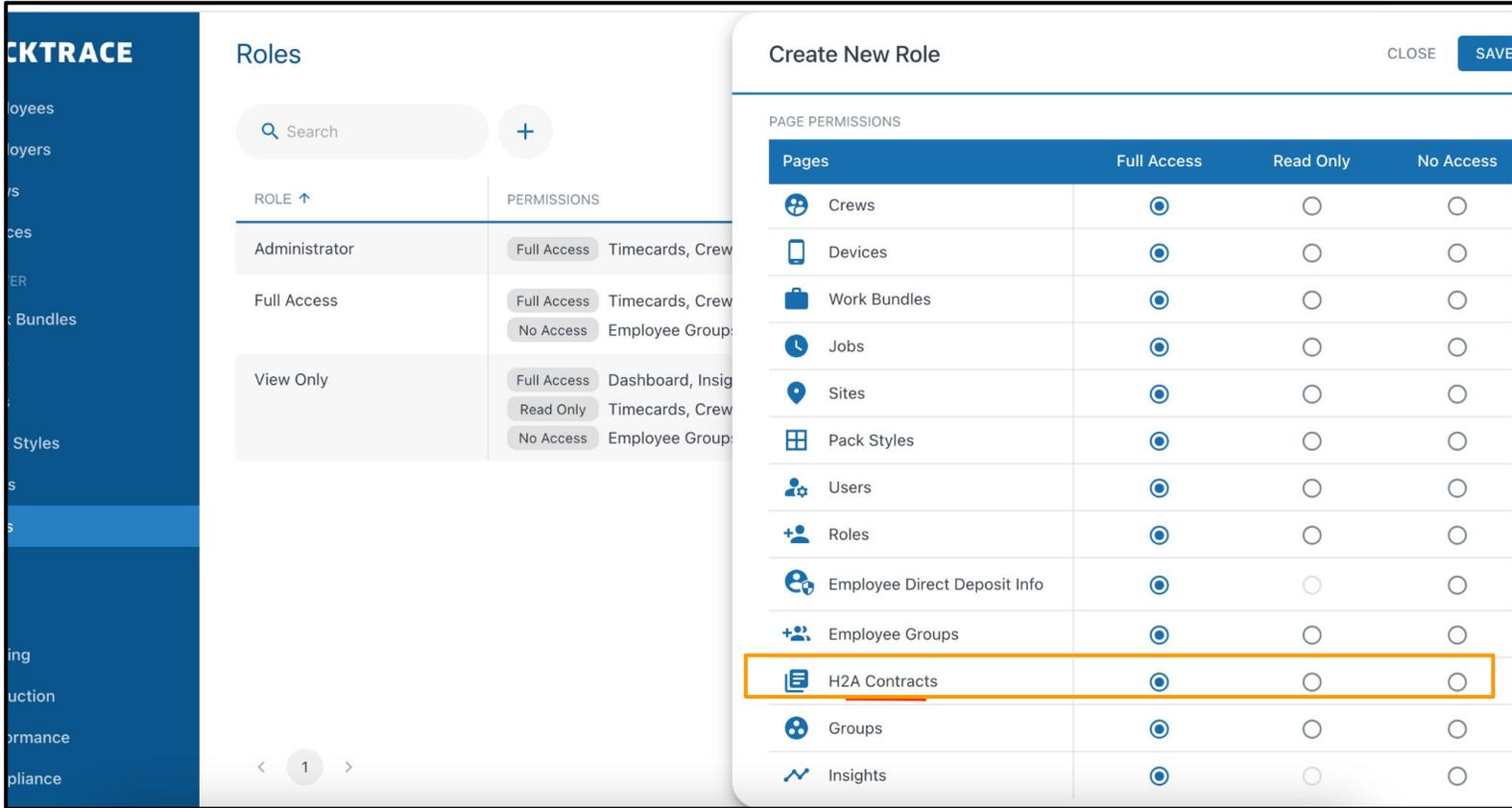


H-2A Hours Offered: Feature Summary

1. **Table of Contents**
2. **User Permissions**
3. **Contract Management: contracts tab**
4. **Contract Management: contract details**
5. **Contract Management: assign contract when hiring**
6. **Contract Management: assign contract when bulk creating and updating**
7. **Contract Management: assign contract when onboarding**
8. **Contract Management: edit history**
9. **Absence Tracking: job creation**
10. **Absence Tracking: track employee absences**
11. **Reporting: access H-2A Hours Offered Report**
12. **Reporting: customize and run the H-2A Hours Offered Report**
13. **Reporting: read the H-2A Hours Offered Report summary**
14. **Reporting: read the H-2A Hours Offered Report details**

H-2A Hours Offered: User Permission



Roles

Search +

ROLE ↑	PERMISSIONS
Administrator	Full Access Timecards, Crew
Full Access	Full Access Timecards, Crew No Access Employee Group
View Only	Full Access Dashboard, Insig Read Only Timecards, Crew No Access Employee Group

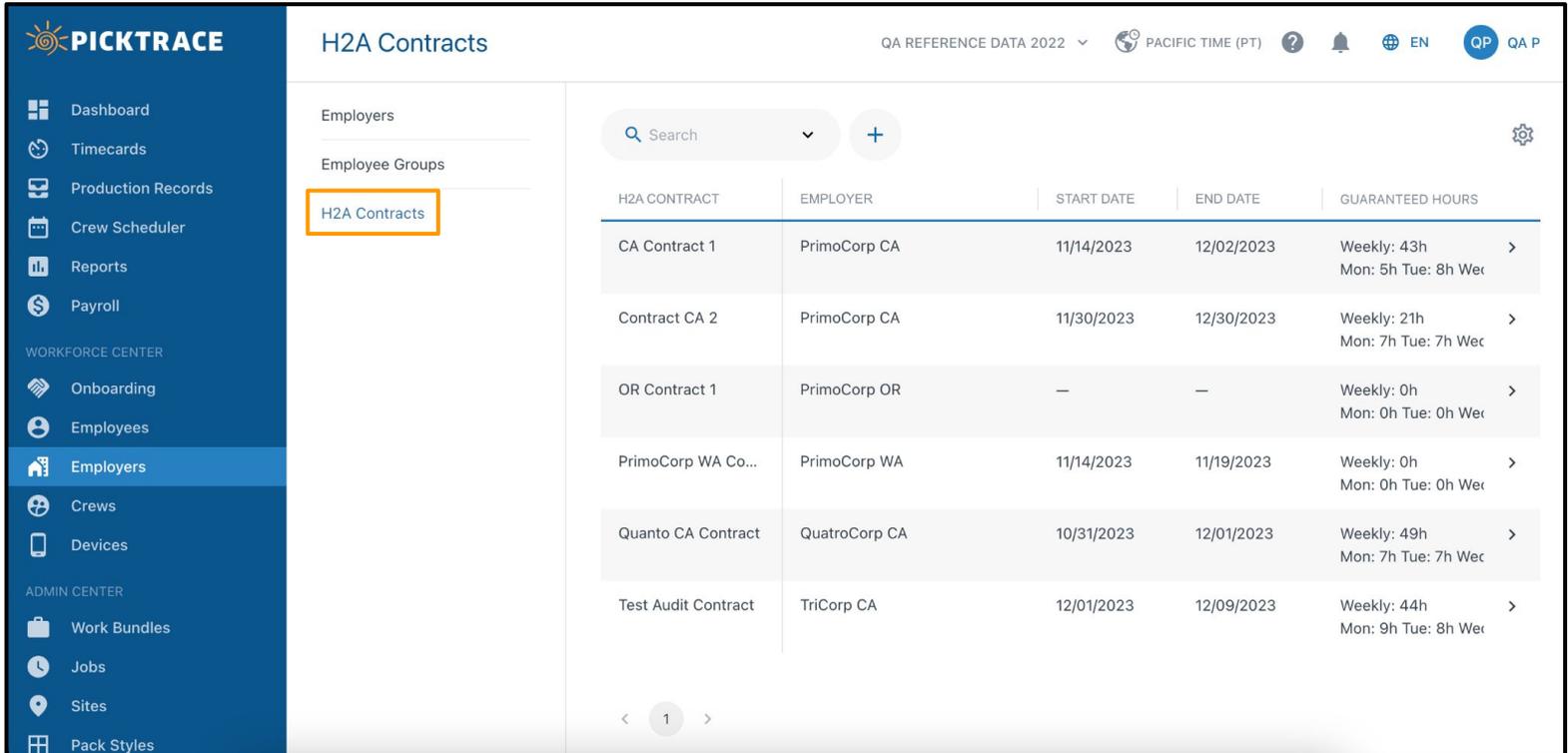
Create New Role CLOSE SAVE

PAGE PERMISSIONS

Pages	Full Access	Read Only	No Access
Crews	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Devices	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Work Bundles	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Jobs	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sites	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pack Styles	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Users	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Roles	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Employee Direct Deposit Info	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Employee Groups	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
H2A Contracts	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Groups	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Insights	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

- **Control web application users' access to run H-2A reports via a dedicated user permission**
 - Note: user permission governs access to the report, not access to "No Show" jobs

H-2A Hours Offered: Contract Management



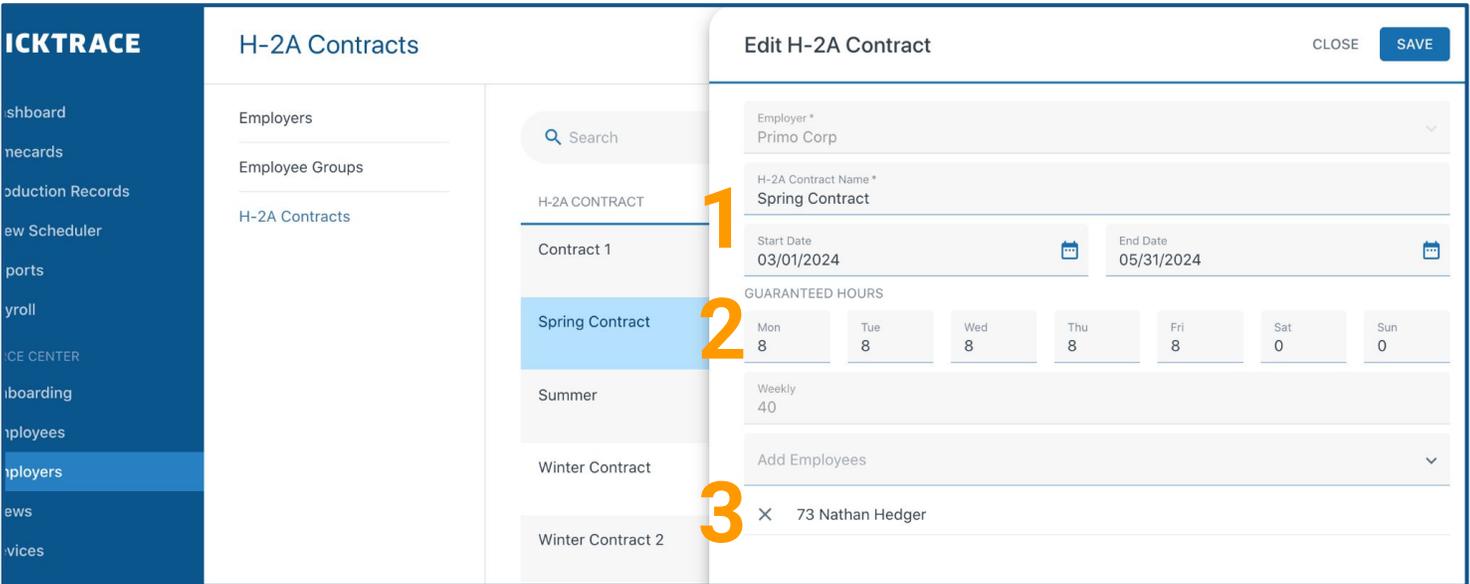
The screenshot shows the PICKTRACE web application interface for H2A Contracts management. The sidebar on the left contains navigation options: Dashboard, Timecards, Production Records, Crew Scheduler, Reports, Payroll, WORKFORCE CENTER (Onboarding, Employees, Employers, Crews, Devices), and ADMIN CENTER (Work Bundles, Jobs, Sites, Pack Styles). The 'Employers' section is highlighted, and 'H2A Contracts' is selected under 'Employee Groups'.

The main content area is titled 'H2A Contracts' and includes a search bar and a '+ Add' button. Below is a table listing the contracts:

H2A CONTRACT	EMPLOYER	START DATE	END DATE	GUARANTEED HOURS
CA Contract 1	PrimoCorp CA	11/14/2023	12/02/2023	Weekly: 43h Mon: 5h Tue: 8h Wed: 8h
Contract CA 2	PrimoCorp CA	11/30/2023	12/30/2023	Weekly: 21h Mon: 7h Tue: 7h Wed: 7h
OR Contract 1	PrimoCorp OR	—	—	Weekly: 0h Mon: 0h Tue: 0h Wed: 0h
PrimoCorp WA Co...	PrimoCorp WA	11/14/2023	11/19/2023	Weekly: 0h Mon: 0h Tue: 0h Wed: 0h
Quanto CA Contract	QuatroCorp CA	10/31/2023	12/01/2023	Weekly: 49h Mon: 7h Tue: 7h Wed: 7h
Test Audit Contract	TriCorp CA	12/01/2023	12/09/2023	Weekly: 44h Mon: 9h Tue: 8h Wed: 8h

- **Create and manage H-2A contracts on a dedicated tab under the Employers tool in the web application**
 - Note: each H-2A contract is linked to a specific employer

H-2A Hours Offered: Contract Management



1. **When creating or editing a contract, set the start and end date**
 - a. Note: employees can only belong to one active contract at a time

2. **Set the guaranteed hours to act as the “contract stated hours” in reporting**

3. **Manually add employees to the contract**
 - a. Note: employees can also be added to the contract via bulk or individual updates to an employee profile, or via onboarding

H-2A Hours Offered: Contract Management

Employees ONBOARDING ORG ? EN RT R&D T

Hire new employee

INFO

First Name * Middle Name Last Name * CLICK TO ADD EMPLOYEE PHOTO

SSN

Date of Birth * Language Preference * Spanish

Gender Ethnicity

PASSPORT

Passport number Country of issuance

Issue date Expiry date

CONTACT

Address Search

Address 1

Start Date 03/26/2024 Rehire Date

Compensation /hr

By checking this box, you agree to receive SMS messages at the number provided regarding your employment. Message frequency may vary. Standard message and data rates may apply. [Terms & Conditions](#). [Privacy Policy](#). Text HELP for help. Text STOP to unsubscribe.

H-2A Employee **1** H-2A Contract

Default job

Edit Checkin

Edit Settings

Info Compensation is an optional field that will set a floor for what an employee will earn. If a job is set up to pay \$15 an hour, and an employee has a compensation of \$20, the employee will be paid \$20. The employee always earns the larger amount.

CANCEL SAVE

Employees INFORMATION DOCUMENTS Employment Info CLOSE SAVE

DANE REYNOLDS
72

PERSONAL INFO

SSN:
Date of birth:
Gender:
Ethnicity:
Language preferen
Default job:

CONTACT INFORM

Phone:
Email:
Address:

EMERGENCY CON

Employer * Seco Corp Employee Group Default Seco Corp

Alt ID 224 Crew * Crew A

Title Crew Leader Hire Date

Start Date Rehire Date

By checking this box, you agree to receive SMS messages at the number provided regarding your employment. Message frequency may vary. Standard message and data rates may apply. [Terms & Conditions](#). [Privacy Policy](#). Text HELP for help. Text STOP to unsubscribe.

H-2A Employee **2** H-2A Contract Winter Contract 2

PAYROLL INFO

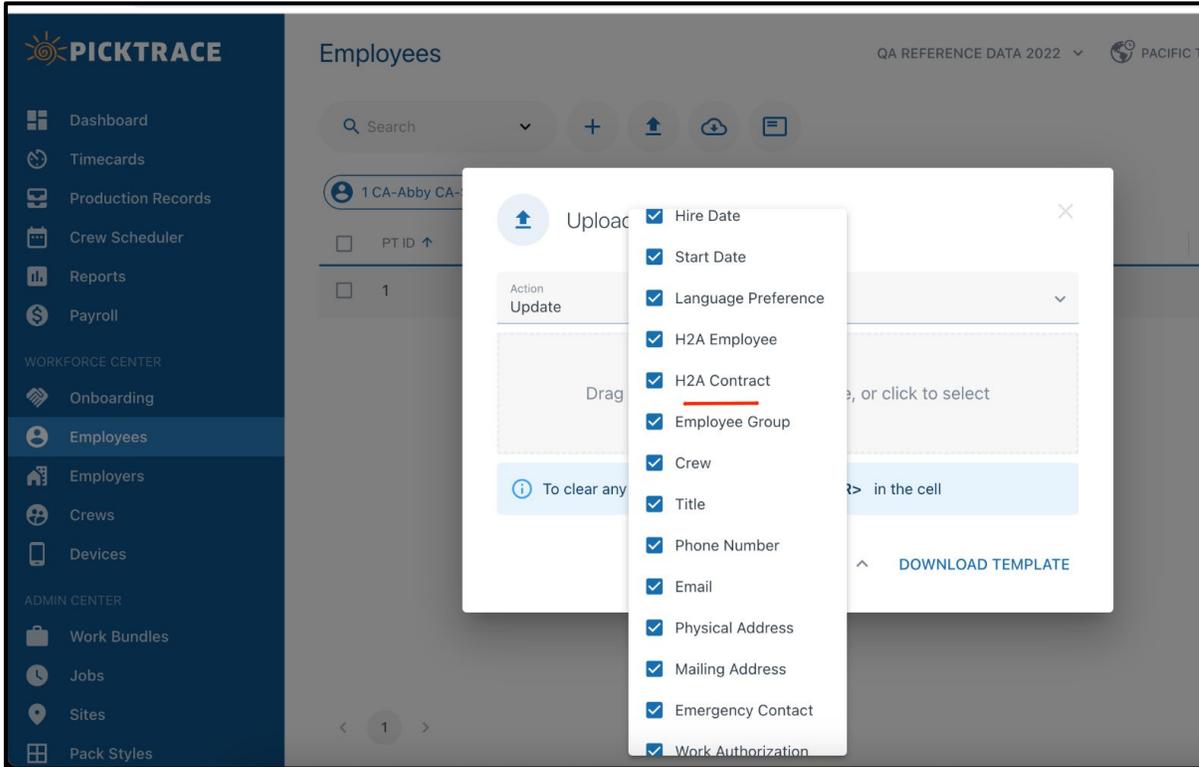
Job Site

UPLOAD PHOTO

EDIT

1. Designate the H-2A contract when hiring (creating) an employee
2. Update the H-2A contract when editing employment info on an existing employee
 - a. Note: employees can only belong to 1 active H-2A contract at a time

H-2A Hours Offered: Contract Management



1

M	N	O	P	
H2A Employee	H2A Contract	Employee Group	Crew	Title
TRUE	CA Contract 1	fault PrimoCorp CA	Alpha CA crew	
	CA Contract 1			
	Contract CA 2			
	OR Contract 1			
	PrimoCorp WA Contract 1			
	Quanto CA Contract			
	Test Audit Contract			

2

1. Designate the H-2A contract when bulk creating employees
2. Designate the H-2A contract when bulk updating existing employees

H-2A Hours Offered: Contract Management

Onboarding Setup

Non H-2A H-2A

Employer*
Primo Corp

Employee Group*
Default Primo Corp

H-2A Contract
Spring Contract

Winter Contract

Crew A

Job Category*
451011 - First-Line Supervisors of Farming, Fishing, and Forestry Work

- **Designate the H-2A contract when onboarding employees**
 - Note: employers have the option to add both H-2A and Non H-2A employees to a contract

H-2A Hours Offered: Contract Management

Test Audit Contract
TriCorp CA

MODIFIED BY	DATE/TIME	OPERATION
QA PickTrace	Dec 13, 2023, 1:42 AM	Update
Modified field:	Before edit:	After edit:
End Date	12/09/2023	12/10/2023
QA PickTrace	Dec 12, 2023, 11:19 PM	Update
QA PickTrace	Dec 6, 2023, 10:04 AM	Update
Modified field:	Before edit:	After edit:
Guaranteed Hours Monday	8.00	9.00
Guaranteed Hours Weekly	43.00	44.00

CA-Abby CA-Smith
PrimoCorp CA CAa001p Default PrimoCorp CA

MODIFIED BY	DATE/TIME	OPERATION
QA PickTrace	Dec 13, 2023, 4:08 AM	Update
Modified field:	Before edit:	After edit:
H2A Contract	CA Contract 1	—
QA PickTrace	Dec 13, 2023, 3:36 AM	Update
Modified field:	Before edit:	After edit:
H2A Contract	Contract CA 2	CA Contract 1
QA PickTrace	Dec 13, 2023, 3:32 AM	Update
QA PickTrace	Nov 27, 2023, 2:47 AM	Update

1. View contract edit history
2. View changes to contract assignments in employee edit history

H-2A Hours Offered: Absence Tracking

Create New Job

CLOSE SAVE

Job Category
No show

Name
Absent

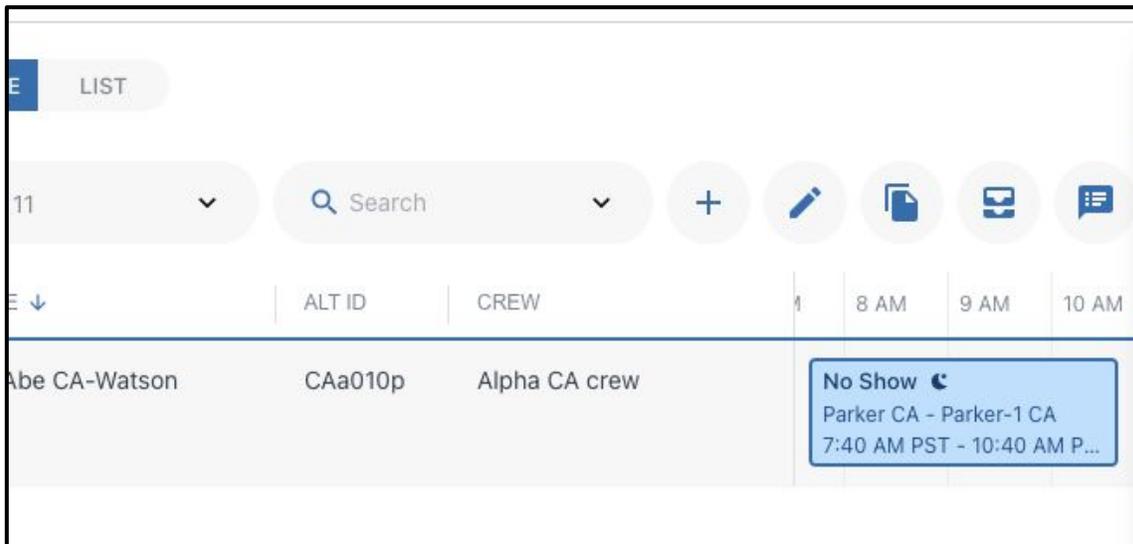
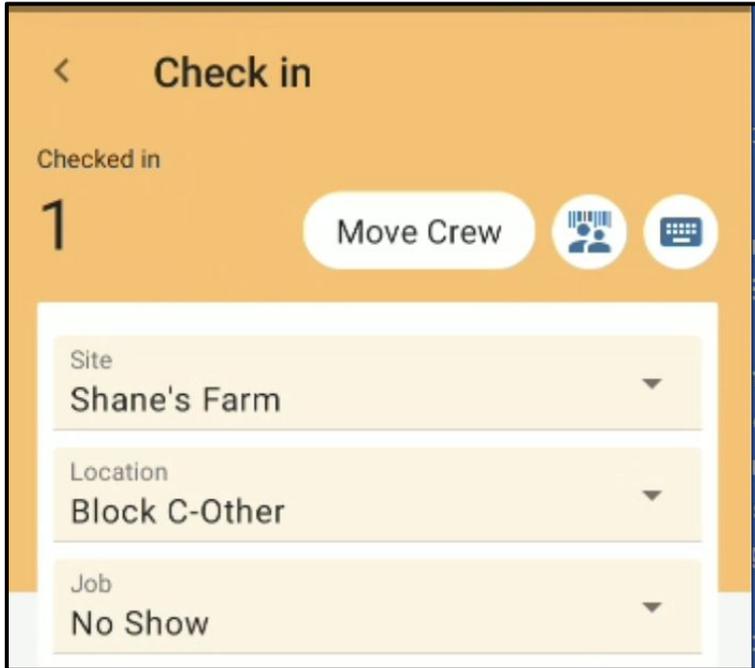
Spanish Name

Description
inexcused absence

 Hours accrued on this job will not be used for minimum wage adjustments or overtime calculations.

- **Create jobs in the *No show, Sick, and Vacation* job categories**
 - Note: Hours associated to these jobs count towards “**missed hours**” in the calculation and reporting of hours offered and are meant to capture hours where an employee could have worked but did not

H-2A Hours Offered: Absence Tracking



- **Check employees into the *No show, Sick, and Vacation* job categories**
 - Note: timecards associated to these jobs count towards “**missed hours**” in the calculation and reporting of hours offered

H-2A Hours Offered: Reporting

<p>PickTrace Reports (10)</p> <hr/> <p>Organization Reports</p> <hr/> <p>My Reports</p> <hr/> <p>Archived Reports</p>	<p>General Payroll ✨</p> <p>This report creates a row per timecard and a section per employee. This report is intended to allow you to audit and follow along with how PickTrace calculated an employee's payroll.</p> <p>H-2A Hours Offered Report ✨</p> <p>This report creates a section for each employee and compares the hours offered to the hours guaranteed on employees' H-2A contracts for each day in the date range</p>
---	---

- **Access the H-2A Hours Offered Report in the PickTrace Reports section of the Reports tool**
 - Note: access to this report in the web application is controlled by a dedicated user permission

H-2A Hours Offered: Reporting

H-2A Hours Offered Report

Title
H-2A Hours Offered Report

Start
04/01/2024

End
04/01/2024

FILTERS

Employers

Crews

Employees

Employee Groups

ALL H2A NON-H2A

H-2A Contract

DOWNLOAD PDF PREVIEW

1

2

- 1. Set the date range for the report**
 - Note: a daily summary of hours worked and missed will be shown for each day in the date range
- 2. Filter the report to the desired employee and contract data**

H-2A Hours Offered: Reporting

H-2A Hours Offered Report • 02/01/2024 to 02/09/2024

Onboarding Org: Monday, 01 Apr 2024 15:24:16 PDT

H2A: H2A

1

2

3

4

5

Contract	Total Employees	Total Hrs Offered	Total Hrs Worked	Total Hrs Missed	Contract Term
Contract 1	1	64.02	8.08	55.93	02/01/2024 - 02/29/2024
Winter Contract 2	1	15.5	15.5	0	12/01/2023 - 03/01/2024
{2}	2	79.52	23.58	55.93	-

1. **List of H-2A contracts with employee activity matching the specified filters and date range**
2. **Total number of employees on the contract with activity matching the specified filters and date range**
3. **Total hours offered to the employees on the contract matching the specified filters and date range**
 - a. Note: the hours offered is the sum of hours worked and hours missed
4. **Total hours worked by employees on the contract matching the specified filters and date range**
5. **Total hours missed by the employees on the contract matching the specified filters and date range**
 - a. Note: hours missed come from timecards tied to jobs in the No Show, Sick and Vacation job categories and represent opportunities when the employees could have worked but did not

H-2A Hours Offered: Reporting

Name	Dane Reynolds				
Employee ID	224				
PickTrace Number	72				
Employer	Seco Corp				
H-2A Contract Name	Contract 1				
H-2A Contract Start Date	02/01/2024				
H-2A Contract End Date	02/29/2024				
H-2A Contract Stated Hrs/Pay Period	35				
1 Hrs Stated Since Contract Start	52.00				
2 Hrs Offered Since Contract Start	64.02				
3 Percent of Contract Stated Hours	123.12%				
Report Dates		Hrs Offered	Hrs Worked	Hrs Missed	Reason 4
	02/01/2024	8.0	8.0	0	
	02/02/2024	8.0	0	8.0	Inexcused Absence
	02/03/2024	0	0	0	
	02/04/2024	0	0	0	
	02/05/2024	0	0	0	
	02/06/2024	8.0	0.08	7.92	Inexcused Absence
	02/07/2024	16.0	0	16.0	Inexcused Absence
	02/08/2024	24.0	0	24.0	Inexcused Absence
	02/09/2024	0.02	0	0.02	Inexcused Absence
	02/10/2024	0	0	0	
SUB TOTAL	{10}	64.02	8.08	55.93	

1. Total number of hours stated on the specified H-2A contract between the contract start date and the end of the report date range
2. Total number of hours offered to the employee between the contract start date and the end of the report date range
3. The percent of the contract stated hours that have actually been offered to the employee between the contract start date and the end of the report date range
4. The name of the job in the *No Show, Sick, or Vacation* job category that is interpreted as the reason for the employee not working those hours