PICKTRACE

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

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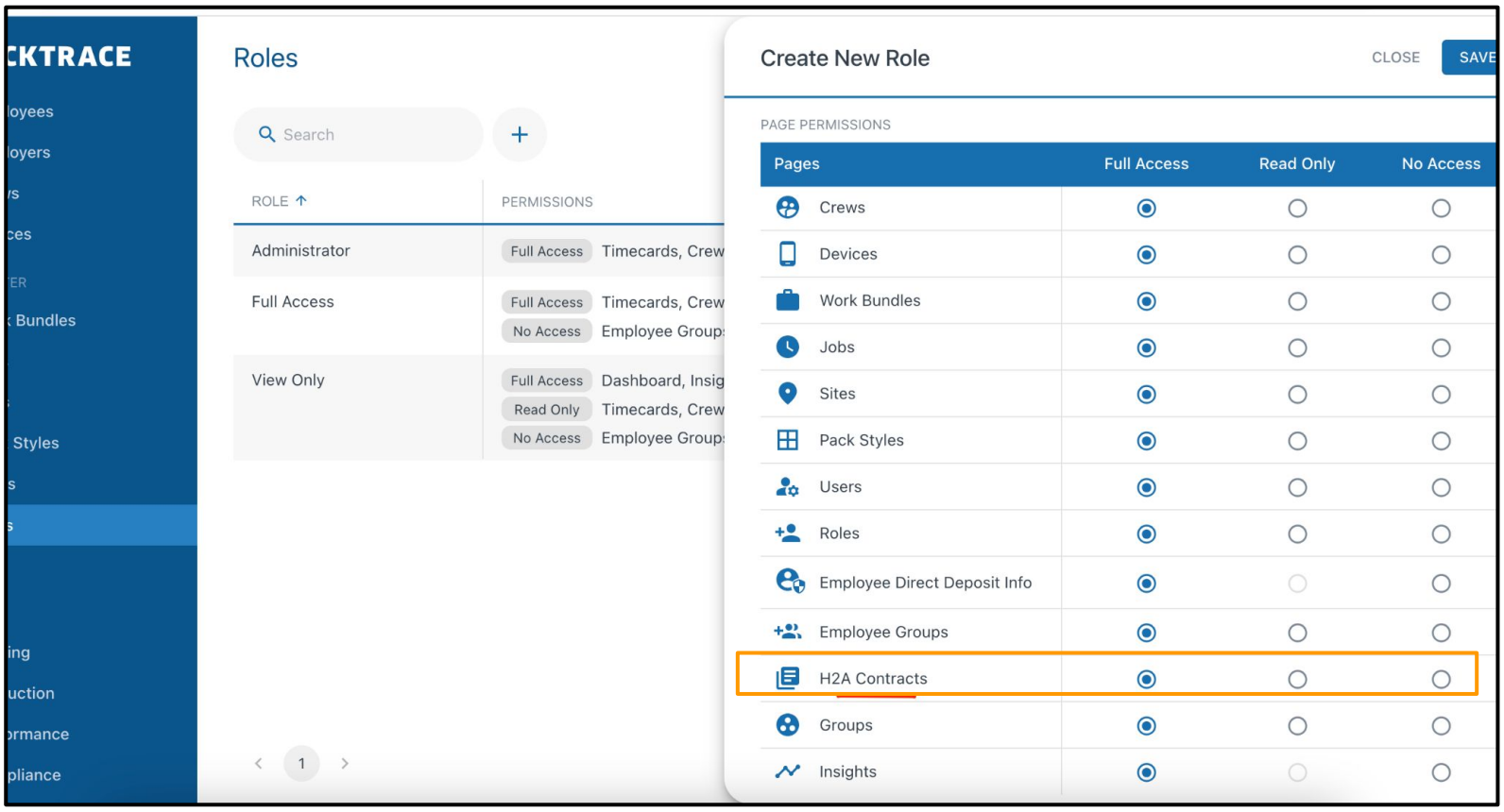
H-2A Hours Offered: User Permission



- **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

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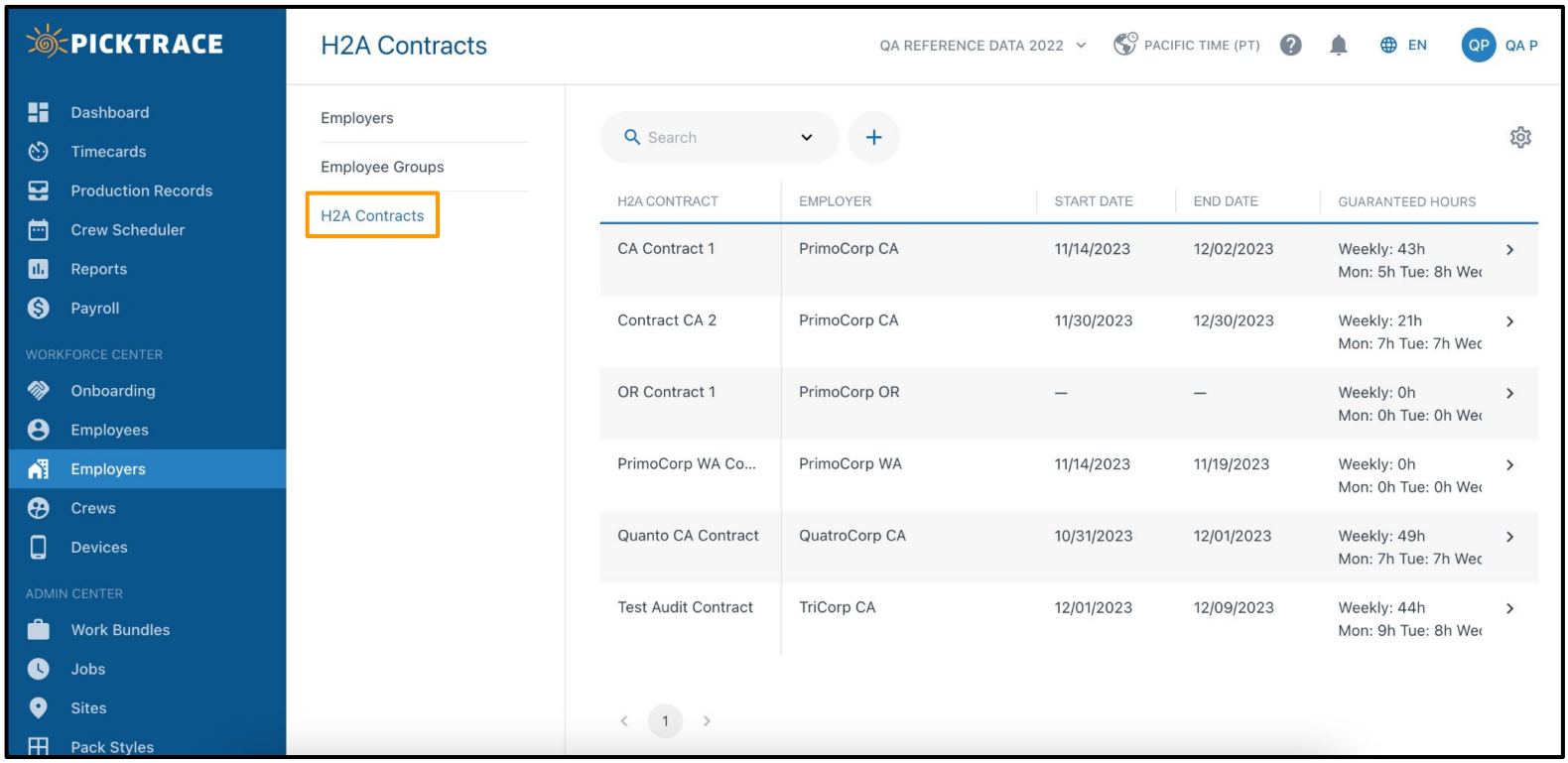
H-2A Hours Offered: Contract Management



- **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

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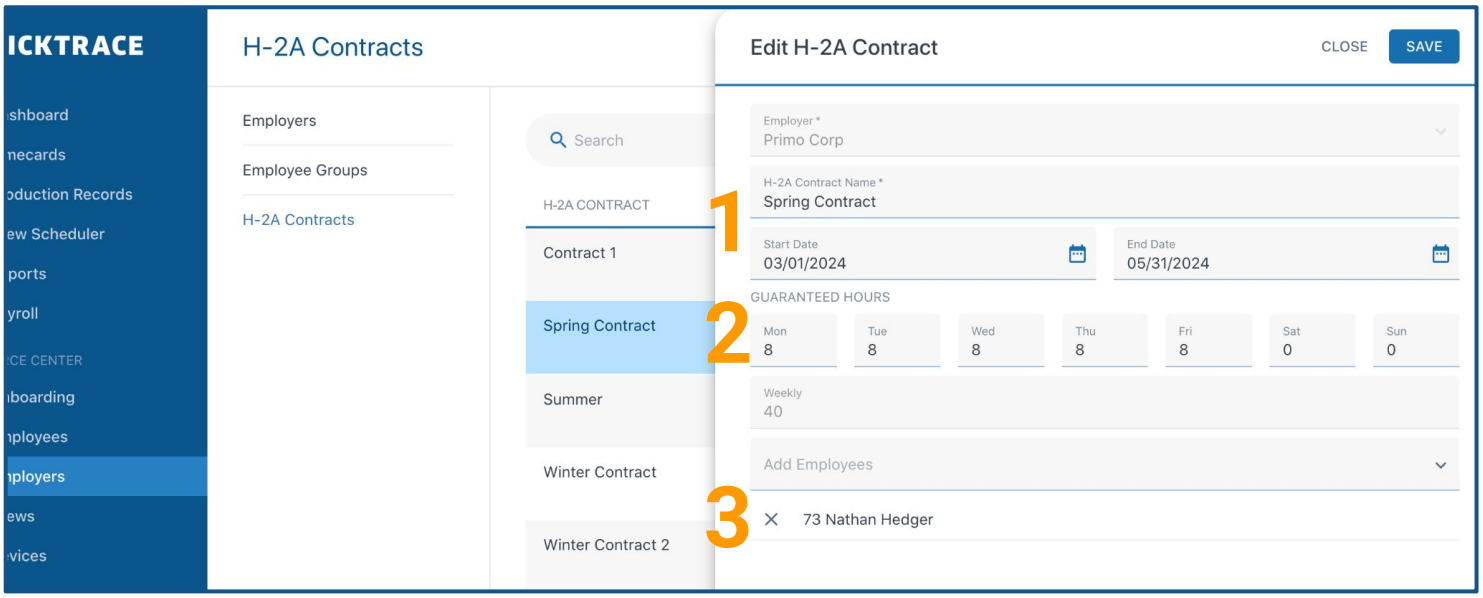
H-2A Hours Offered: Contract Management



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

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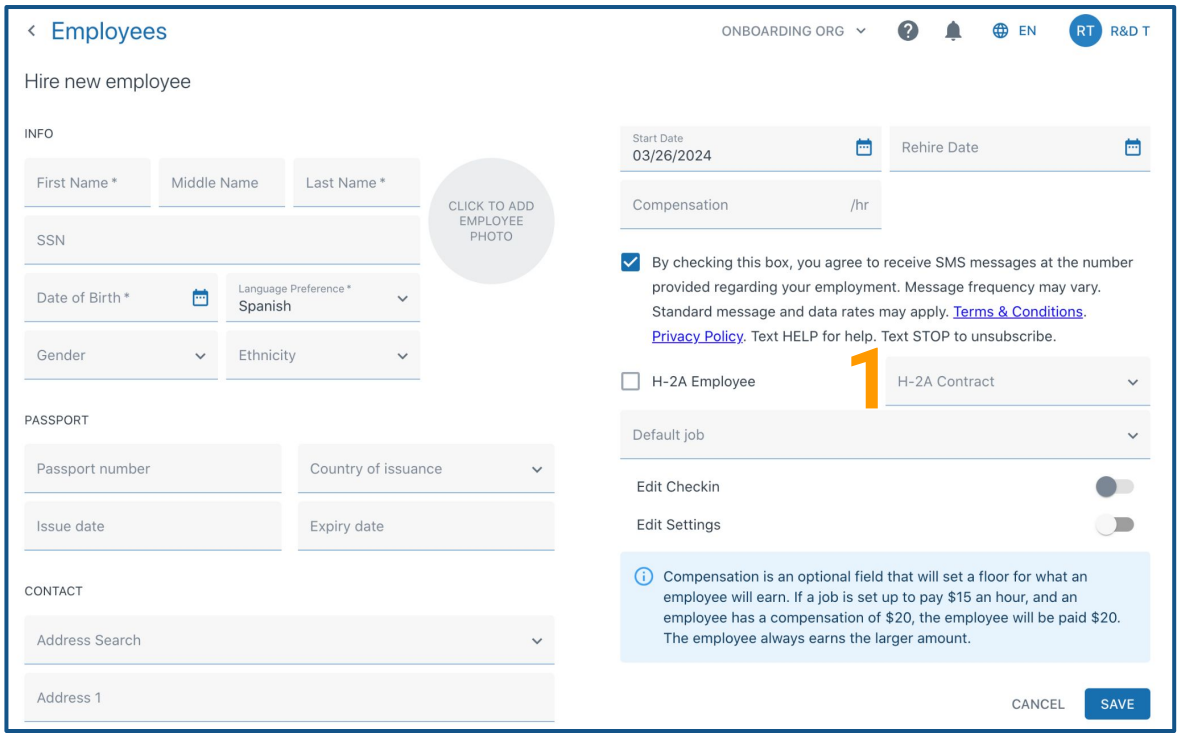
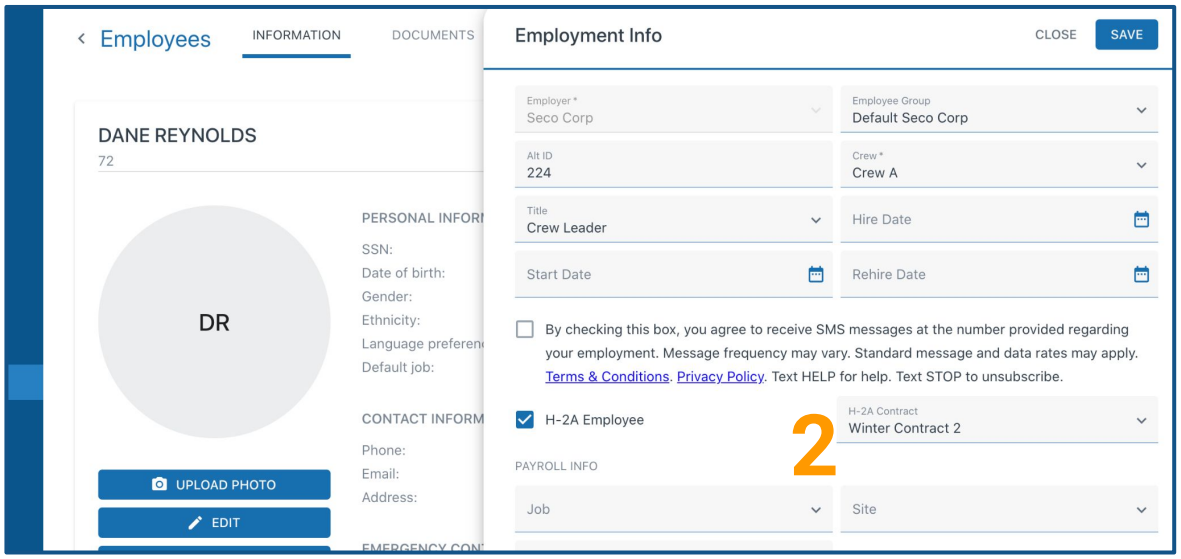
H-2A Hours Offered: Contract Management





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

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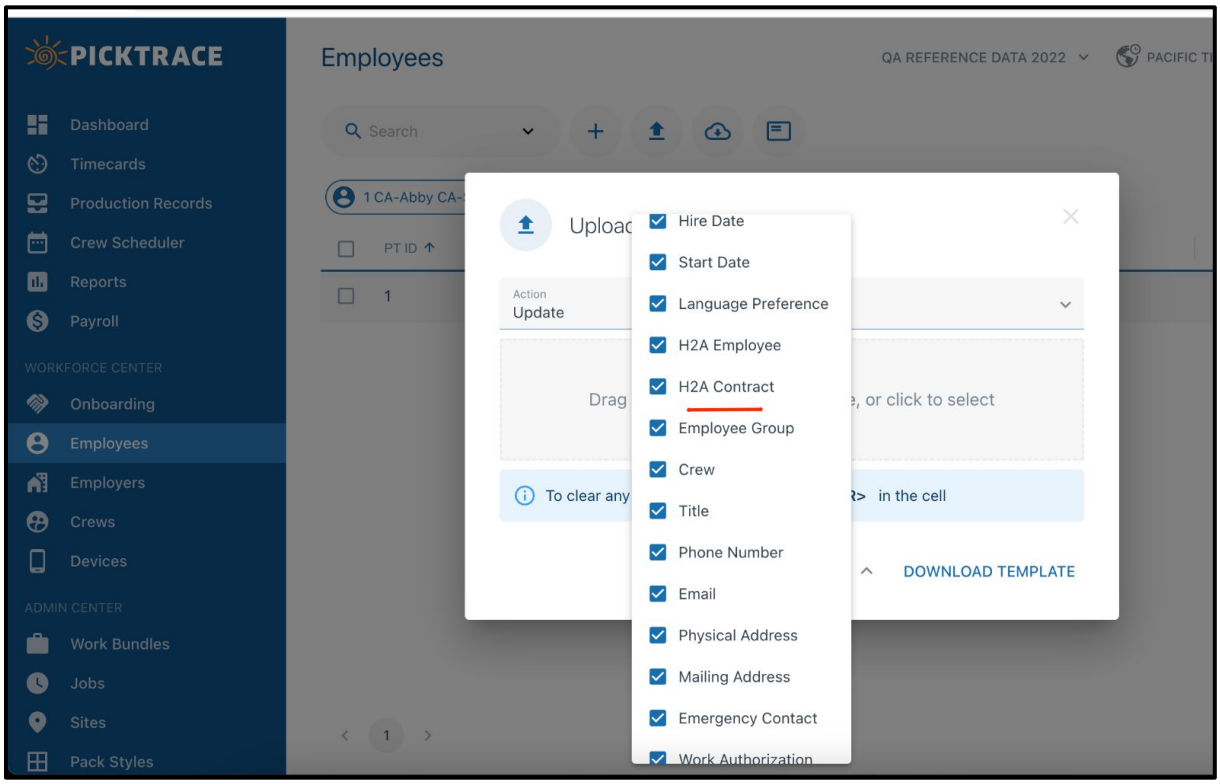
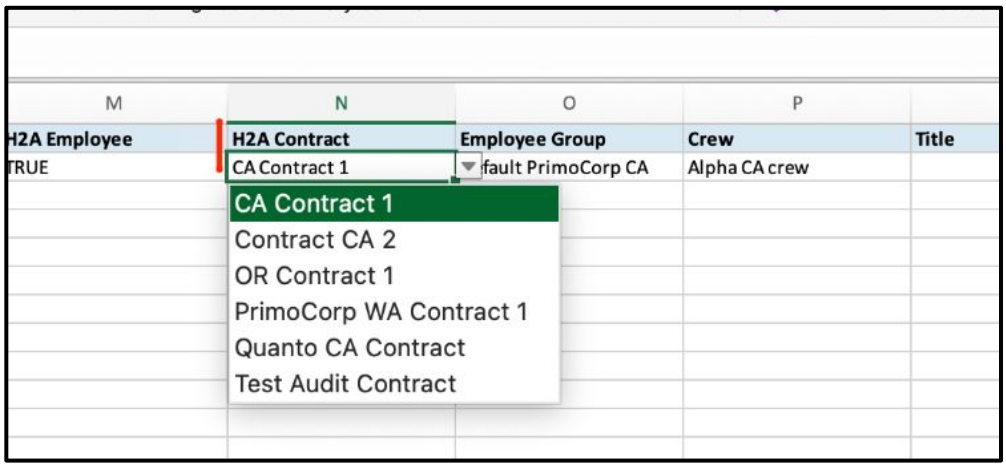
H-2A Hours Offered: Contract Management



1



2

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

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

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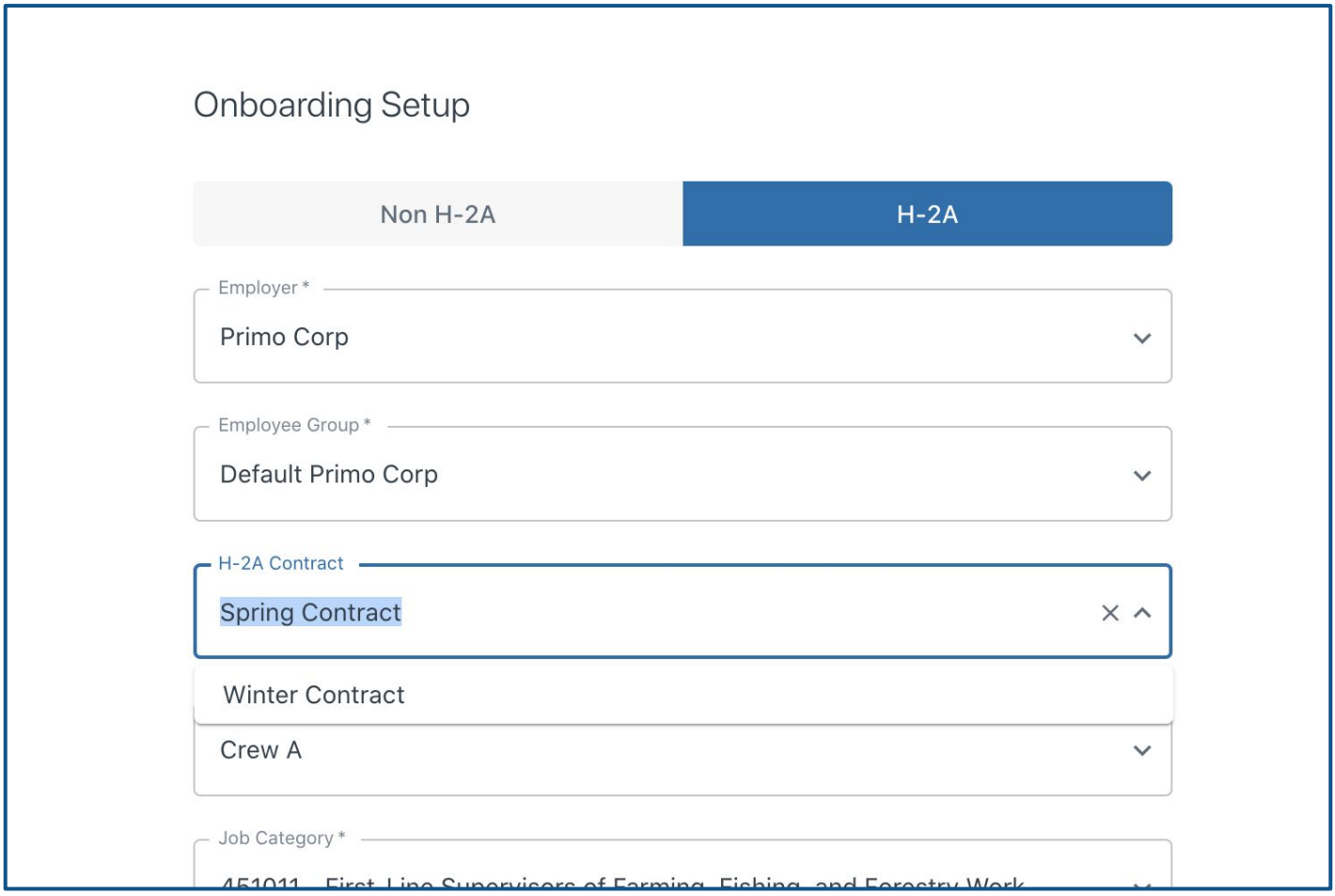
H-2A Hours Offered: Contract Management



- **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

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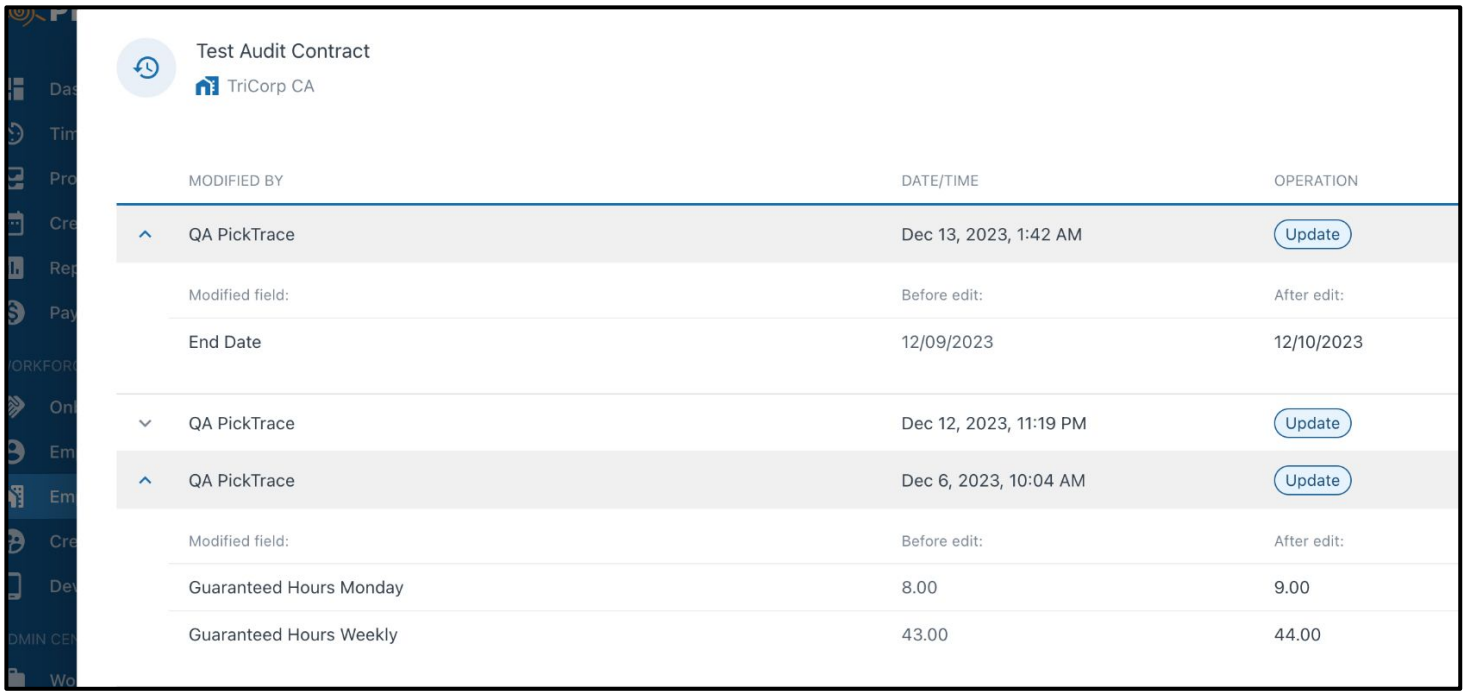
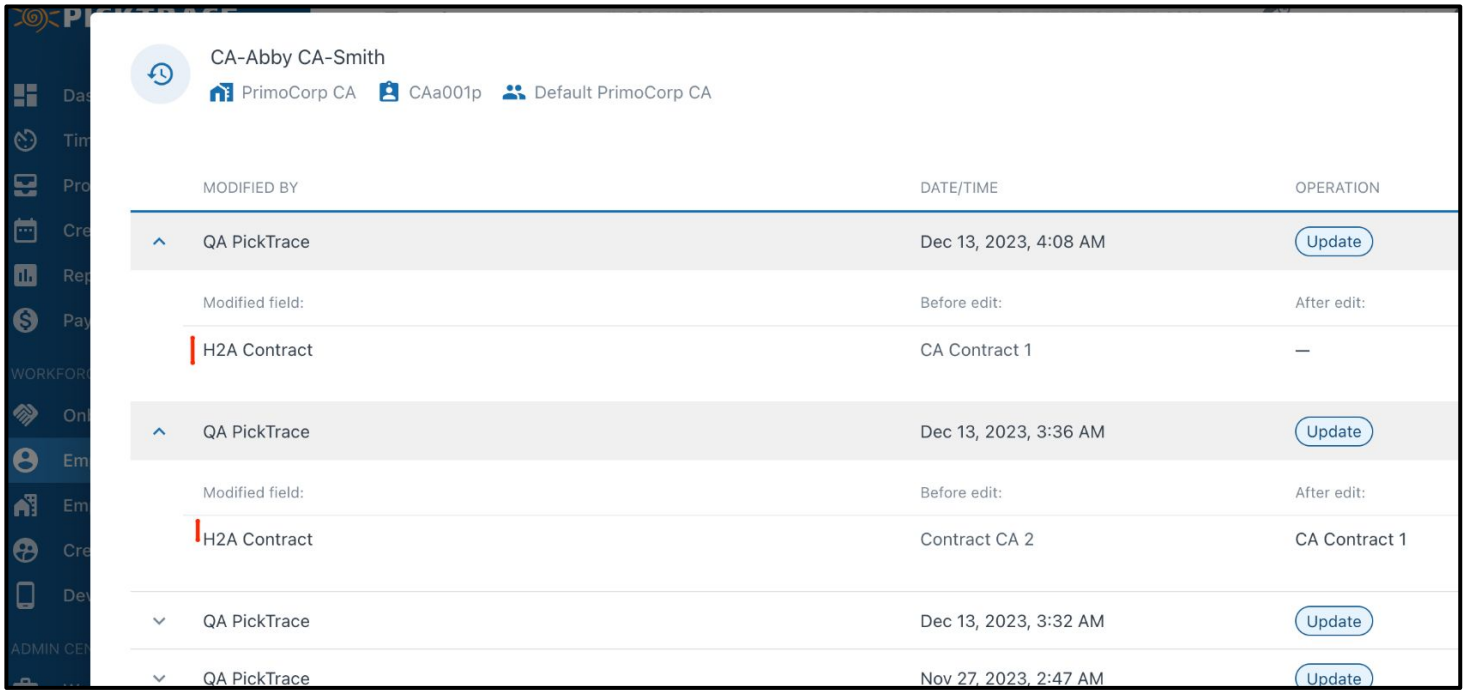
H-2A Hours Offered: Contract Management





1. **View contract edit history**

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

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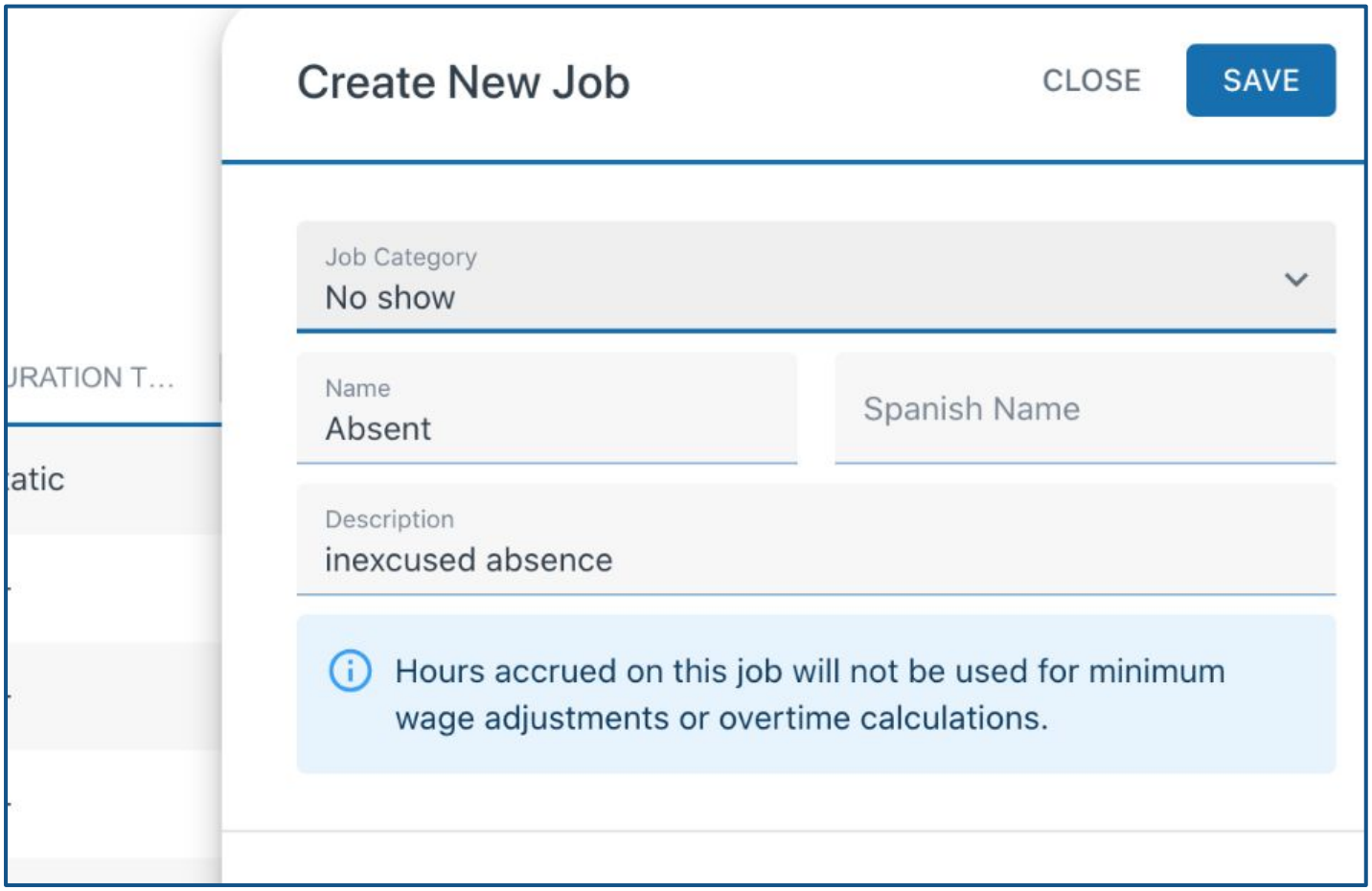
H-2A Hours Offered: Absence Tracking



- **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

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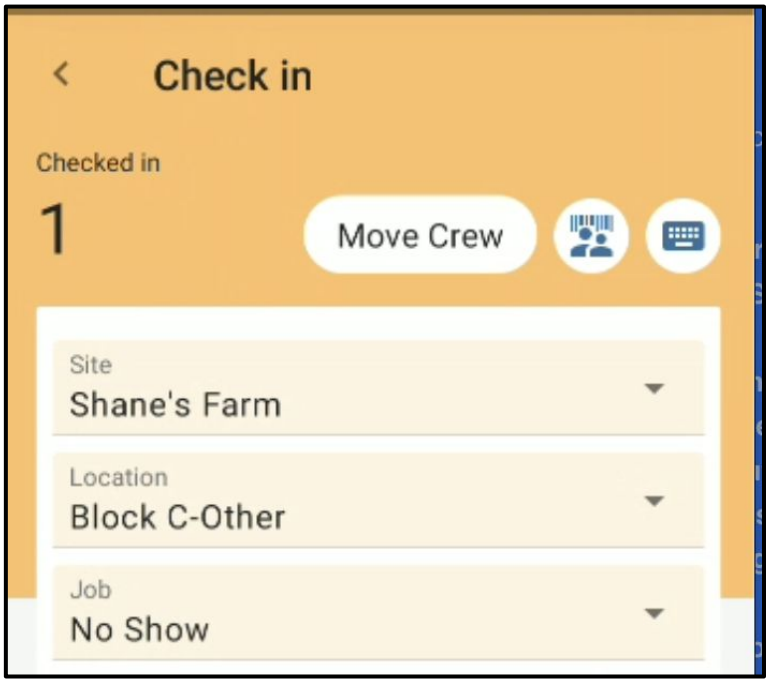
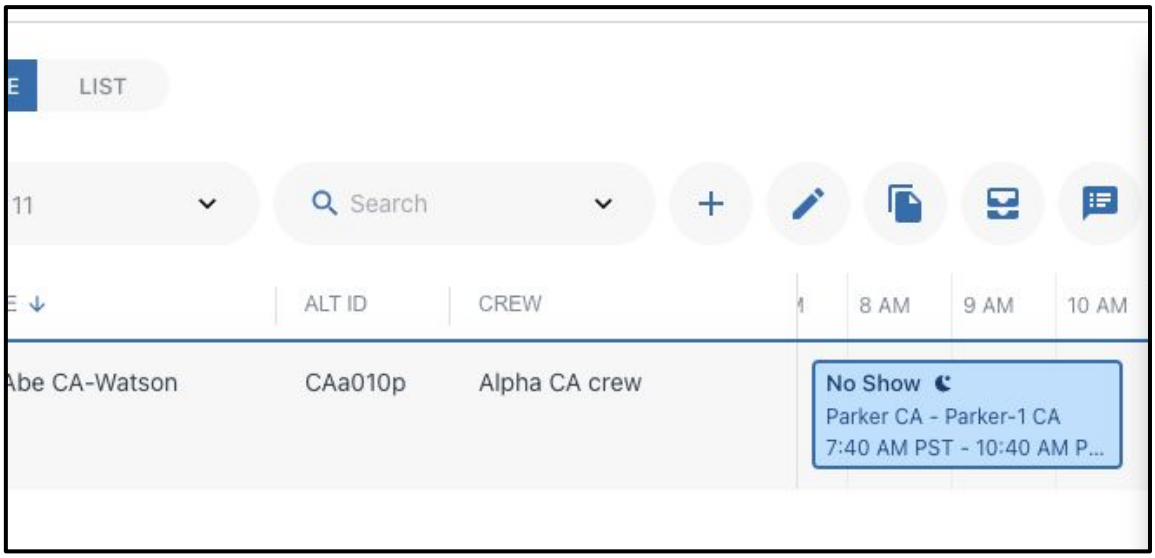
H-2A Hours Offered: Absence Tracking





- **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

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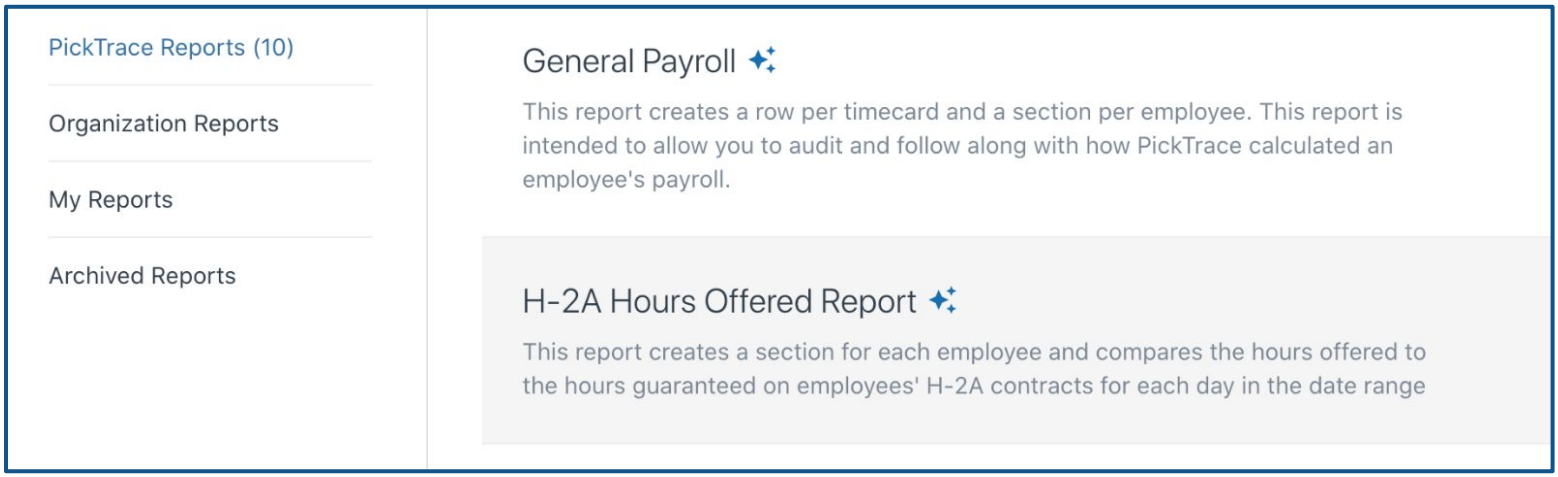
H-2A Hours Offered: Reporting



- **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

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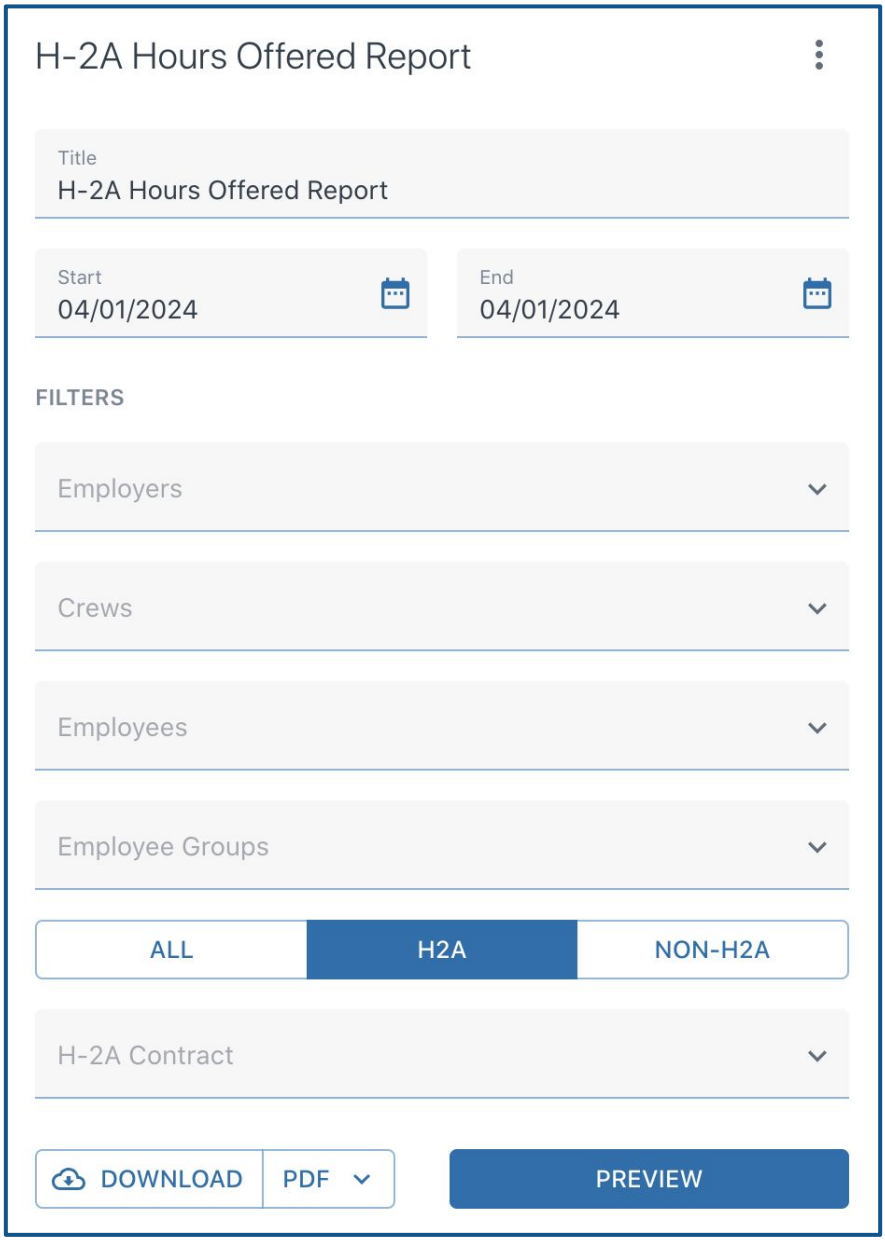
H-2A Hours Offered: Reporting



1. **Set the date range for the report**
   a. 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**

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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

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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**

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