T.	13.0					13.0	\$ 37.50		\$ 37.50	\$ 488
NAME Castillo, Joshua	REG										
JOB TITLE Firefighter	O.T.	13.0					13.0	\$ 37.50		\$ 37.50	\$ 488
NAME Patterson, Erik	REG										
JOB TITLE Firefighter	O.T.	13.0					13.0	\$ 37.50		\$ 37.50	\$ 488
NAME Sisk, William	REG	24.0					24.0	\$ 28.10		\$ 28.10	\$ 674
JOB TITLE Engineer	O.T.										
NAME Sowder, Robert	REG	24.0					24.0	\$ 25.00		\$ 25.00	\$ 600
JOB TITLE Firefighter	O.T.										
NAME Thomas, Renee	REG	24.0					24.0	\$ 25.00		\$ 25.00	\$ 600
JOB TITLE Firefighter	O.T.										
TOTAL COST FOR FORCE ACCOUNT LABOR REGULAR TIME										\$ 1,874	
TOTAL COST FOR FORCE ACCOUNT LABOR OVERTIME										\$ 1,463	
I CERTIFY THAT THE INFORMATION ABOVE WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.											
CERTIFIED Jeffrey A. Salazar				TITLE FEMA Coordinator, Homeland Fire Dept				DATE 3/2/2017			
FEMA Form 90-123, FEB 09						TeleStaff-v1.4					

Features and benefits:

- Automatically passes data to FEMA Form 90-123R with necessary data in UKG TeleStaff needed for FEMA reimbursement
- Runs queries on work codes and account codes based on a user-defined date range

FLSA Report

The FLSA Report displays a total of FLSA hours per staff member.



UKG TeleStaff					
FLSA Report [04/17/2015 - 04/23/2015]					
Limits: Payroll Information Only					
Period NOT Finalized					
Person		Hours	Code	Description	
2000081	Adame, Augustine J.	E	0.00	FLSA	
			24.00	RD	On Duty
			24.00		
2000186	Aguilar, Lewis	FF	0.00	FLSA	
			24.00	+	Overtime (SOD)
			24.00		
2000095	Avina, Kenneth M.	E (HM)	0.00	FLSA	
			24.00	RD	On Duty
			24.00		
2000023	Barnette, Charles L.	C	0.00	FLSA	
			24.00	RD	On Duty
			24.00	V	Vacation (V)

Features and benefits:

- Displays work codes and descriptions
- Provides a total number of hours worked over a targeted date range
- May be printed, faxed, or exported in Excel-supported formats

Logging Bucket Report

The Logging Bucket Report displays logging bucket totals. To populate the columns, advanced configuration of rules, logging buckets, and work codes are required. The report is used to view total hours per person for the selected time period. The Logging Bucket Report is ordered by person. Logging totals display depending on your configuration, such as Logging Bucket Dates rule, Logging Bucket Numbers rule, and Logging Bucket behaviors, bucket from and through periods, and more.

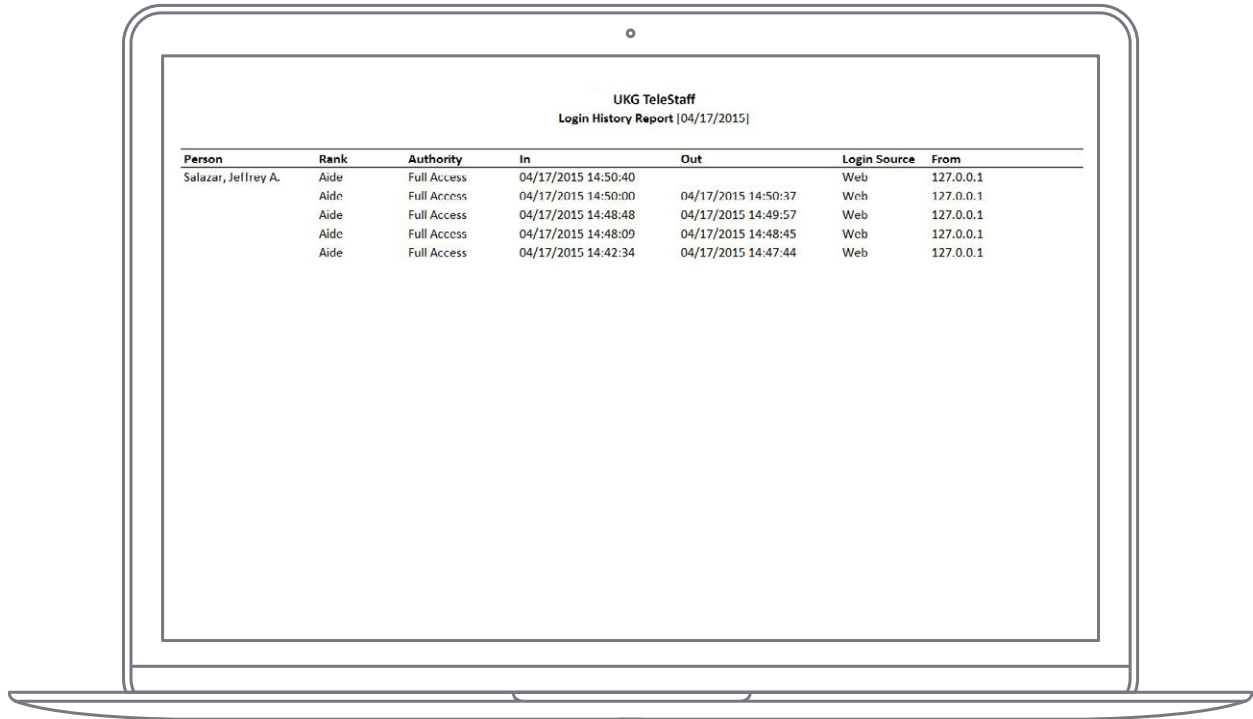
Person	Bucket	Period Start	Period End	Hours	Count	Offer Date 1	Offer Date 2	Offer Date 3	Offer Date 4	Date Created	Offer Count	Offer Moment	Warning Count
Albers, Ronald C.	Schedule Overtime Bucket	01/01/2021	01/01/2022	10	1	05/28/2021				05/28/2021 11:22:13	2	May 28, 2021, 11:22 AM	0
Amende, Paul	Schedule Overtime Bucket	01/01/2021	01/01/2022	22.5	1	05/23/2021				05/23/2021 20:37:08	1	May 23, 2021, 8:37 PM	0
Andrews, Sean	Schedule Overtime Bucket	01/01/2021	01/01/2022	9	1	07/02/2021				07/01/2021 13:45:36	1	Jul 1, 2021, 1:45 PM	0
Avina, Kenneth M.	Schedule Overtime Bucket	01/01/2021	01/01/2022	24	1	03/26/2021				03/26/2021 11:01:25	2	Apr 30, 2021, 3:44 PM	0
Banks, Theresa	Schedule Overtime Bucket	01/01/2021	01/01/2022								1	May 3, 2021, 1:11 PM	0
Barnard, William	Schedule Overtime Bucket	01/01/2021	01/01/2022	9	1	07/02/2021				07/01/2021 13:45:53	1	Jul 1, 2021, 1:45 PM	0
Black, Mark L.	Schedule Overtime Bucket	01/01/2021	01/01/2022								2	May 5, 2021, 12:26 PM	0
Brown, Lyle	Schedule	01/01/2021	01/01/2022								1	May 3, 2021, 1:11 PM	0

Features and benefits:

- Displays configured logging bucket variables for a defined employee, logging bucket period, or multiple periods
- Report is useful for gauging the current or historical consumption of hours, such as overtime or acting-out-of-class hours
- Report can be filtered by person(s) and/or logging bucket
- Offers the ability to create a custom Logging Bucket Report with BIRT
- May be printed, emailed, or exported in Excel-supported formats

Login History Report

The Login History Report allows managers to track who logged in to UKG TeleStaff during a given date range.



Person	Rank	Authority	In	Out	Login Source	From
Salazar, Jeffrey A.	Aide	Full Access	04/17/2015 14:50:40		Web	127.0.0.1
	Aide	Full Access	04/17/2015 14:50:00	04/17/2015 14:50:37	Web	127.0.0.1
	Aide	Full Access	04/17/2015 14:48:48	04/17/2015 14:49:57	Web	127.0.0.1
	Aide	Full Access	04/17/2015 14:48:09	04/17/2015 14:48:45	Web	127.0.0.1
	Aide	Full Access	04/17/2015 14:42:34	04/17/2015 14:47:44	Web	127.0.0.1

Features and benefits:

- Provides the name of the person who logged in, including the person's authority
- Displays how the person logged in to UKG TeleStaff
- Details when the person logged in and logged out
- May be printed, faxed, or exported in Excel-supported formats

Multiday Roster Report

The Multiday Roster Report shows who is or is not working for a date range in a cross-tabulation-style report.

UKG TeleStaff										
Multiday Roster Report										
[03/01/2017 - 03/31/2017]										
Limits:	Multiday Roster: Institution: Fire									
CalendarDate	3/1	3/2	3/3	3/4	3/5	3/6	3/7	3/8	3/9	
(01) Battalion One	McKinzey, James	RD		RD		RD				
	Patterson, Erik				RD		RD		RD	
	Ryan, Nolan	RD		RD		RD				
	Washington, Ben				RD		RD		RD	
	Castillo, Joshua				RD		RD		RD	
	Butler, Gary		RD					RD		RD
	Green, Joan	RD		RD		RD				
	Russell, Shaw	RD		RD		RD				
	Trout, Mike				RD		RD		RD	
	Dixon, Kathleen	RD		RD		RD				
	Nicole, Day	RD		RD		RD				
	Moore, Kim		RD					RD		RD
	Cox, Kathy	RD		RD		RD				

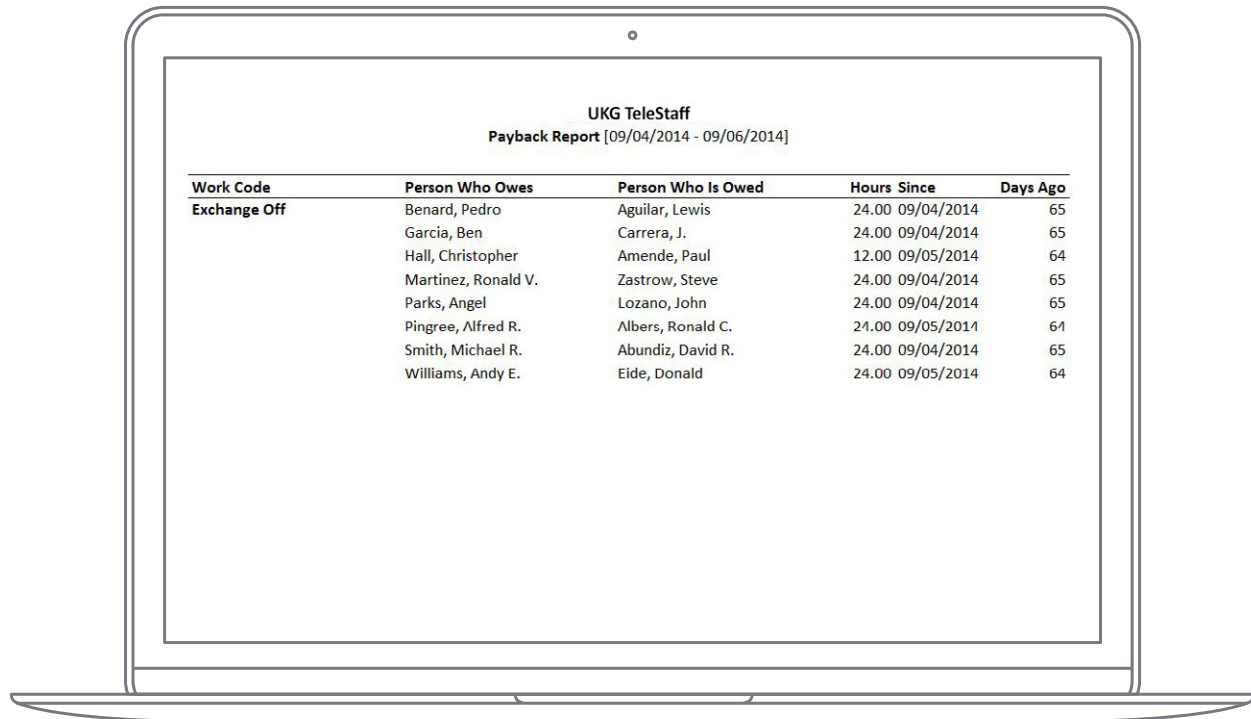
Features and benefits:

- Provides a day-to-day view of staffing assignments at a glance
- Displays resources and working and nonworking codes
- Helps supervisors realign resources as needed to control labor costs and balance the scheduling of training, meetings, and floating or extra days
- May be printed, faxed, or exported to multiple file formats

The Multiday Roster Report is delivered as a standard report; however, if further customization of the report is required, customer organizations must install the supplied BIRT reports designer for further modification.

Payback Report

The Payback Report tracks payback balances (shift trades) that occur within a given date range. It displays each code, which is tracked and followed by an alphabetical listing of employees who owe for that code.



Work Code	Person Who Owes	Person Who Is Owed	Hours Since	Days Ago
Exchange Off	Benard, Pedro	Aguilar, Lewis	24.00 09/04/2014	65
	Garcia, Ben	Carrera, J.	24.00 09/04/2014	65
	Hall, Christopher	Amende, Paul	12.00 09/05/2014	64
	Martinez, Ronald V.	Zastrow, Steve	24.00 09/04/2014	65
	Parks, Angel	Lozano, John	24.00 09/04/2014	65
	Pingree, Alfred R.	Albers, Ronald C.	24.00 09/05/2014	61
	Smith, Michael R.	Abundiz, David R.	24.00 09/04/2014	65
	Williams, Andy E.	Eide, Donald	24.00 09/05/2014	64

Features and benefits:

- Displays a list containing each work code
- Lists each staff member who owes a payback or shift trade
- Automatically removes a shift trade from the report after it has been paid back
- May be printed, faxed, or exported in Excel-supported formats

Payroll Report

The Payroll Report shows how many hours of each organization-defined pay code are used during any user-defined payroll period.

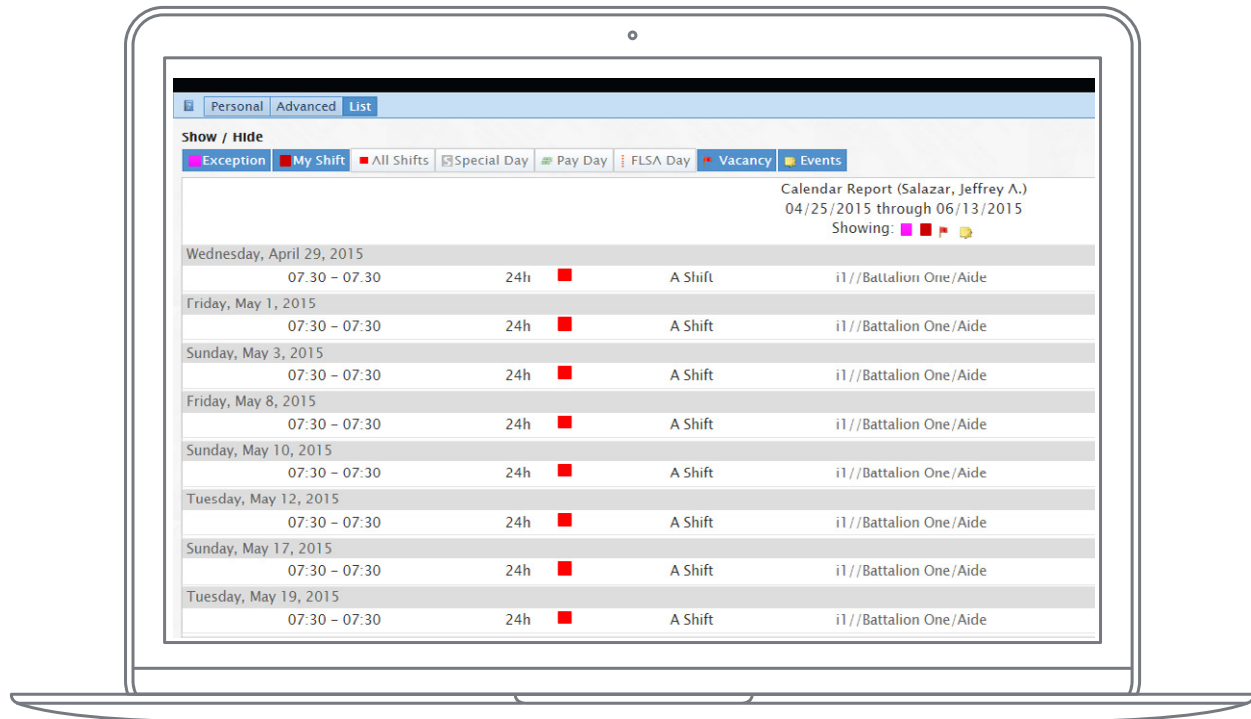
	Person		Hours	Code	Description
2000081	Adame, Augustine J.	<i>E</i>	24.00	RD	On Duty
			24.00		
2000186	Aguilar, Lewis	<i>FF</i>	24.00	+	Overtime (SOD)
			24.00		
2000095	Avina, Kenneth M.	<i>E (HM)</i>	24.00	RD	On Duty
			24.00		
2000023	Barnette, Charles L.	<i>C</i>	24.00	RD	On Duty
			24.00		

Features and benefits:

- Is easily accessed from the UKG TeleStaff calendar by clicking the payroll icon
- Displays hours recorded under each payroll-relevant working and nonworking code for each employee during a specified period
- Accurately and easily reports payroll hours to payroll administrators, and is sorted by employee name with employee ID (user, payroll, other) displayed
- Shows as finalized when a payroll report has been verified and approved by appropriate management personnel
- Can be filtered by date range, district, pay information, unit, position, work code, rank, shift, or individual employee
- May be printed, faxed, or exported in Excel-supported formats

Personal Calendar Report

The Personal Calendar Report gives each employee access to a personal calendar report detailing that person's shifts, exceptions, paydays, FLSA period, and much more.



Features and benefits:

- Provides a detailed listing of shifts, exceptions, paydays, special days (holidays), FLSA period, events, and notes
- Details date, time, unit, and shift of a specified date
- Provides each employee's name and title or rank
- May be printed, faxed, or exported in Excel-supported formats

Personal History Report

The Personal History Report displays detailed information about all work codes assigned to staff members.

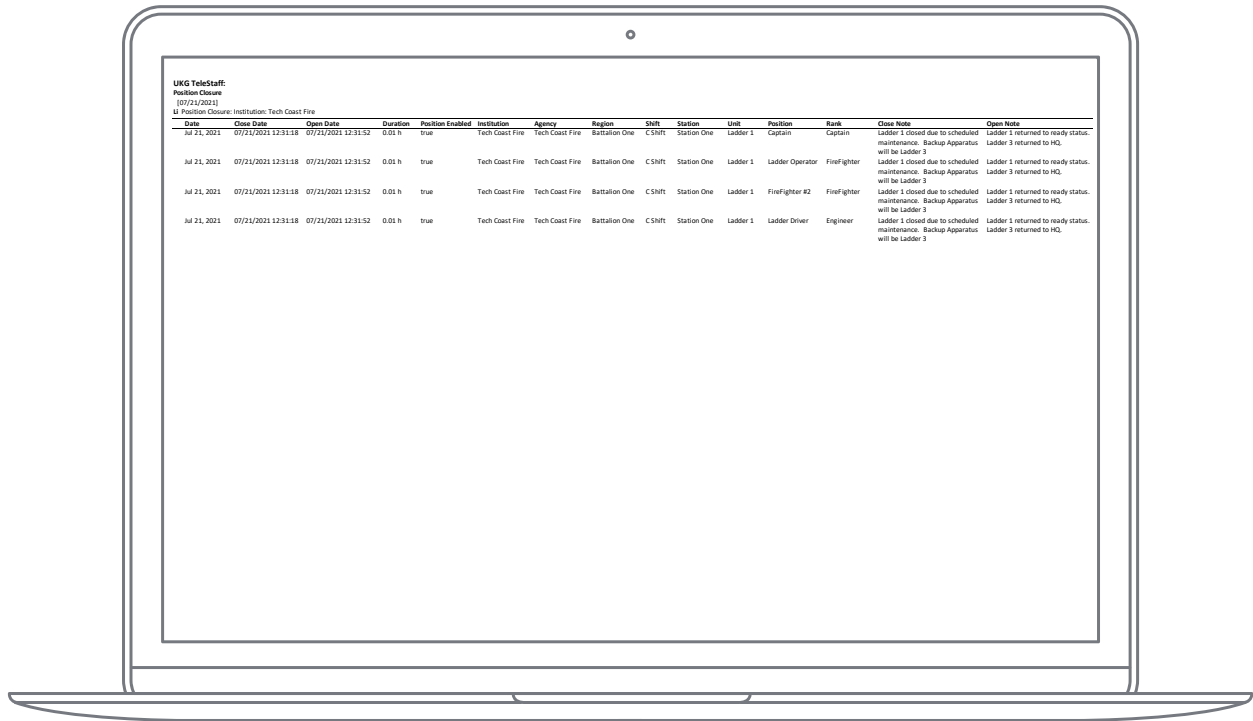
UKG TeleStaff				
Personal History [04/17/2015]				
Adame, Augustine J.				
RD	On Duty	24.00	Created	Last Modified By
04/17/2011	C 1//Engine 8/Engineer	24.00 <finalized>	04/17/2015 14:54:53	Salazar, J
Aguilar, Lewis				
+	Overtime (SOD)	24.00	Created	Last Modified By
+ 04/17/2011	C 1//Engine 1/FireFighter #2	24.00 <user	04/17/2015 14:54:33	Salazar, J
Avina, Kenneth M.				
RD	On Duty	24.00	Created	Last Modified By
04/17/2011	C 1//Truck 4/Engineer	24.00 <finalized>	04/17/2015 14:54:53	Salazar, J
Barnette, Charles L.				
RD	On Duty	24.00	Created	Last Modified By
04/17/2011	C 1//Engine 1/Captain	24.00 <finalized>	04/17/2015 14:54:53	Salazar, J
Barnhardt, Donald B.				
RD	On Duty	24.00	Created	Last Modified By
04/17/2011	C 1//Truck 4/Captain	24.00 <finalized>	04/17/2015 14:54:53	Salazar, J
Benard, Pedro				
RD	On Duty	24.00	Created	Last Modified By

Features and benefits:

- Shows the history of staffing or working exceptions associated with staff members over a specified date range
- Allows employees to easily access their own staffing records
- Enables managers to easily review each employee's staffing history
- Creates an audit record of all employee activity
- Allows employees to view hours they have accrued for vacation, sick leave, or any other code that can accrue time
- May be printed, faxed, or exported in Excel-supported formats

Position Closure Report

The Position Closure Report returns the apparatus and position that are disabled or enabled when the Roster > Disable/Enable Unit feature is applied. The ability to add notes upon disabling or enabling a unit or position allows better historical justification for the outage.



UKG TeleStaff:
Position Closure
[07/21/2021]

Position Closure: Institution: Tech Coast Fire

Date	Close Date	Open Date	Duration	Position Enabled	Institution	Agency	Region	Shift	Station	Unit	Position	Rank	Close Note	Open Note
Jul 21, 2021	07/21/2021 12:31:18	07/21/2021 12:31:52	0:01 h	true	Tech Coast Fire	Tech Coast Fire	Battalion One	C Shift	Station One	Ladder 1	Captain	Captain	Ladder 1 closed due to scheduled maintenance. Backup Apparatus will be Ladder 3	Ladder 1 returned to ready status. Ladder 3 returned to HQ.
Jul 21, 2021	07/21/2021 12:31:18	07/21/2021 12:31:52	0:01 h	true	Tech Coast Fire	Tech Coast Fire	Battalion One	C Shift	Station One	Ladder 1	Ladder Operator	Firefighter	Ladder 1 closed due to scheduled maintenance. Backup Apparatus will be Ladder 3	Ladder 1 returned to ready status. Ladder 3 returned to HQ.
Jul 21, 2021	07/21/2021 12:31:18	07/21/2021 12:31:52	0:01 h	true	Tech Coast Fire	Tech Coast Fire	Battalion One	C Shift	Station One	Ladder 1	Firefighter #2	Firefighter	Ladder 1 closed due to scheduled maintenance. Backup Apparatus will be Ladder 3	Ladder 1 returned to ready status. Ladder 3 returned to HQ.
Jul 21, 2021	07/21/2021 12:31:18	07/21/2021 12:31:52	0:01 h	true	Tech Coast Fire	Tech Coast Fire	Battalion One	C Shift	Station One	Ladder 1	Ladder Driver	Engineer	Ladder 1 closed due to scheduled maintenance. Backup Apparatus will be Ladder 3	Ladder 1 returned to ready status. Ladder 3 returned to HQ.

Features and benefits:

- Displays the Roster history of enabling/disabling positions distinctly
- Roster comments added when enabling/disabling the units or positions are reflected in report
- Includes the length of time a position has been disabled
- Offers the ability to create a custom Position Closure Report with BIRT
- May be printed, emailed, or exported in Excel-supported formats

Roster Report

The Roster Report provides a capture of the UKG TeleStaff roster for any given day.

UKG TeleStaff
Roster Report [04/17/2015]
Limits: Institution: Institution

Tech Coast Fire / (01) Battalion One / C Shift

Rank	ID	Name		From	Through	
(01) Station One / Engine 1						
Captain	00023	Barnette, Charles L.	✓	07:30	07:30	24
Engineer	00091	Johnson, Brian M. (HM)	✓	07:30	07:30	24
FireFighter	00187	Lanzner, Brent	✓ V	07:30	07:30	24
	00100	Castro, Albert L.	✓	07:30	07:30	24
FireFighter	00211	Heredia, William	✓ S	07:30	07:30	24
	00186	Aguilar, Lewis	✓ +SOD	07:30	07:30	24

(01) Station One / SAM 1

Rank	ID	Name		From	Through	
FireFighter PM	00196	Benard, Pedro (HM/PM)	✓	07:30	07:30	24
FireFighter PM	00184	Salerno, Christian (PM)	✓	07:30	07:30	24

(01) Station One / Truck 1

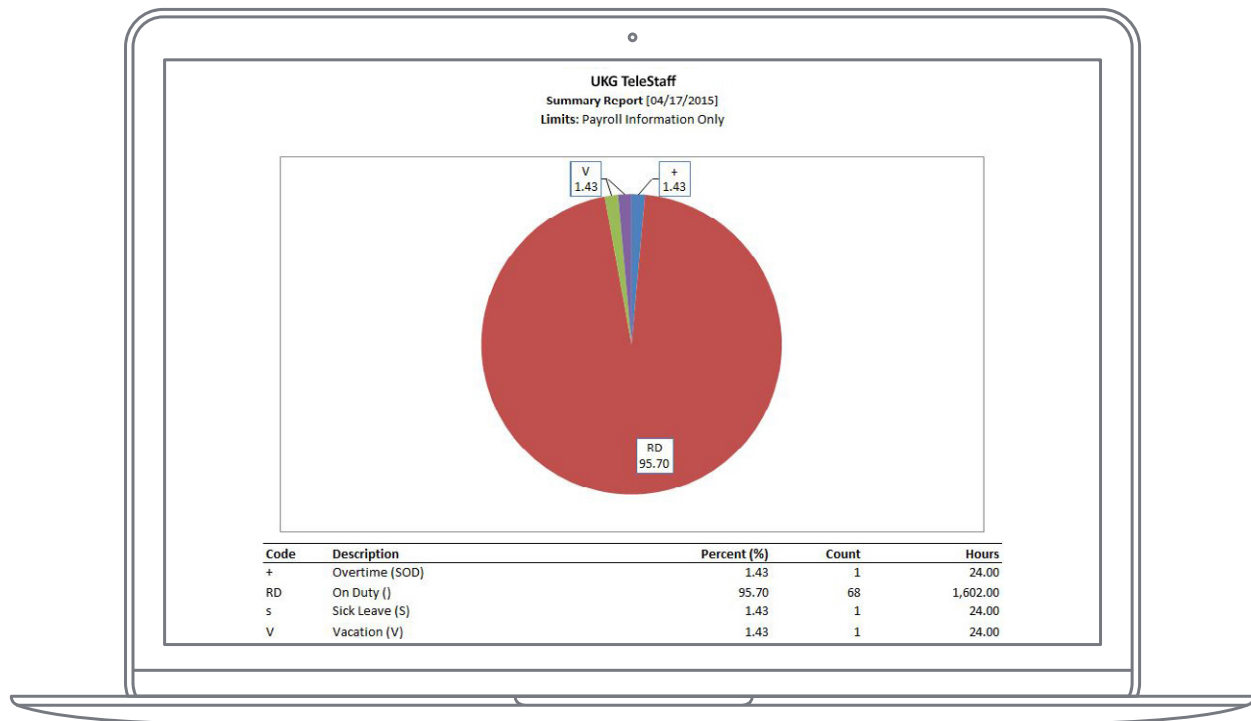
Rank	ID	Name		From	Through	
Captain	00026	Cupples, Loren	✓	07:30	07:30	24
Engineer	00075	McHugh, Mark	✓	07:30	07:30	24

Features and benefits:

- Details date, time, district, area, and shift of a specified date
- Provides each employee's name, ID number, and title or rank
- Enables managers to easily view which personnel are unassigned
- May be printed, faxed, or exported in Excel-supported formats

Summary Report

The Summary Report is a graphic depiction displaying all working and nonworking work codes and their overall totals used by all employees over a given date range.



Features and benefits:

- Reports which codes are impacting staffing activities, and displays patterns of working exceptions
- Tracks an entire department or an employee's working codes for planning and budgetary purposes
- Details codes, descriptions, percentages, number of occurrences, and hours in a graphic



Our purpose is people

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All specifications are subject to change. PS0058-USv6