DIRECT CARE INNOVATIONS

February 2021 Release Notes

Table of Contents

This guide provides details of the feature enhancements for the DCI Release. The table of contents is hyperlinked. Select any of the topics below to jump to that feature.

News Posts

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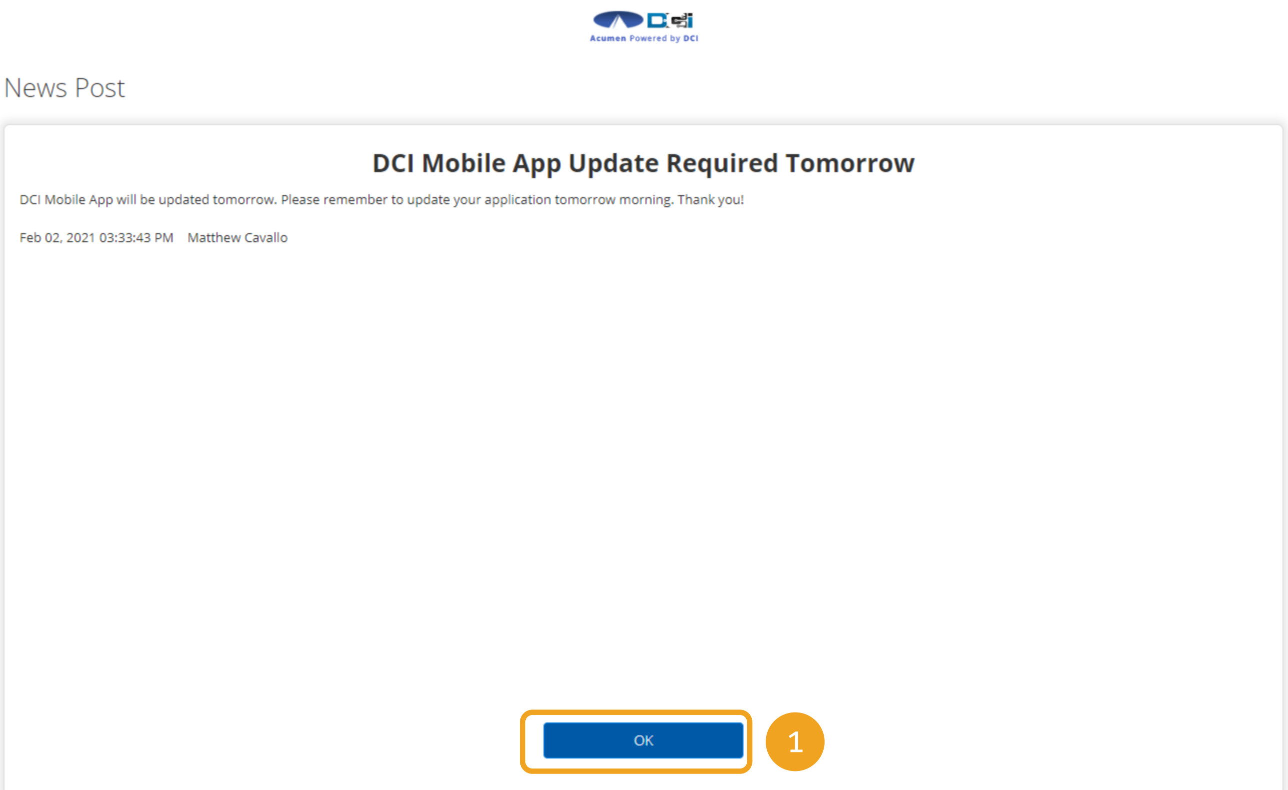
News Post Splash Screen

News Posts can now be displayed on a Splash Screen that will be visible after login, but before the user advances to the DCI Home Screen

1. To acknowledge the news post and move to the next screen, select OK
    a. There may be multiple News Posts

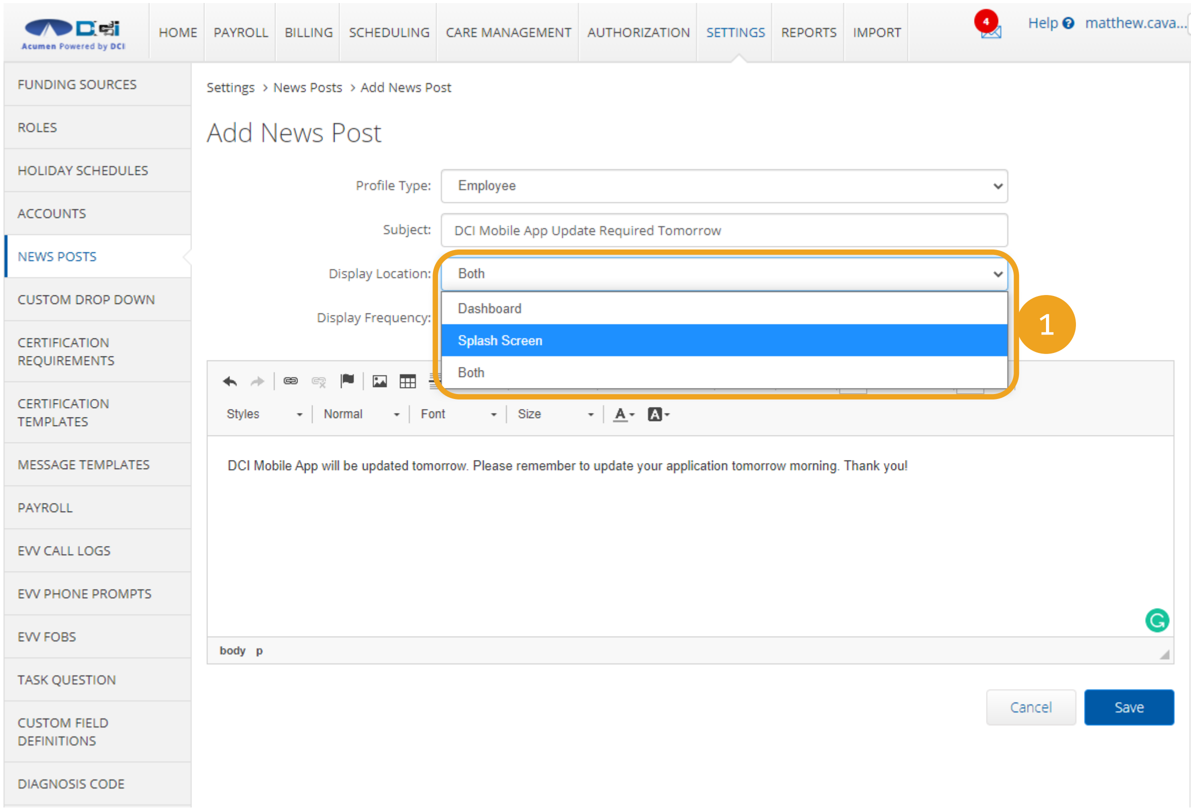


News Post Display Location

When creating a new News Post, the user can select the display location. The options are Dashboard, Splash Screen or Both.

- Dashboard – the News Post will only display on the dashboard
- Splash Screen – the News Post will only display on the Splash Screen
- Both – the News Post will display on both the dashboard and splash screen

1. When adding a new News Post from the Settings Module, select Dashboard, Splash Screen or Both from the Display Location dropdown menu

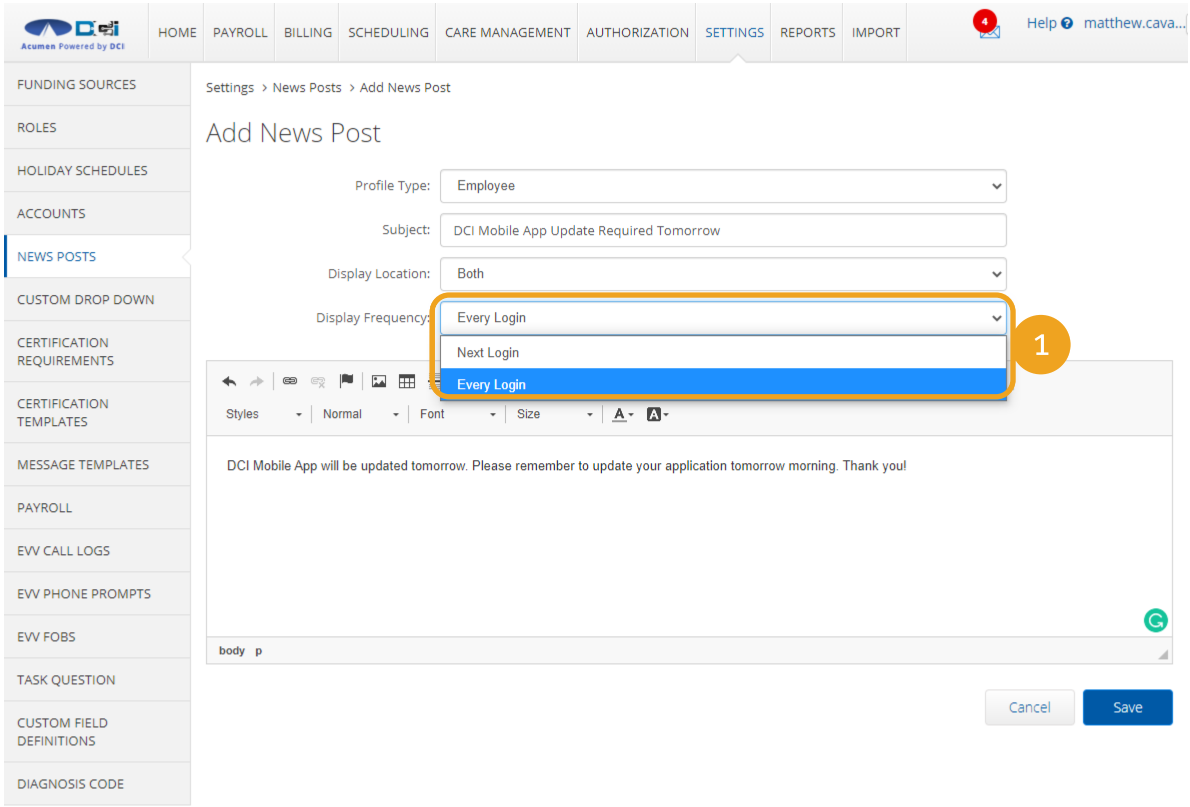


News Post Display Frequency

When creating a new News Post, the user can select the display frequency. The options are Next Login or Every Login

- Next Login – the News Post will only at the next login
- Every Login – the News Post will display on every login

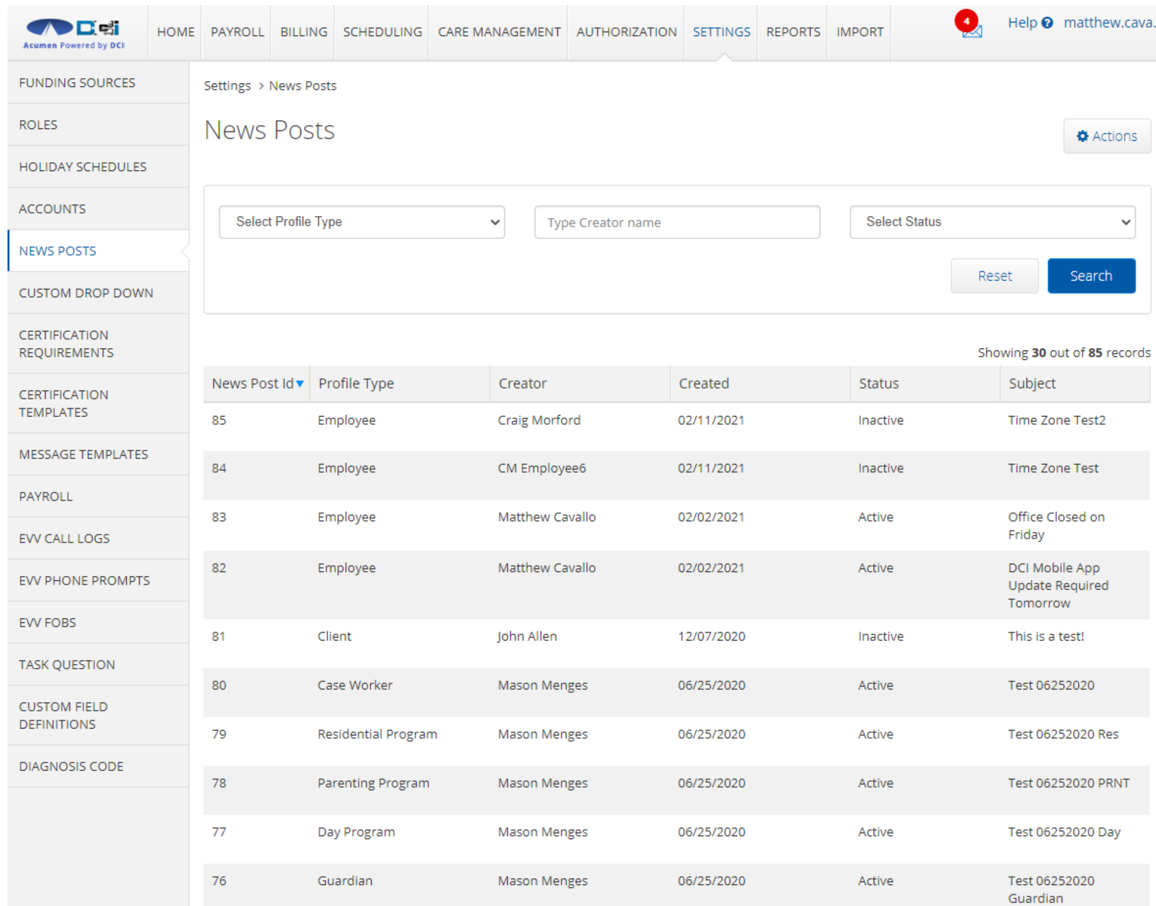
1. When adding a new News Post from the Settings Module, select Next Login or Every Login from the Display Frequency dropdown menu



News Post Log

DCI will keep a log of News Posts that have been created

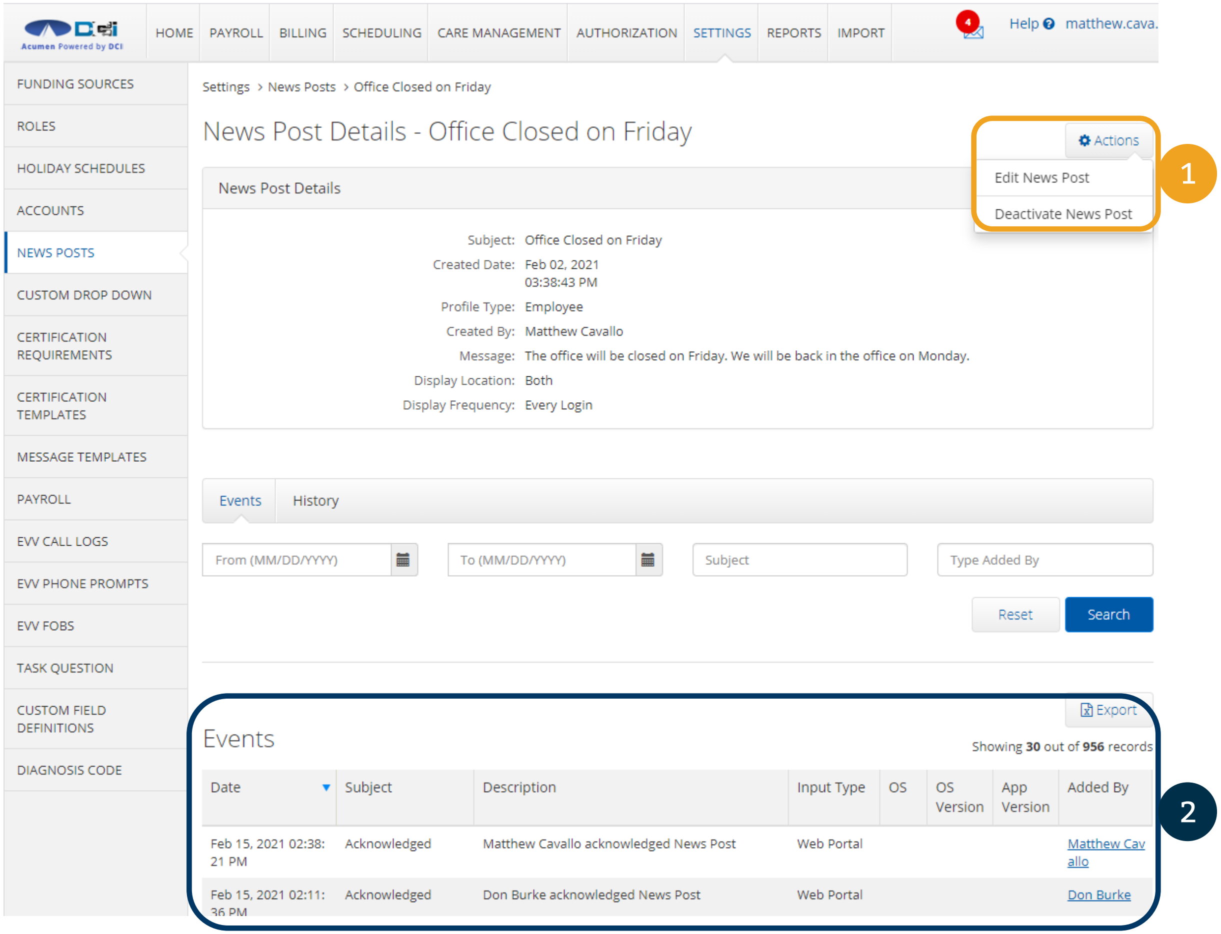
The News Post creator can drill down on a news post and edit or change the status of a news post



News Post Id	Profile Type	Creator	Created	Status	Subject
85	Employee	Craig Morford	02/11/2021	Inactive	Time Zone Test2
84	Employee	CM Employee6	02/11/2021	Inactive	Time Zone Test
83	Employee	Matthew Cavallo	02/02/2021	Active	Office Closed on Friday
82	Employee	Matthew Cavallo	02/02/2021	Active	DCI Mobile App Update Required Tomorrow
81	Client	John Allen	12/07/2020	Inactive	This is a test!
80	Case Worker	Mason Menges	06/25/2020	Active	Test 06252020
79	Residential Program	Mason Menges	06/25/2020	Active	Test 06252020 Res
78	Parenting Program	Mason Menges	06/25/2020	Active	Test 06252020 PRNT
77	Day Program	Mason Menges	06/25/2020	Active	Test 06252020 Day
76	Guardian	Mason Menges	06/25/2020	Active	Test 06252020 Guardian

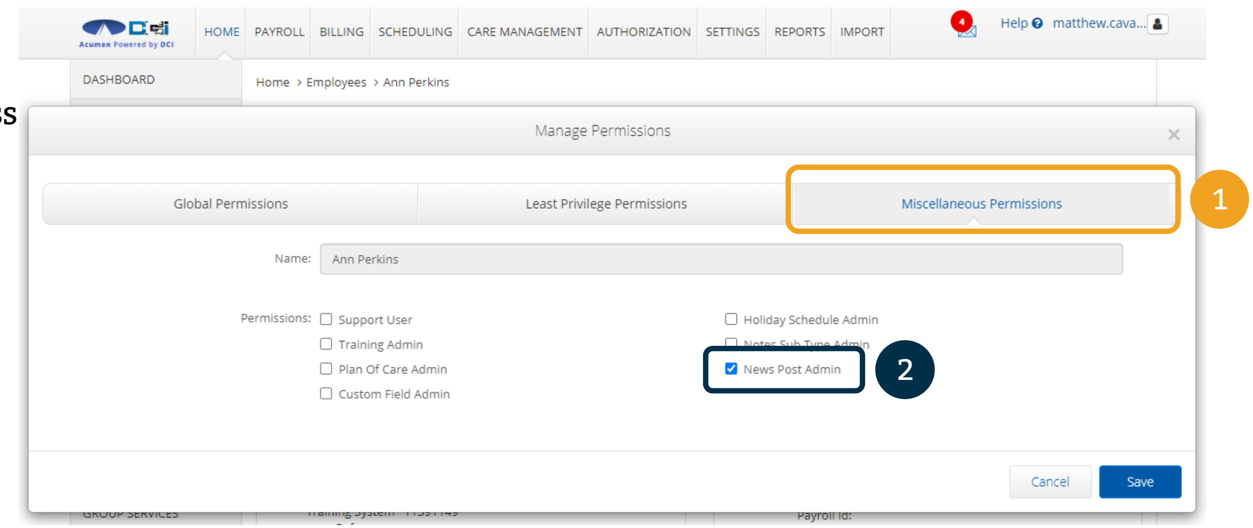
News Post Details

1. The creator of the News Post has the ability to Edit or Deactivate the News Post
    a. Only the creator of the post has the ability to make these changes
2. The events will display who has viewed and acknowledged the News Post



News Post Admin Permission

- New Post Admin permission has been created to grant user access to New Post functions
- Currently only a Super User can create a News Post and only the Super User who created a News Post can edit it
- This permission allows both Super User and user with News Post Admin permission can create and edit any News Post regardless of who created it



1. To add this permission, open the employee details, select Manage Permission and then select Miscellaneous Permissions
2. Select News Post Admin and then Save the user to grant the permission

Permissions

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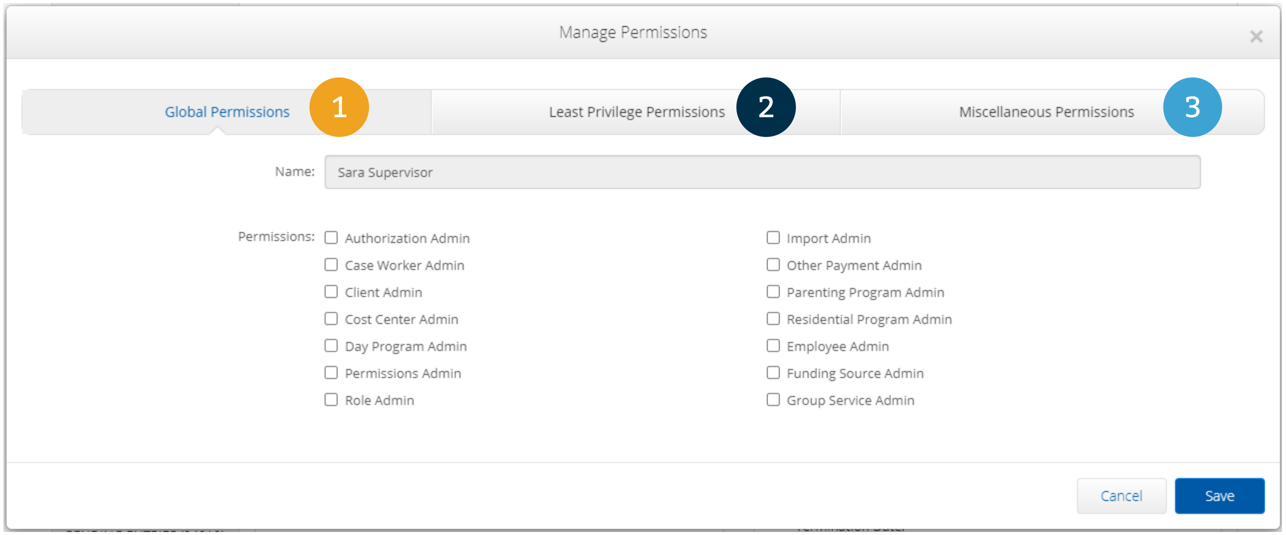
Manage Permissions Wizard Three New Tabs

The Manage Permissions Wizard has been updated to include three different tabs:

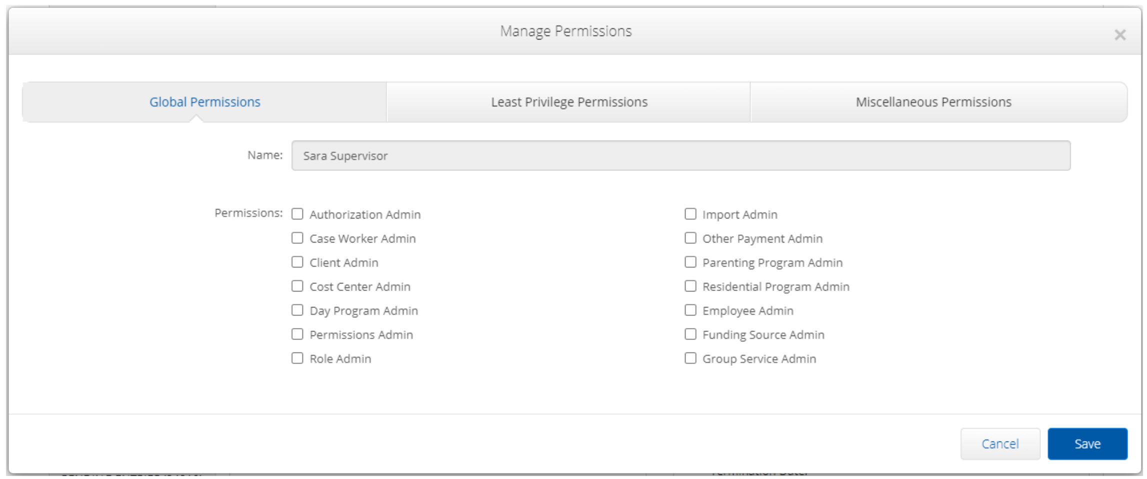
1. Global Permissions
2. Least Privilege Permissions
3. Miscellaneous Permissions



Global Permissions

The Global Permissions tab is the default tab and will display permissions that exist in DCI today including:

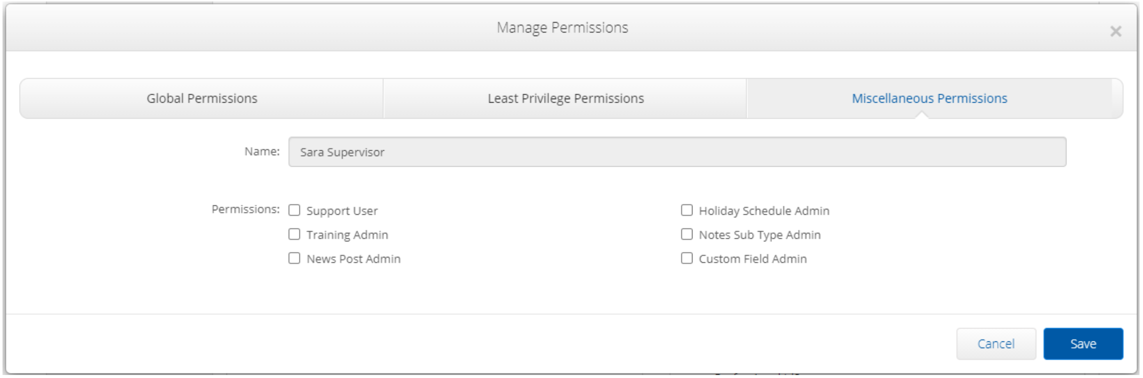
- Authorization Admin
- Case Worker Admin
- Client Admin
- Cost Center Admin
- Day Program Admin
- Employee Admin
- Funding Source Admin
- Group Service Admin
- Import Admin
- Other Payment Admin
- Parenting Program Admin
- Vendor Admin
- Permission Admin
- Role Admin



Miscellaneous Permissions

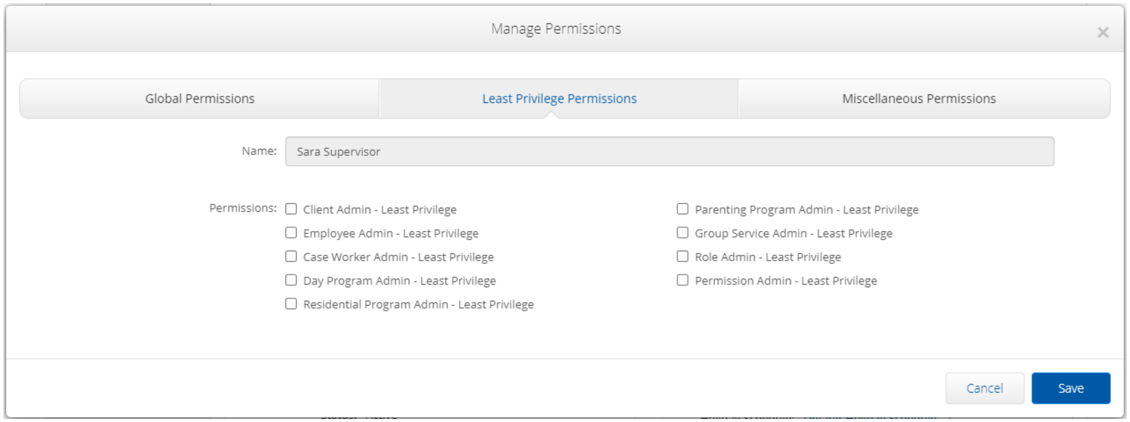
The Miscellaneous Permissions tab will display permissions that exist in DCI today including:

- Support User
- Training Admin
- Plan of Care Admin
- Custom Field Admin
- Holiday Schedule Admin
- Notes Sub Type Admin
- News Post Admin



Least Privilege Permissions

- Least Privilege Permissions are new permissions, which limit the amount of information that a user with this privilege can see
- The new permission detail is listed below:



- **Client Admin - Least Privilege**: This is essentially the same as the existing Client Admin permission except that it should not give the user the ability to see all Clients in the system. The permission should still allow user to create Clients and if the user also has a role that allows them to see Clients the permission should be allow them to edit Clients that their role allows them to see.
- **Employee Admin - Least Privilege**: This is essentially the same as the existing Employee Admin permission except that it should not give the user the ability to see all Employees in the system. The permission should still allow user to create Employees and if the user also has a role that allows them to see Employees the permission should be allow them to edit Employees that their role allows them to see.
- **Case Worker Admin - Least Privilege**: This is essentially the same as the existing Case Worker Admin permission except that it should not give the user the ability to see all Case Worker in the system. The permission should still allow user to create Case Workers and if the user also has a role that allows them to see Case Workers the permission should be allow them to edit Case Workers that their role allows them to see.

Least Privilege Permissions Continued

- **Day Program Admin - Least Privilege**: This is essentially the same as the existing Day Program Admin permission except that it should not give the user the ability to see all Day Programs in the system. The permission should still allow user to create Day Programs and if the user also has a role that allows them to see Day Programs the permission should be allow them to edit Day Programs that their role allows them to see.
- **Residential Program Admin - Least Privilege**: This is essentially the same as the existing Residential Program Admin permission except that it should not give the user the ability to see all Residential Programs in the system. The permission should still allow user to create Residential Programs and if the user also has a role that allows them to see Residential Programs the permission should be allow them to edit Residential Programs that their role allows them to see.
- **Parenting Program Admin - Least Privilege**: This is essentially the same as the existing Parenting Program Admin permission except that it should not give the user the ability to see all Parenting Programs in the system. The permission should still allow user to create Parenting Programs and if the user also has a role that allows them to see Parenting Programs the permission should be allow them to edit Parenting Programs that their role allows them to see.
- **Group Service Admin - Least Privilege**: This is essentially the same as the existing Day Program Admin permission except that it should not give the user the ability to see all Day Programs in the system. The permission should still allow user to create Day Programs and if the user also has a role that allows them to see Day Programs the permission should be allow them to edit Day Programs that their role allows them to see.
- **Role Admin - Least Privilege**: This is essentially the same as the existing Role Admin permission in that it should give the user the ability to assign roles to Employees via the Settings > Roles function but not allow them to see any Employees via the Settings > Roles function. If the user also has a role that allows them to see Employees they should see Employees in the Roles function, and they should see the profile details > Actions > Manage Roles action.

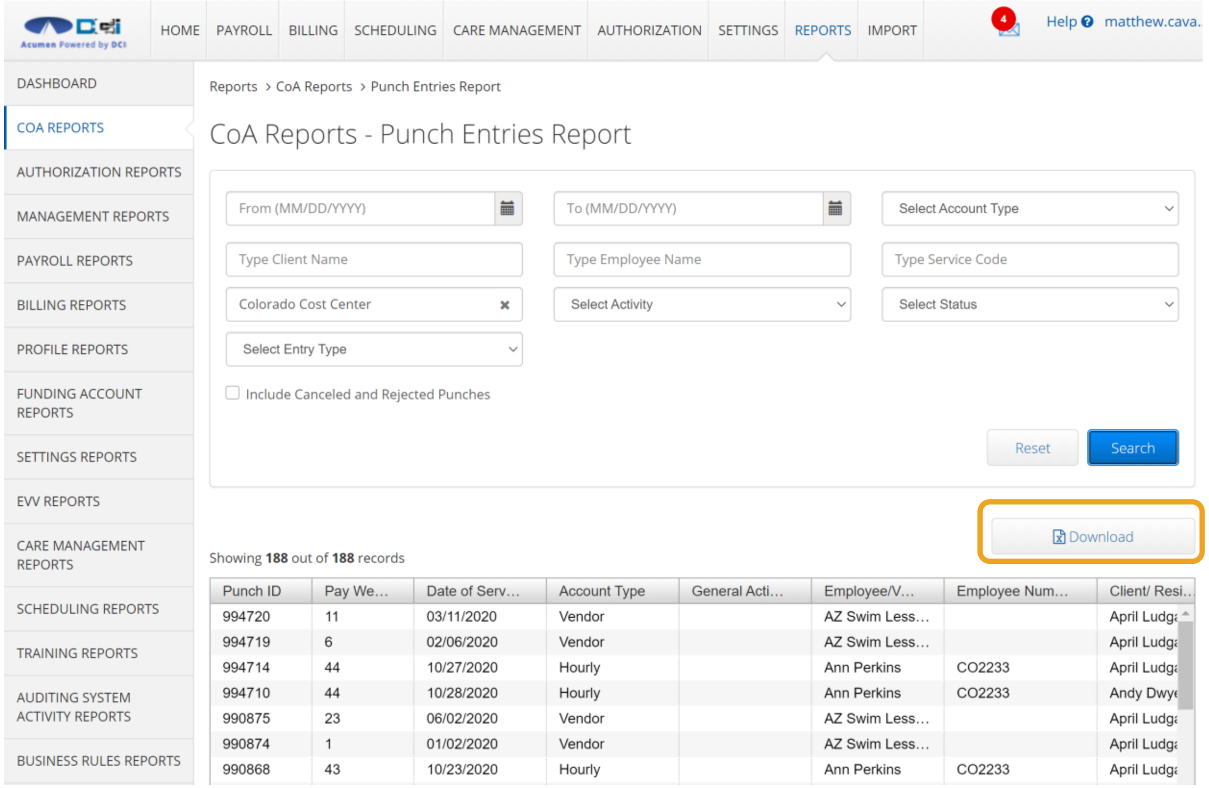
Report Downloads

Report Downloads

Report Download functionality has been enhanced so that a user can determine which columns of data to download, as well as, set their download preference type.

Accessing the report download is the same, simply open the reports module and select the report you wish to download.

Once the Download has been selected a new Report Wizard will open.



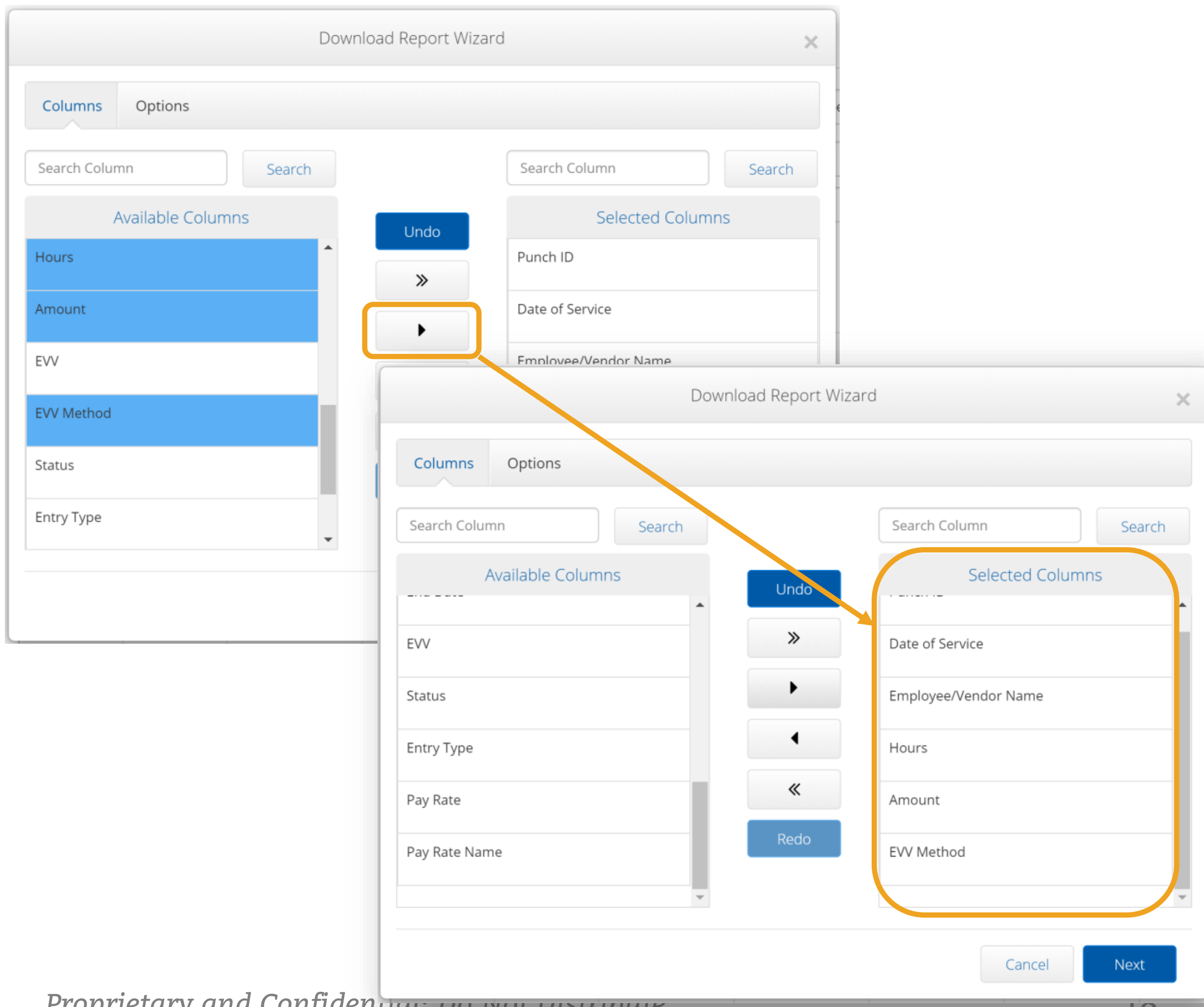
Download Report Wizard

The Download Report Wizard allows the user to control what data they wish to view.

Simply select Columns on the left and use the arrow buttons to move the columns to the right.

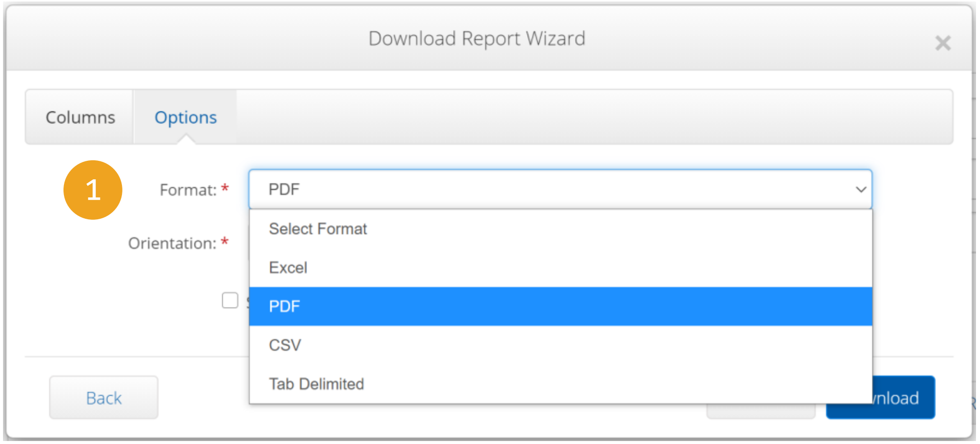
To move only selected columns use the ▶ button

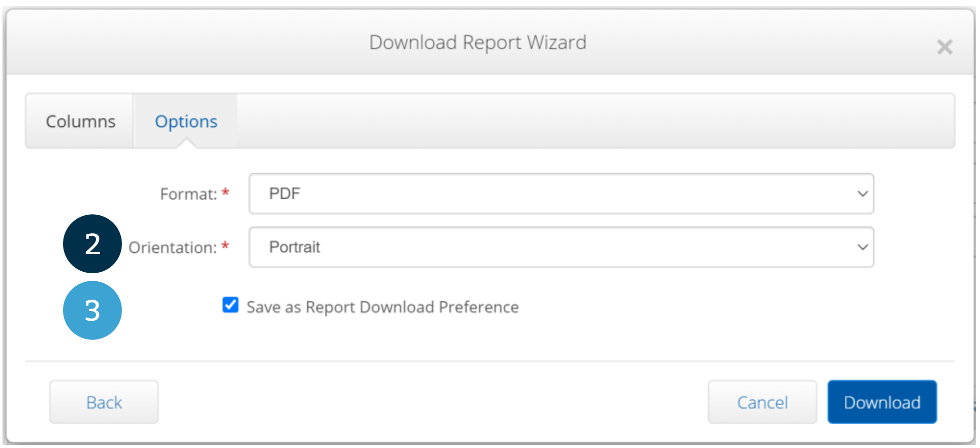
To move all columns to the right, select the ⏩ button



Report Download Options

1. Report Download options allow the user to select the format and orientation for which they would like to view the report including Excel, PDF, CSV and tab delimited
2. Orientation allows the user to define whether the report will be portrait or landscape
    - PDFs cannot have more than 10 columns selected for Portrait orientation
    - PDFs cannot have more than 15 columns selected for Landscape orientation
    - The column sizing for PDF format should be optimized for the # of columns selected
    - If the user has more than allowed columns selected they should see an error informing that "Max of [x] columns allowed in PDF format"
    - PDFs will have report title and date as their header
3. Save as Report Download Preference allows the user to save their preferences for the selected report





Pre-Formatted Reports

The following reports are pre-formatted and will be excluded from the new download functionality:

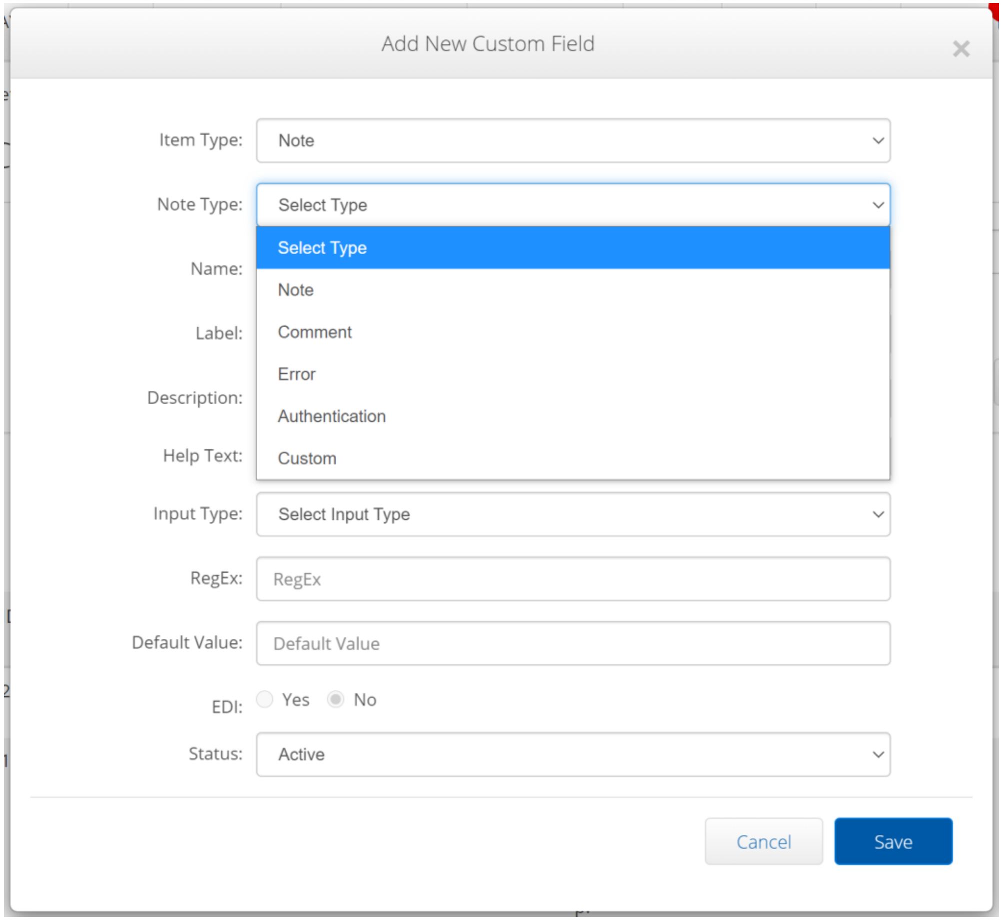
- Employer Punch Entries Report PDF (run by users with ER role)
- Residential Billing Absentee Report
- Parenting Billing Absentee Report
- Summary Report
- Pay week total hours Report
- Total Daily Hours Report
- Raw Data Dump Report

Notes

Custom Field Definition – Note Type

Note Type was added to Customer Field Definitions. The purpose of this element will be to allow a user to designate which Note type they are targeting for a Custom Field definition. This data element shall:

- UI label = Note Type
- Note Type dropdown includes:
  - Note
  - Comment
  - Error
  - Authentication
  - Custom
- Note type is editable/settable if the Custom Field ItemType = Note
- Note type is available on both the Add/Edit Custom Field wizards
- Note type is added to the Custom Field Definitions Report

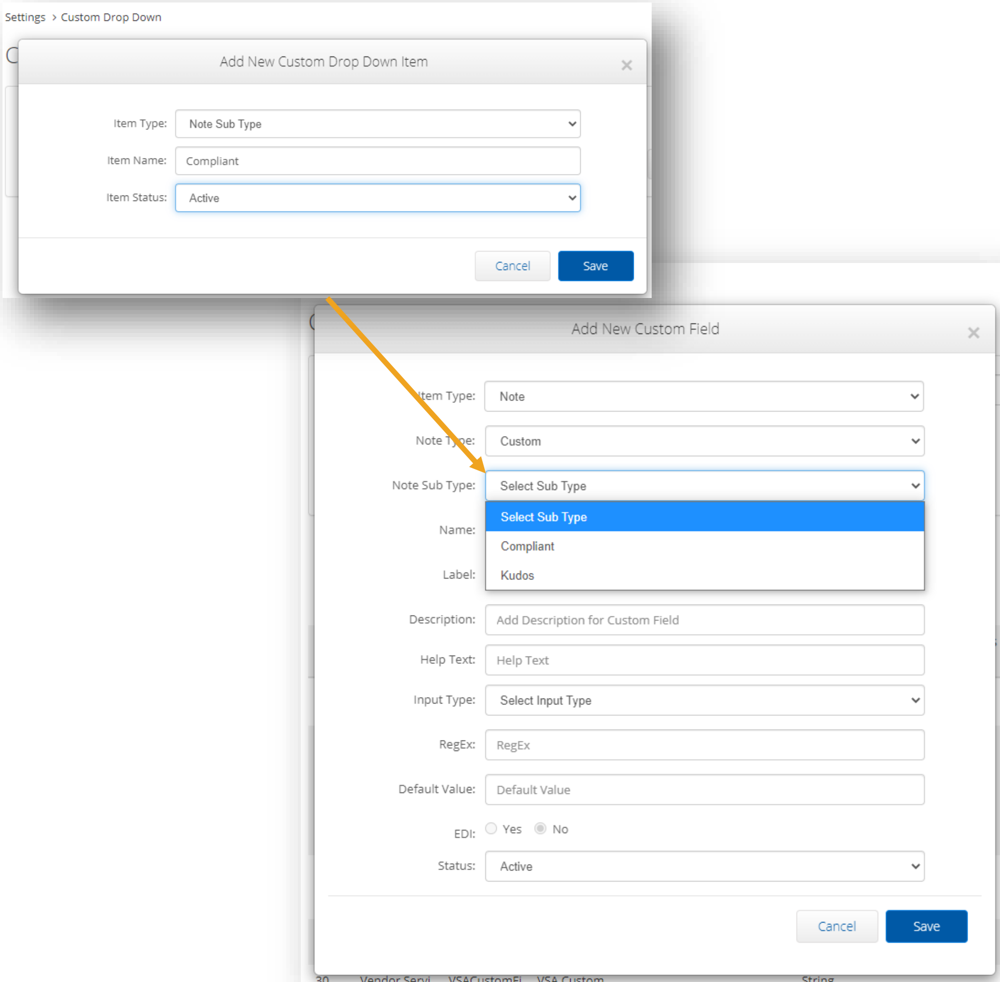


Custom Field Definition – Note Sub Type

Note Sub Type was added to Customer Field Definitions. The purpose of this element will be to allow a user to further designate which Note type they are targeting for a Custom Field definition. This data element shall:

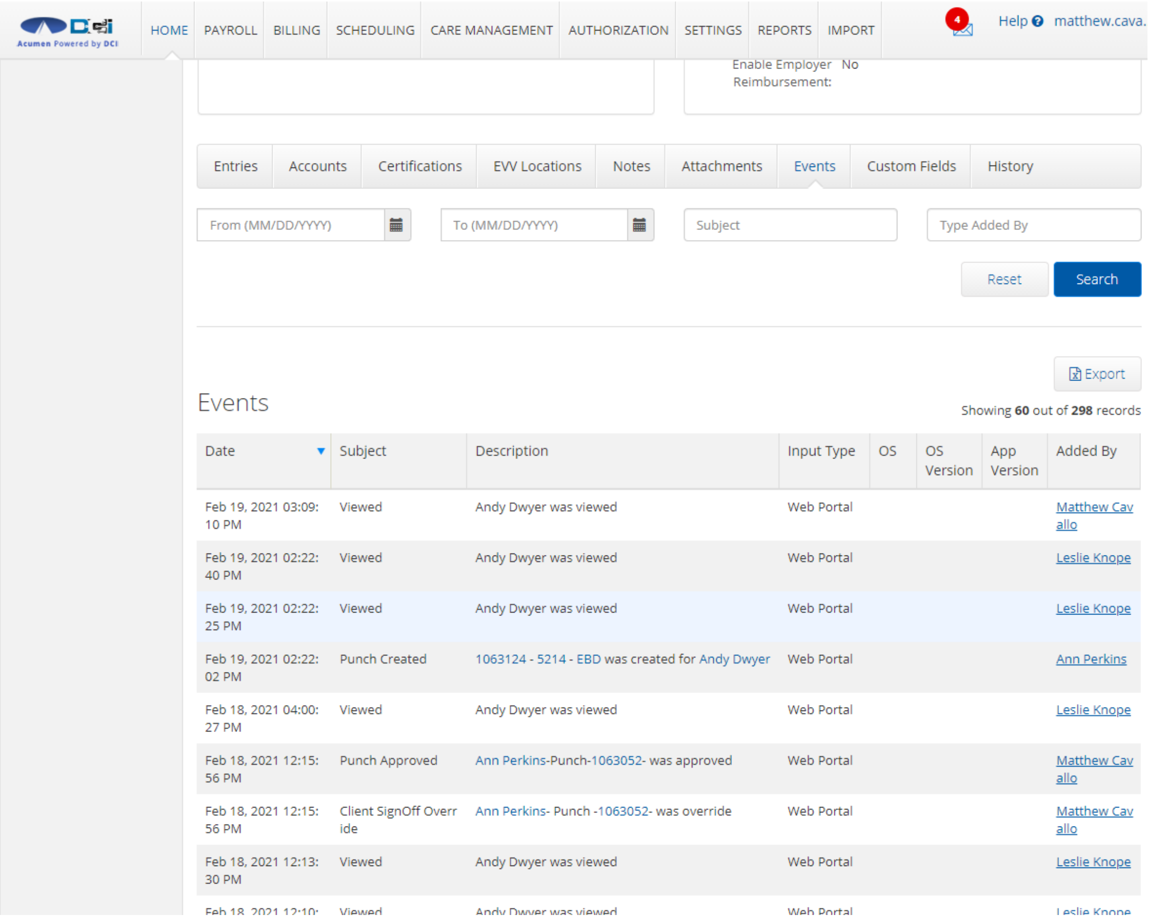
- UI label = Note Sub Type
- The values are created in the Custom Dropdown Item with a type of Note Sub Type
- Note Sub Type is editable/settable if the Custom Field ItemType = Note and Note Type = Custom
- Note Sub Type is available on both the Add/Edit Custom Field wizards
- Note Sub Type is added to the Custom Field Definitions Report

Note - if a Custom Field is defined for a specific Note Type and Sub Type that the custom fields only show up for that designated note sub type. The custom field should not show up on other note types/sub types



Events – Note Viewed

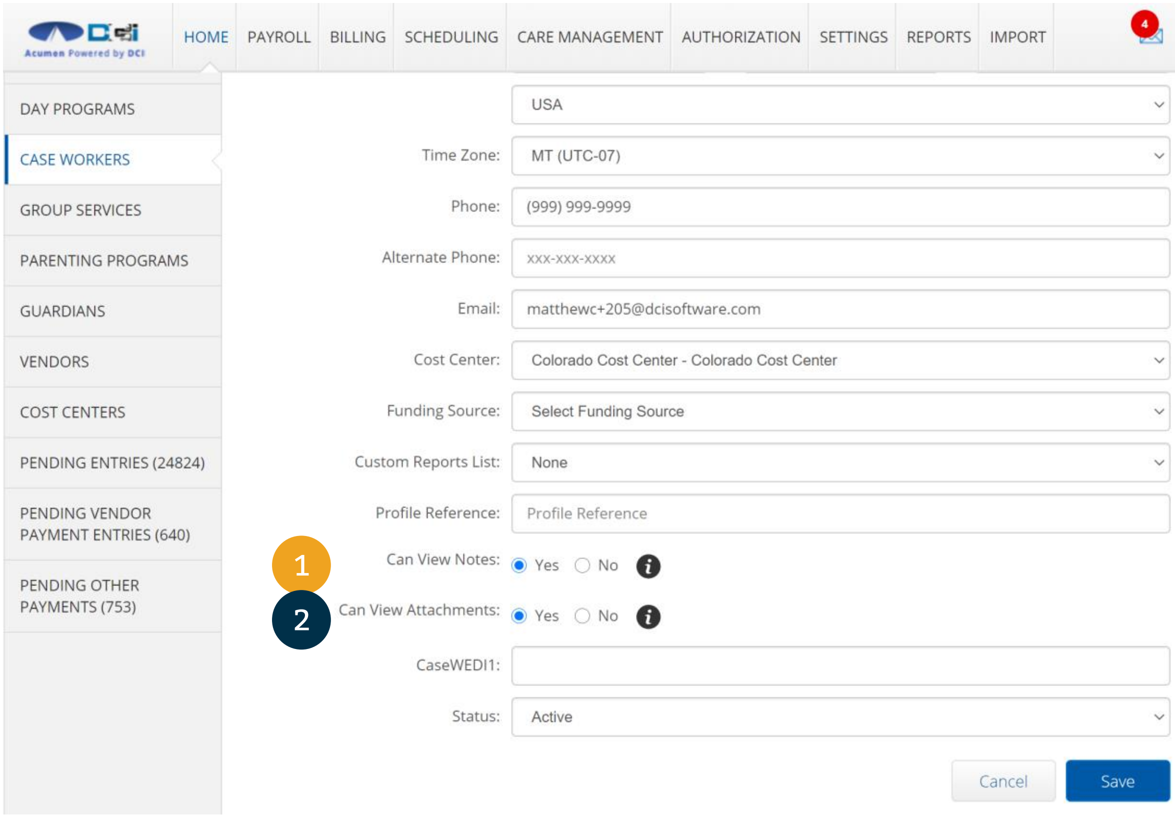
DCI will now record an event when the note was viewed.



Caseworker Profile

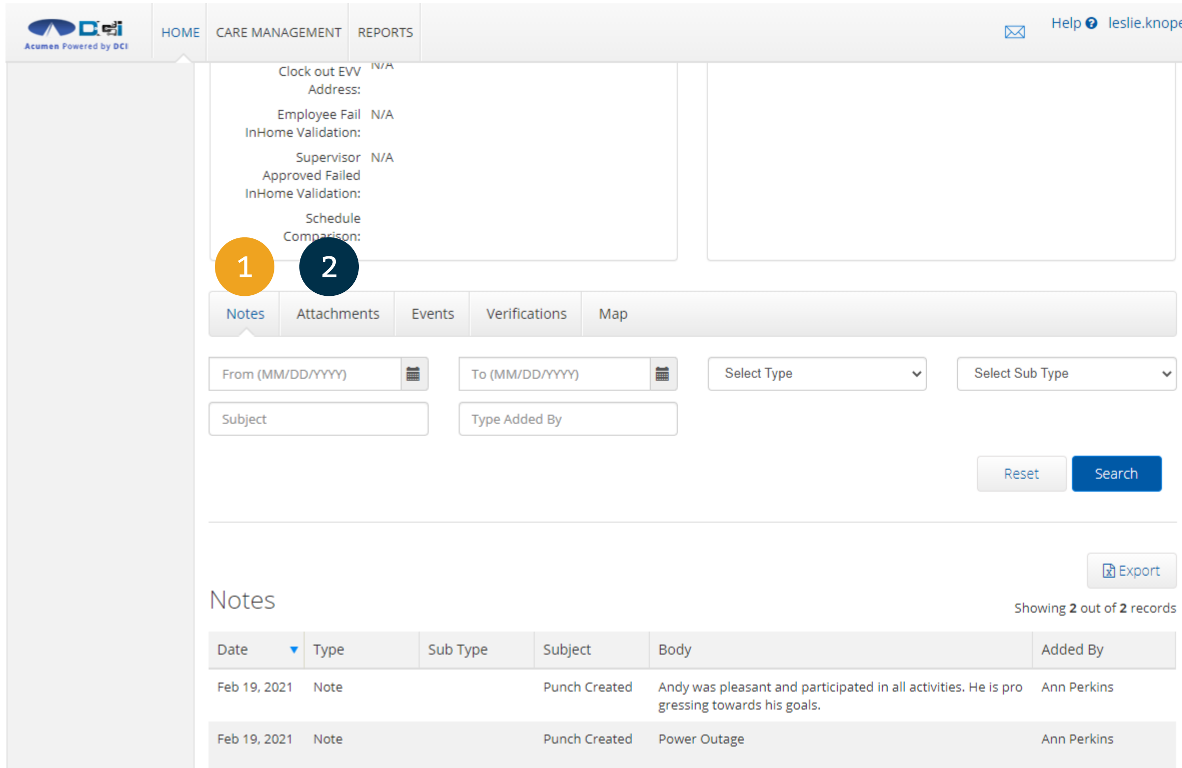
Can View Notes and Attachments

1. Can View Notes allows a caseworker to see notes linked to clients and punch entries created by a base employee or employer
2. Can View Attachments allows a caseworker to view attachments linked to clients and punch entries



Notes and Attachments Tabs

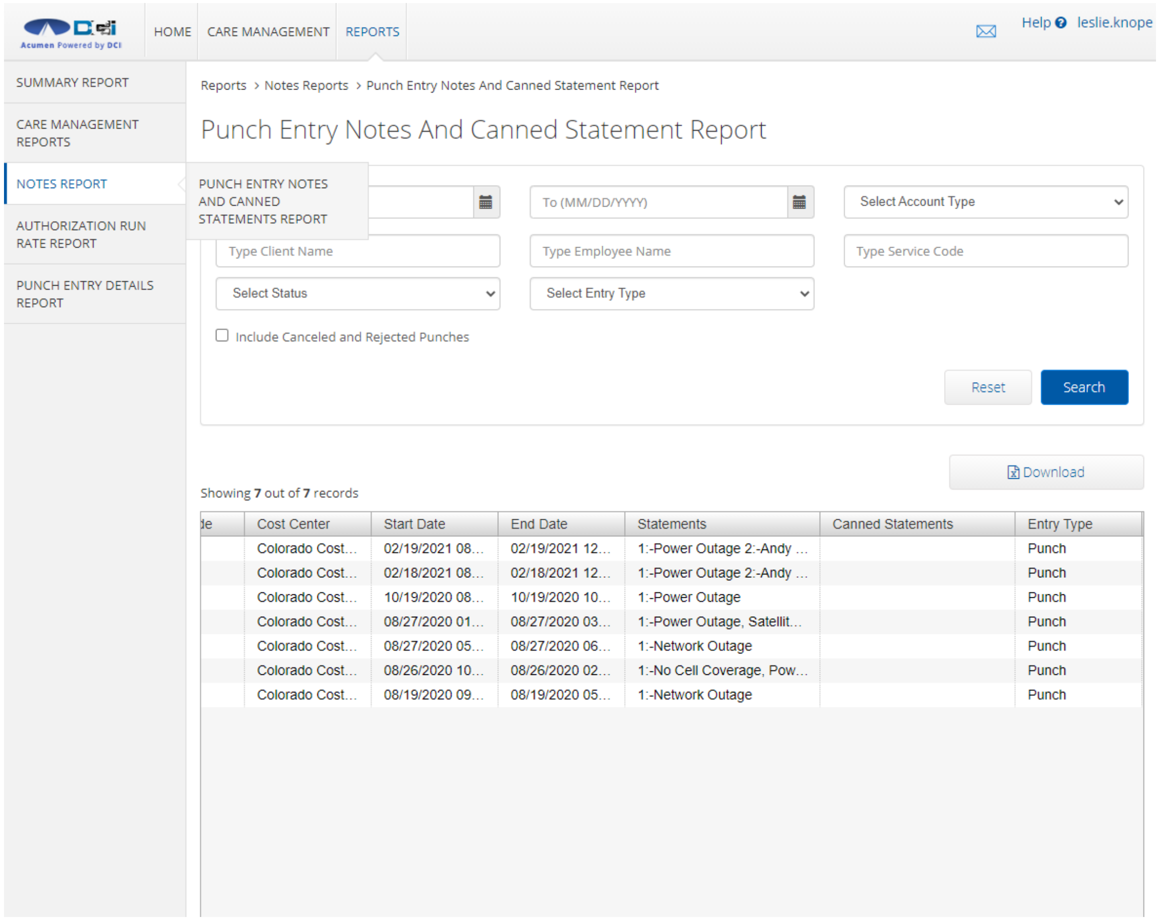
1. The Notes tab was added to the client profile and punch entry details for a caseworker with can view notes enabled
2. The Attachments tab was added to the client profile and punch entry details for a caseworker with can view attachments enabled



Punch Entry Notes And Canned Statement Report

DCI is adding the Reports > Notes > Punch Entry Notes and Canned Statement Report for Caseworkers with the following enhancements:

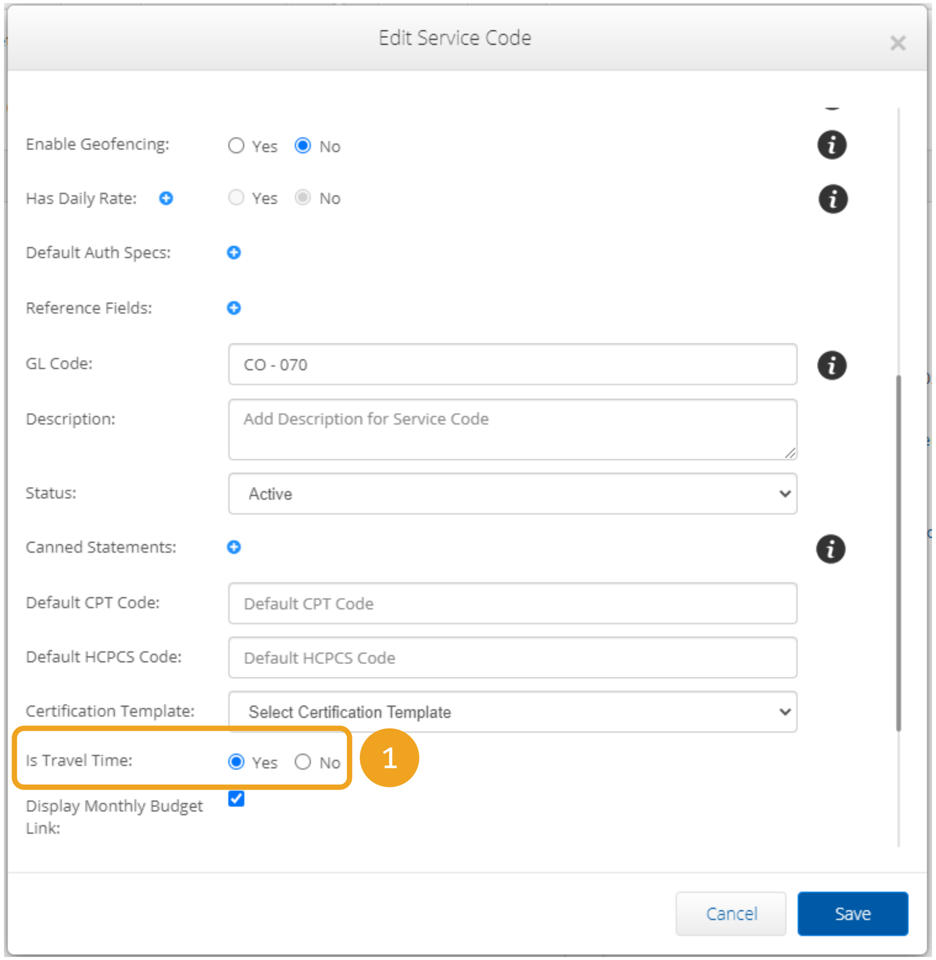
1. The Client Name filter should be properly limited to only clients they are allowed to see
2. The Employee Name filter should be properly limited to only employees they are allowed to see
3. The Cost Center filter should be greyed out and inactive
4. The results for a report should be limited to notes created by base users or users with the Employer role. Notes created by users with other roles or Super Users should not be included in the results



Travel Time

Travel Time

- Travel Time is a new element available for hourly service codes only
- Travel Time allows users the ability to track travel time if enabled for the service code
- Travel Time is a Yes/No setting with the default set to No
- Travel Time is available for both adding and editing hourly service codes
- Travel Time is now a new required field on the Service Code Import
- Travel Time has been added to the Service Codes Report



Travel Time Bookend Validation Business Rule

The purpose is to validate that this entry is surrounded by a valid hourly service punch by this employee for any client within [x] minutes prior to and after this entry

- **Phase 3**
- **Parameter 1 –** Required, Represents mode
  - Mode 1 – Do not allow entries that are not bookended by valid client service punches
  - Mode 2 – Allow with warning
- **Parameter 2 –** Required, represents threshold in minutes (referred to as [x] above) in which a client service punch must exist prior to and after the entry being evaluated
- **Data Set –** All Hourly punches by the same employee excluding rejected, cancelled, Write off, Void and flag compensated by this employee
- **Logic –** Using the data set validate this entry is surrounded/bookended by hourly service punches both before and after the entry and within the designated threshold (declared in parameter 2)
- **End user punch failure message Mode 1 –** "Error: Unable to approve punch because there is no valid punch within [X] minutes before and after this travel time entry.”
- **End user punch failure message Mode 2 –** "Warning: You are approving a punch with that is not bookended within [X] minutes before and after this travel time entry."

Travel Time Hours Total Percentage Payroll Validation

The purpose of this validation is to test that travel time entries (Service Code - isTravelTime = Yes) do not exceed a configurable threshold [x] of total hours for employee in the batch.

- **Parameter 1:** Required, Represents threshold as a percentage. Will be an integer # (eg 10% will be entered as 10)
- **Dataset:** All punches by the same employee in the batch
- **Logic:** Using the data set sum the travel time hours and then divide that # by the total hours for the employee. If the result is >= [x] the validation fails.
    - If validation fails, the entry and all other entries for that employee within the batch should be moved into an exception batch and the reason noted on the exception log attached to the batch.
- This validation should execute after the negative hours validation

Business Rules

Max Hours Per Week Per Employee

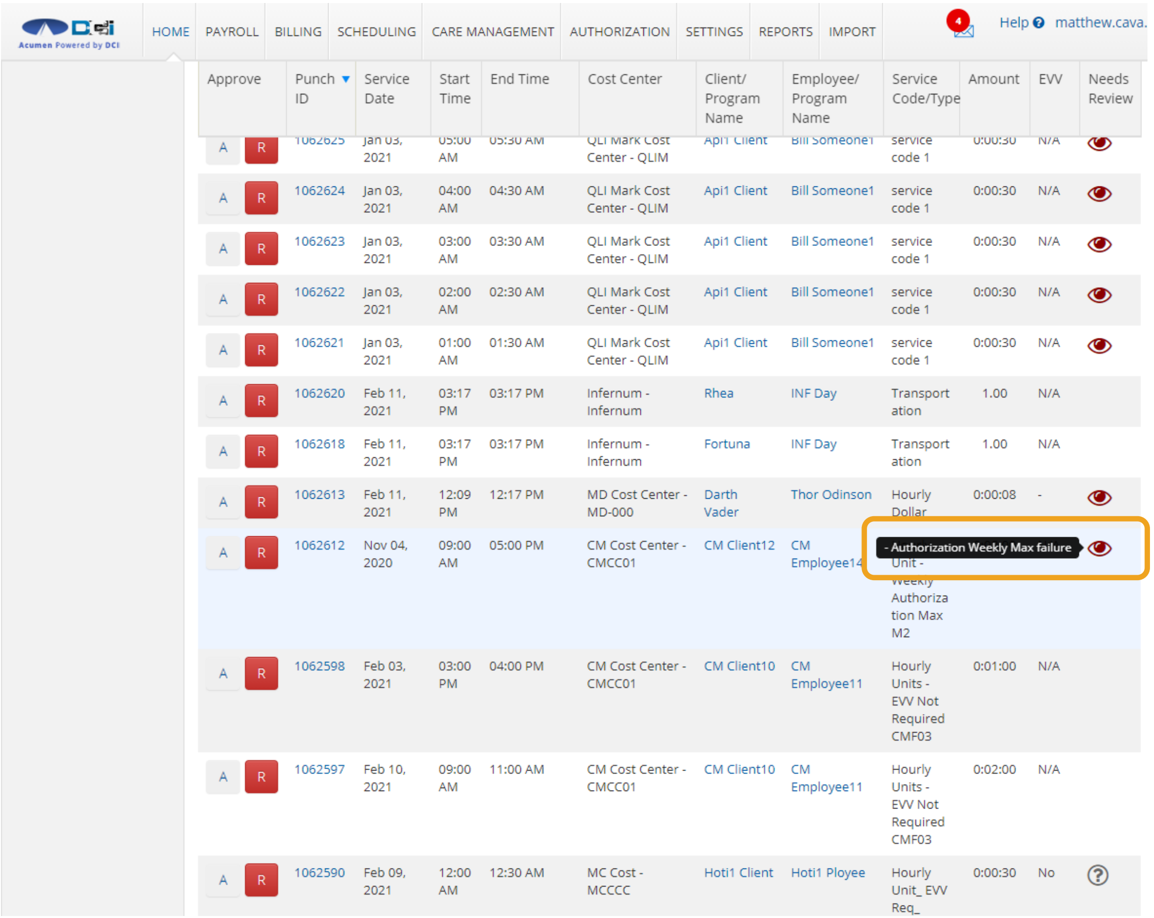
The purpose is to validate that employees do not exceed max weekly hours allowed as configured on their employee profile for pay week as specified in instance setting

- **Phase 2**
- **Parameter 1 –** Required, Represents mode
    - Mode 1 – Reject punch
    - Mode 2 – Allow with warning
- **Data Set –** All time-based punches (excluding those in rejected, cancelled, void and flag compensated) for the employee for given week
- **Logic –** If total hours for the week exceeds the max weekly hours defined on employee profile this business rule should fail
- **End user punch failure message Mode 1 –** "Error: This punch, plus existing punches in the system, violates the max weekly allowed hours for the employee"
- **End user punch failure message Mode 2 –** " Warning: This punch, plus existing punches in the system, violates the max weekly allowed hours for the employee."
- If a punch fails, the Max Hours Per Week Per Employee business rule in mode 2, the auto approval process does not approve the punch

Needs Review

Needs Review

Punch entries that fail Mode 2 Business Rules will now have a Needs Review icon displaying the failed Business Rule when the mouse hovers over the Red Eye icon (pictured) on the Pending Entries screen



Approve	Punch ID	Service Date	Start Time	End Time	Cost Center	Client/ Program Name	Employee/ Program Name	Service Code/Type	Amount	EVV	Needs Review
A R	1062625	Jan 03, 2021	05:00 AM	05:30 AM	QLI Mark Cost Center - QLIM	Api1 Client	Bill Someone1	service code 1	0:00:30	N/A	
A R	1062624	Jan 03, 2021	04:00 AM	04:30 AM	QLI Mark Cost Center - QLIM	Api1 Client	Bill Someone1	service code 1	0:00:30	N/A	
A R	1062623	Jan 03, 2021	03:00 AM	03:30 AM	QLI Mark Cost Center - QLIM	Api1 Client	Bill Someone1	service code 1	0:00:30	N/A	
A R	1062622	Jan 03, 2021	02:00 AM	02:30 AM	QLI Mark Cost Center - QLIM	Api1 Client	Bill Someone1	service code 1	0:00:30	N/A	
A R	1062621	Jan 03, 2021	01:00 AM	01:30 AM	QLI Mark Cost Center - QLIM	Api1 Client	Bill Someone1	service code 1	0:00:30	N/A	
A R	1062620	Feb 11, 2021	03:17 PM	03:17 PM	Infernum - Infernum	Rhea	INF Day	Transportation	1.00	N/A	
A R	1062618	Feb 11, 2021	03:17 PM	03:17 PM	Infernum - Infernum	Fortuna	INF Day	Transportation	1.00	N/A	
A R	1062613	Feb 11, 2021	12:09 PM	12:17 PM	MD Cost Center - MD-000	Darth Vader	Thor Odinson	Hourly Dollar	0:00:08	-	
A R	1062612	Nov 04, 2020	09:00 AM	05:00 PM	CM Cost Center - CMCC01	CM Client12	CM Employee14	Unit - Weekly Authorization Max M2			
A R	1062598	Feb 03, 2021	03:00 PM	04:00 PM	CM Cost Center - CMCC01	CM Client10	CM Employee11	Hourly Units - EVV Not Required CMF03	0:01:00	N/A	
A R	1062597	Feb 10, 2021	09:00 AM	11:00 AM	CM Cost Center - CMCC01	CM Client10	CM Employee11	Hourly Units - EVV Not Required CMF03	0:02:00	N/A	
A R	1062590	Feb 09, 2021	12:00 AM	12:30 AM	MC Cost - MCCCC	Hoti1 Client	Hoti1 Ployee	Hourly Unit_ EVV Req_	0:00:30	No	

Appended Verbiage on Manually Approving Pending Entries

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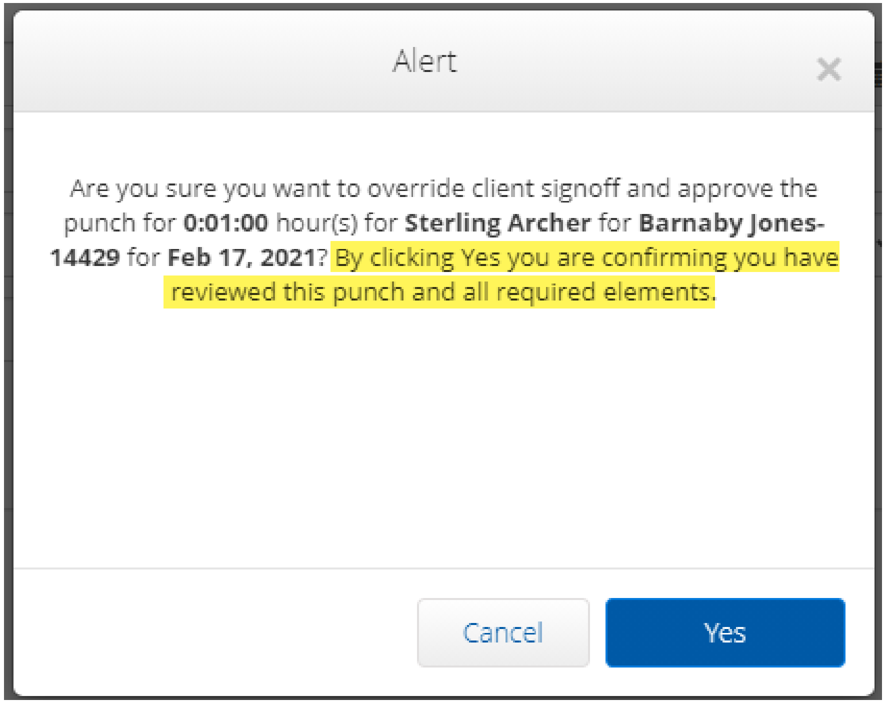
Appended Verbiage on Manually Approving Pending Entries

System shall support appending the verbiage on the Approval confirmation alert that displays when manually approving a pending entry to include the statement:

“By clicking Yes you are confirming you have reviewed this punch and all required elements.”



Password Reset Required On Import

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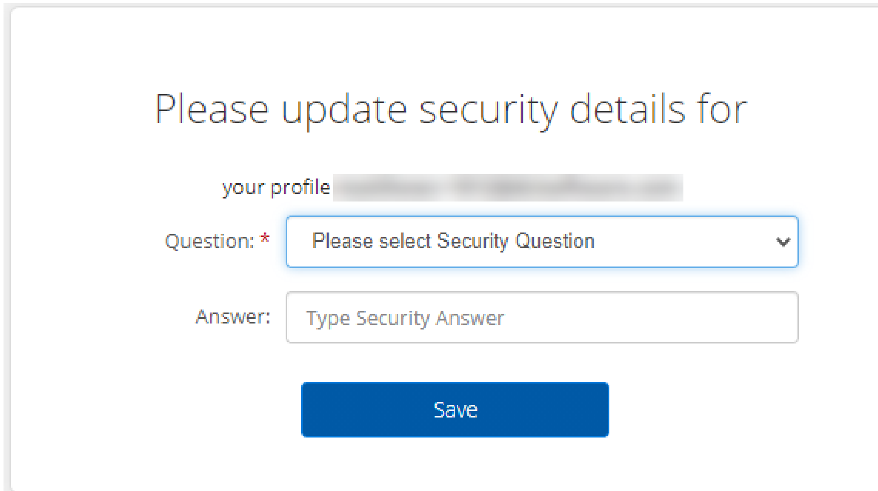
Password Reset Required On Import

- DCI has a new instance level setting named "Password Reset Required On Import"
- When this feature is turned on, DCI will require imported users to update their password, and security question upon initial login to the system
- The default setting for this feature is that it is turned off
- To enable this feature, please contact your DCI account representative



Phone IVR Canned Statements

Phone IVR Canned Statements

DCI will now support canned statements via the phone IVR.

- Upon punch clock out, the system will check if the Service Code has Canned Statements associated with it
- Then the system will read the canned statements and allow for user to choose yes or no (i.e. enter 1 for yes, 2 for no) for each Canned Statement
- EE must say yes to at least one canned statement or punch will not be allowed to be ended

Fiscal Intermediary(FI) Specific Features

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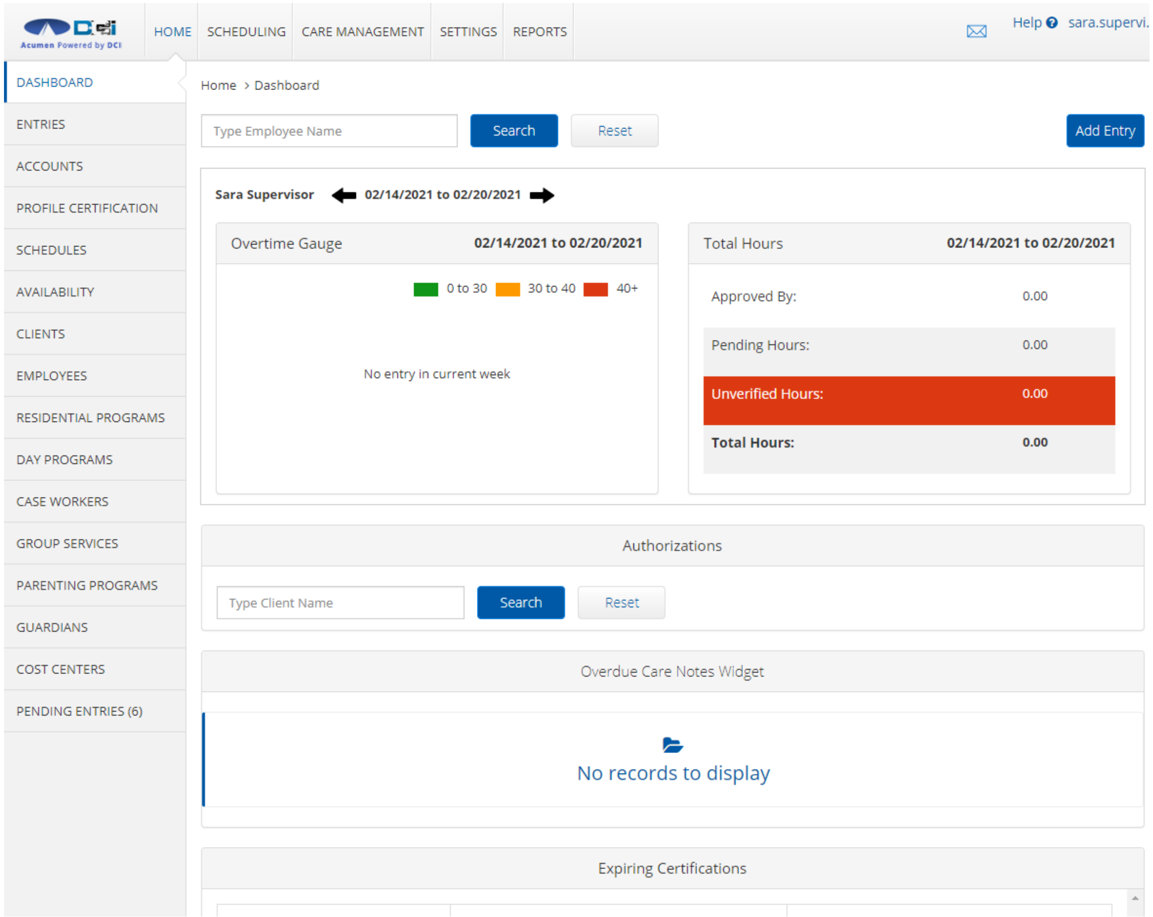
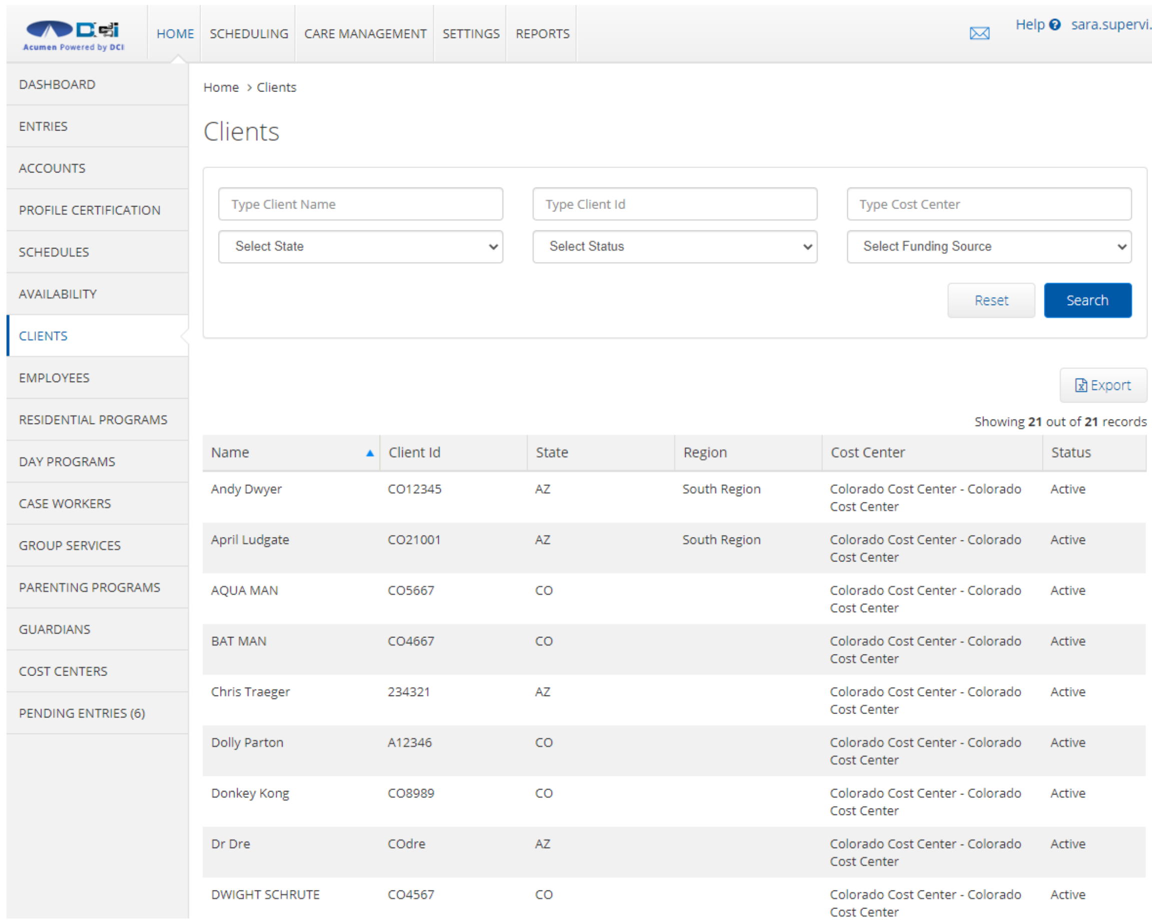
Supervisor/Auditor/View Only Role View Dashboard

- A user with the Supervisor/Auditor/View Only role for one or more Cost Centers will only see information in the Dashboard that is linked to their profile via Cost Center
- Employee Search widget (part of the OT Guage and Total Hours Widget) is limited to only employees they are linked to via profile default cost center or service account
- Authorizations widget is limited to only clients they are linked to via profile default cost center or service account



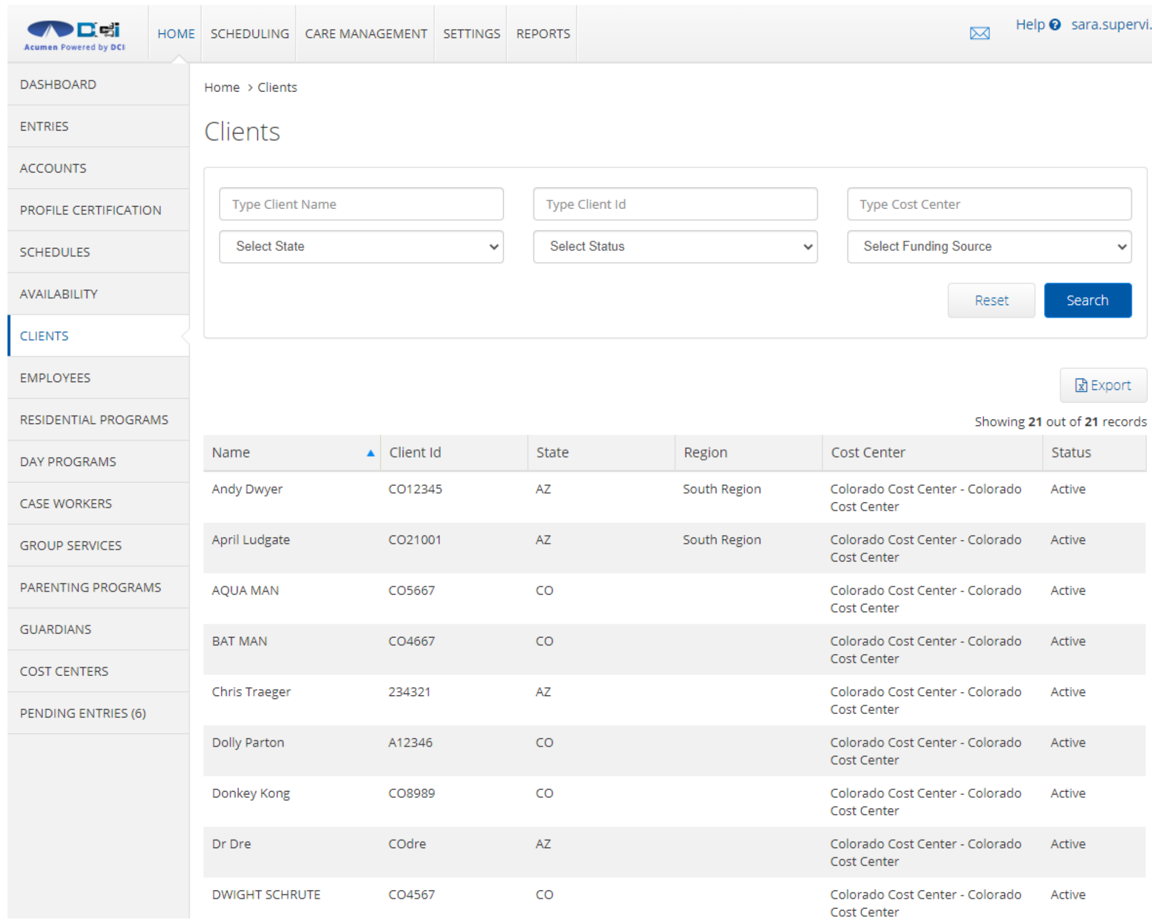
Supervisor/Auditor/View Only Role View Clients Profiles

- A user with the Supervisor/Auditor/View Only role for one or more Cost Centers will only see the clients for Cost Centers where the user has this role
- Client Name filter is restricted to only Clients they are related to via profile default cost center or service account cost center
- Client ID filter is restricted to only Clients they are related to via profile default cost center or service account cost center
- Cost Center filter is restricted to only Cost Centers for Clients they are allowed to see in the listing table below
- Regardless of any filter values the results listed in the Clients table are restricted to only Clients they are related to via profile default cost center or service account cost center



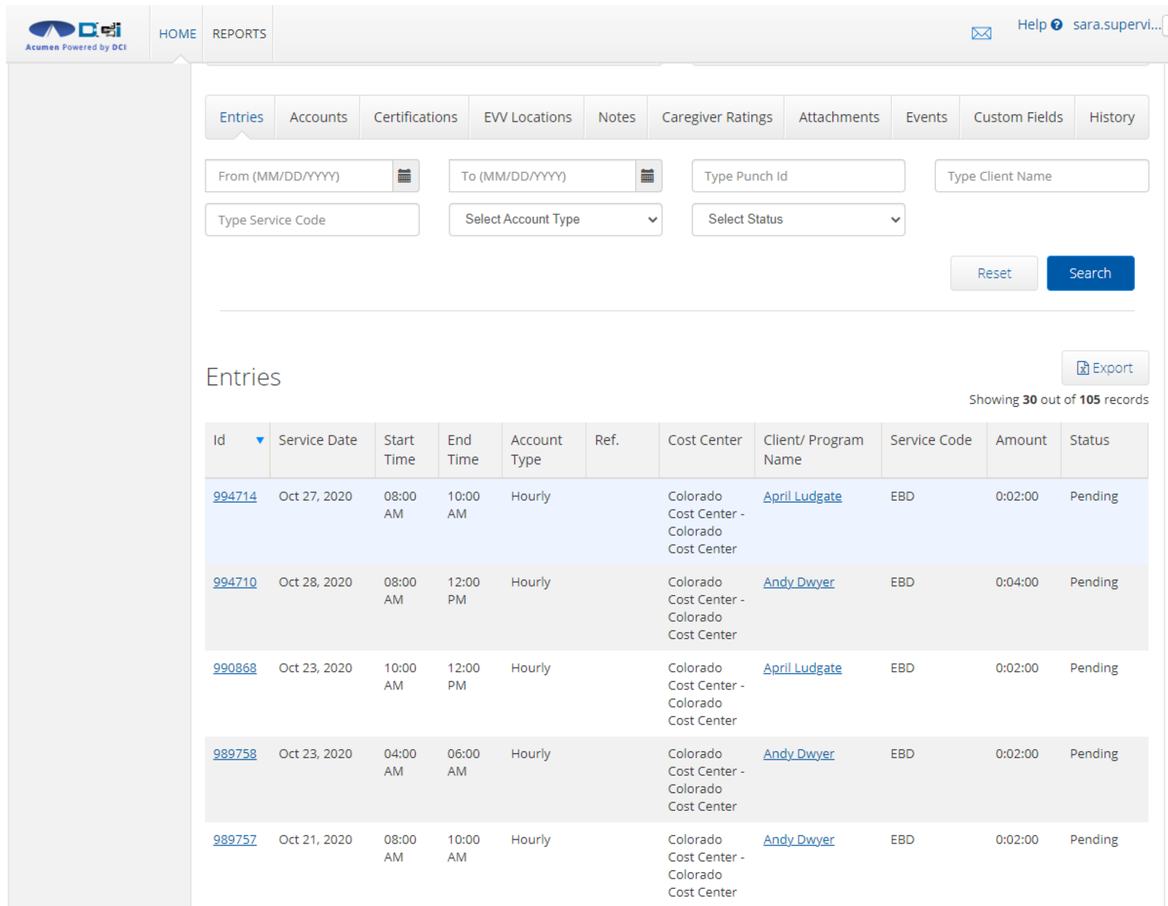
Supervisor/Auditor/View Only Role View Employee Profiles

- A user with the Supervisor/Auditor/View Only role for one or more Cost Centers will only see the employees for Cost Centers where the user has this role
- Employee Name filter is restricted to only Employees they are related to via profile default cost center or service account cost center
- Employee ID filter is restricted to only Clients they are related to via profile default cost center or service account cost center
- Cost Center filter is restricted to only Cost Centers for Employees they are allowed to see in the listing table below
- Regardless of any filter values the results listed in the Employees table are restricted to only Employees they are related to via profile default cost center or service account cost center



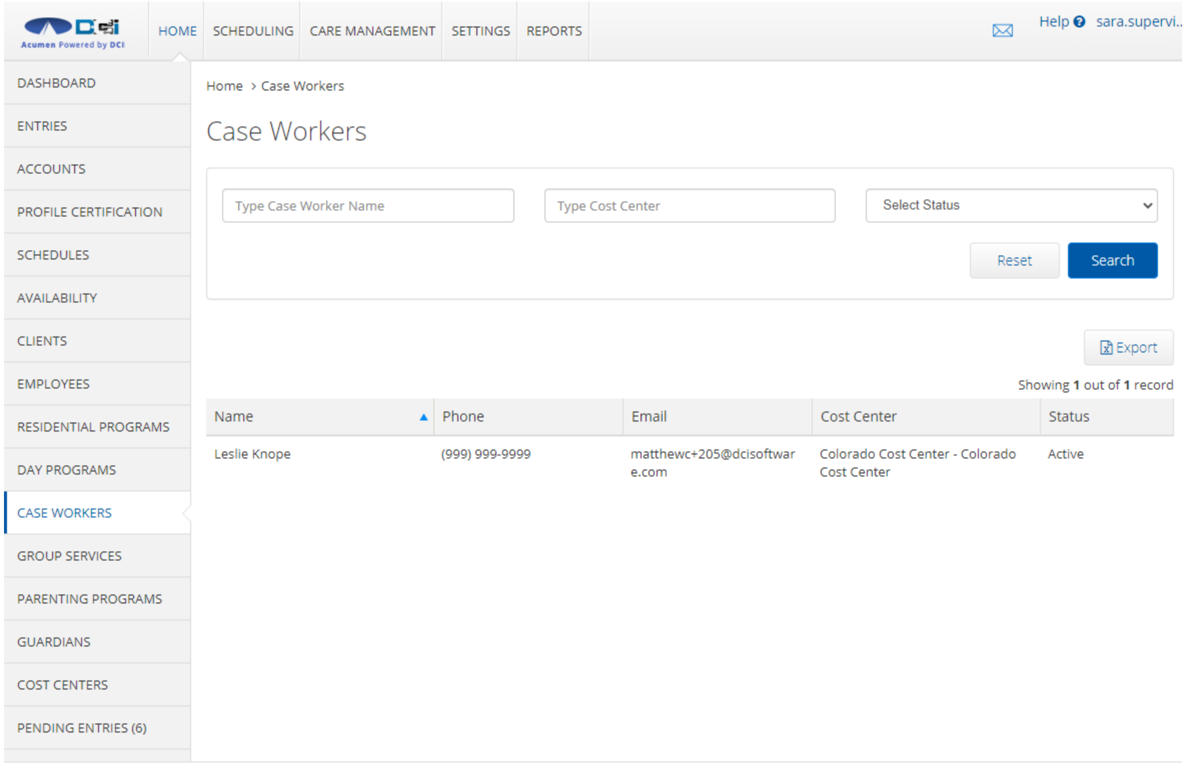
Supervisor/Auditor/View Only Role View for Employee Entries

- A user with the Supervisor/Auditor/View Only role for one or more Cost Centers will only see the entries in a Profile Details tab for Cost Centers where the user has this role



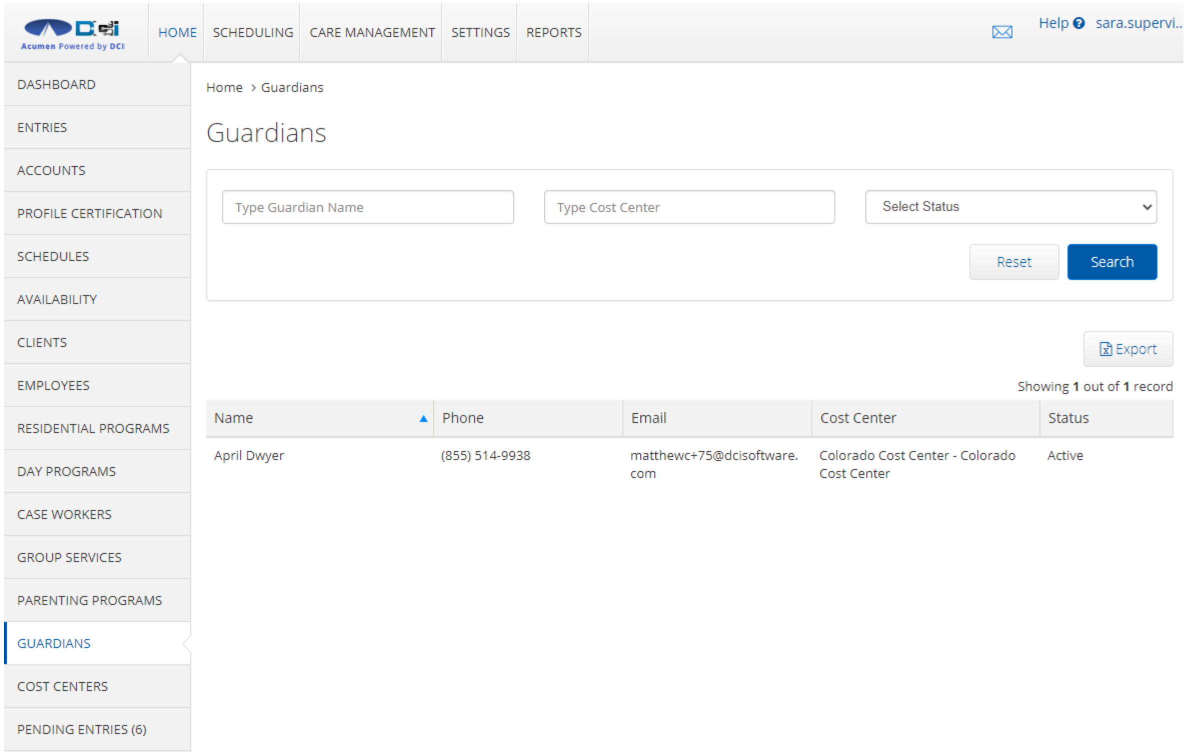
Supervisor/Auditor/View Only Role View Caseworker Profiles

- A user with the Supervisor/Auditor/View Only role for one or more Cost Centers will only see the caseworkers for Cost Centers where the user has this role
- Case Worker Name filter is restricted to only Case Workers they are related to via profile default cost center
- Cost Center filter is restricted to only Cost Centers they have a role for
- Regardless of any filter values the results listed in the Case Worker table are restricted to only Case Worker they are related to via profile default cost center



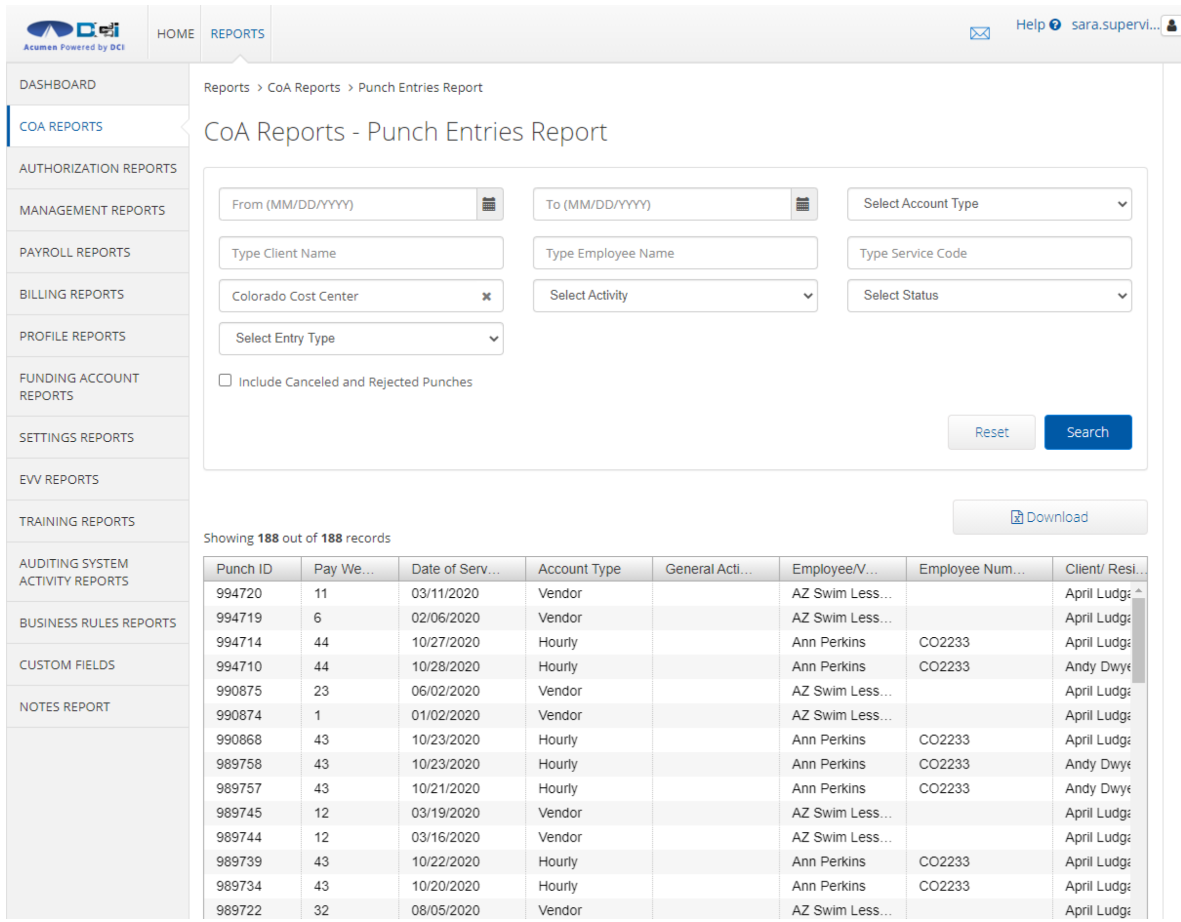
Supervisor/Auditor/View Only Role View Guardian Profiles

- A user with the Supervisor/Auditor/View Only role for one or more Cost Centers will only see the guardian for Cost Centers where the user has this role
- Guardian Name filter is restricted to only Guardian they are related to a profile default cost center
- Cost Center filter is restricted to only Cost Centers they have a role for
- Regardless of any filter values the results listed in the Guardian table are restricted to only Guardian they are related to via profile default cost center



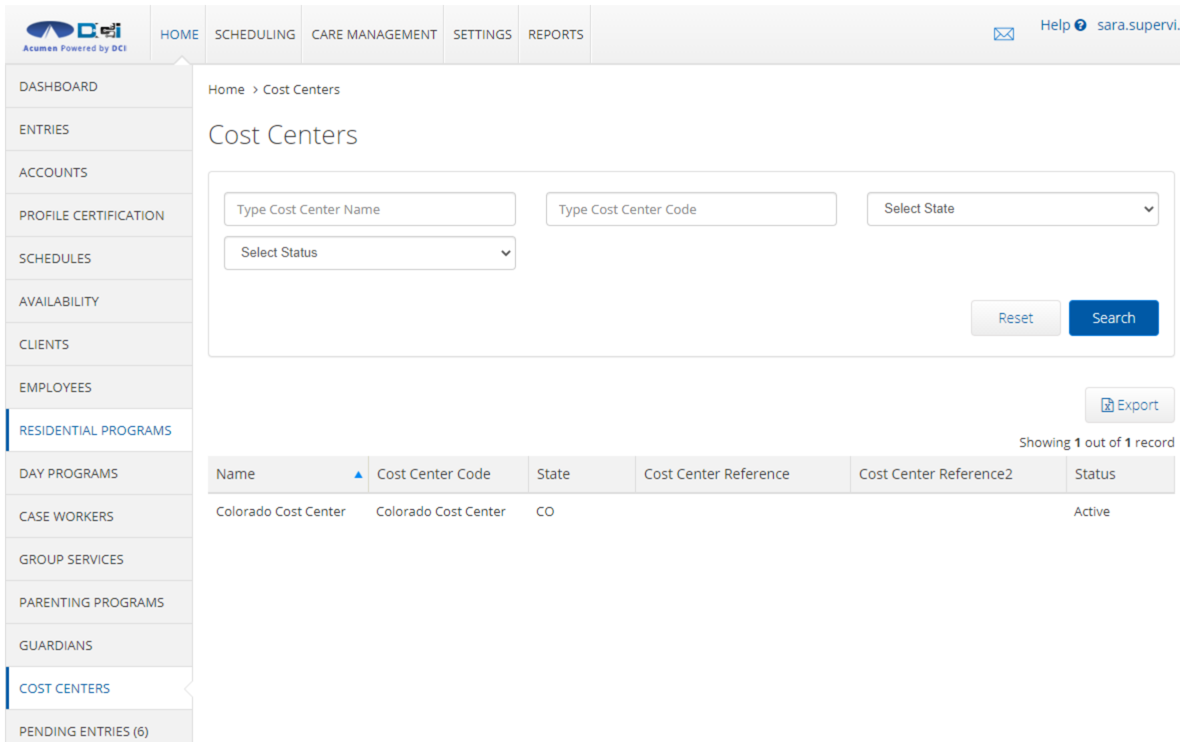
Supervisor/Auditor/View Only Role View Reporting Module

- A user with the Supervisor/Auditor/View Only role for one or more Cost Centers will only see data linked to their cost center
- This includes all search filters (e.g., Client, Employee, Cost Center, etc.) as well as search result
- This includes if a wildcard (*) is used in a cost center filter



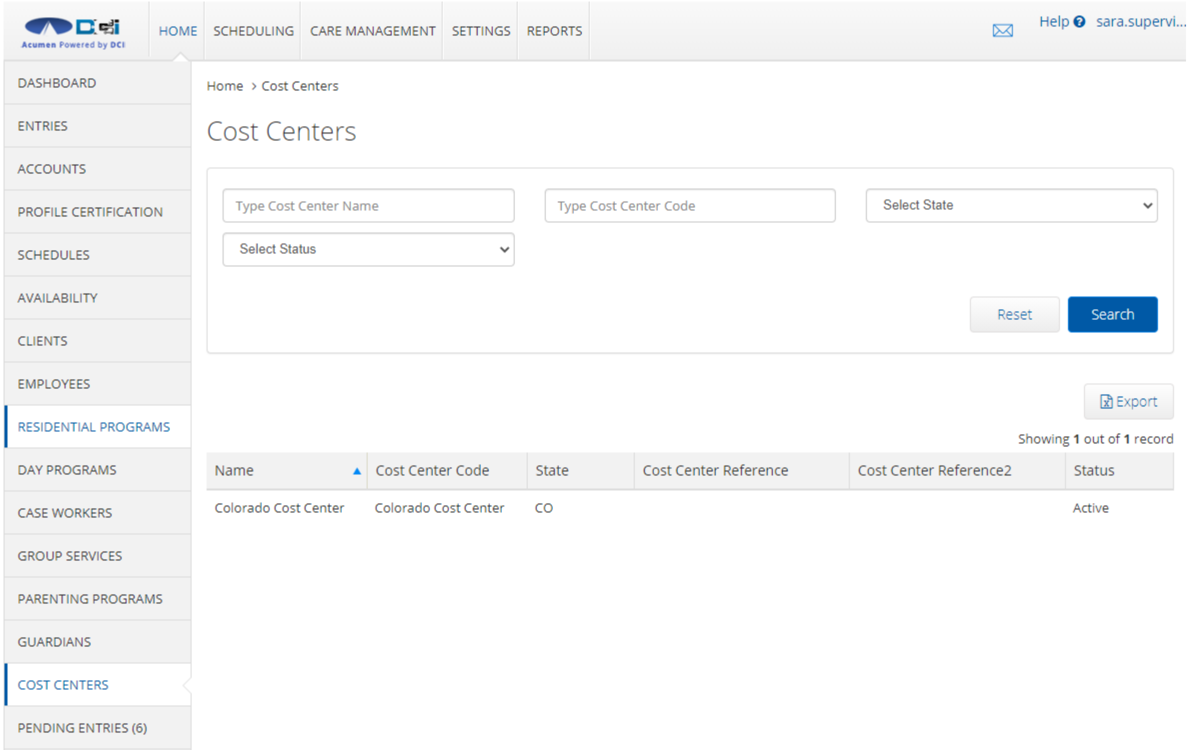
Supervisor/Auditor/View Only Role View Cost Centers

- A user with the Supervisor/Auditor/View Only role for one or more Cost Centers will only see their linked cost centers
- Cost Center Name filter is restricted to only Cost Center they have a role for
- Cost Center Code filter is restricted to only Cost Centers they have a role for
- Regardless of any filter values the results listed in the Cost Center table are restricted to only Cost Center they are related to



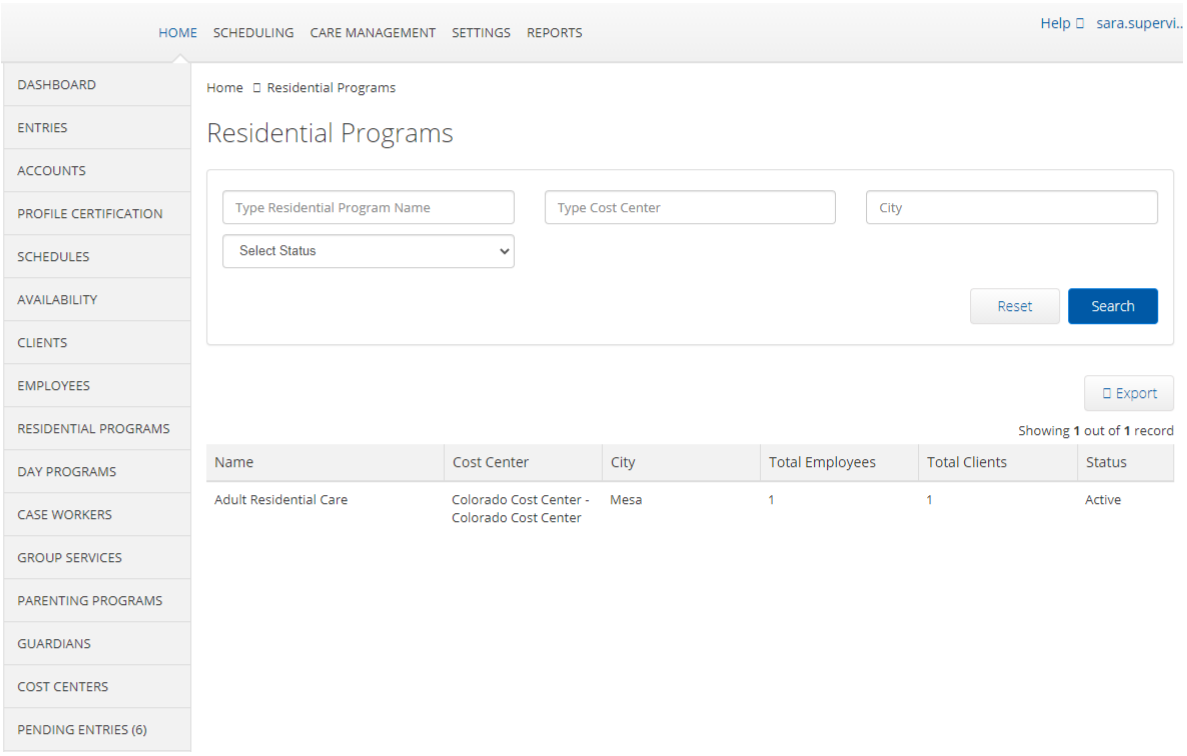
Supervisor/Auditor/View Only Role View Pending Entries

- A user with the Supervisor/Auditor/View Only role for one or more Cost Centers will only see pending entries linked to their cost centers
- Client Name filter is restricted to only Clients they are related to via profile default cost center or service account cost center
- Employee Name filter is restricted to only Employees they are related to via profile default cost center or service account cost center
- Cost Center filter is restricted to only Cost Centers they have a role for
- Regardless of any filter values the results listed in the Pending Entries table are restricted to only entries they are related to



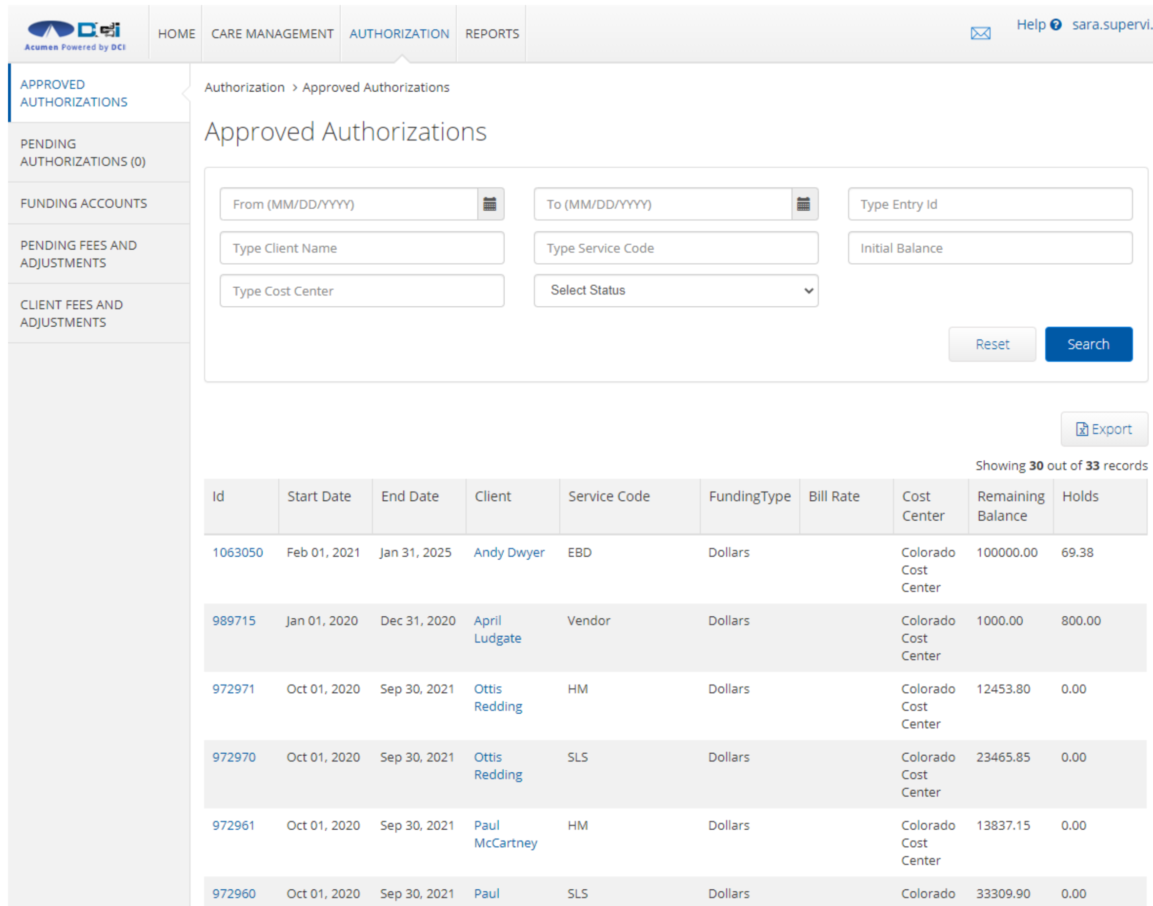
Supervisor/Auditor/View Only Role View Residential and Other Programs/Services

- A user with the Supervisor/Auditor/View Only role for one or more Cost Centers will only see the program for Cost Centers where the user has this role
- Program Name filter is restricted to only Programs they are related to via profile default cost center or service account cost center
- Cost Center filter is restricted to only Cost Centers they have a role for
- Regardless of any filter values the results listed in the Programs table are restricted to only Programs they are related to via profile default cost center
- These changes also apply to the following:
    - Parenting Programs
    - Day Programs
    - Group Services



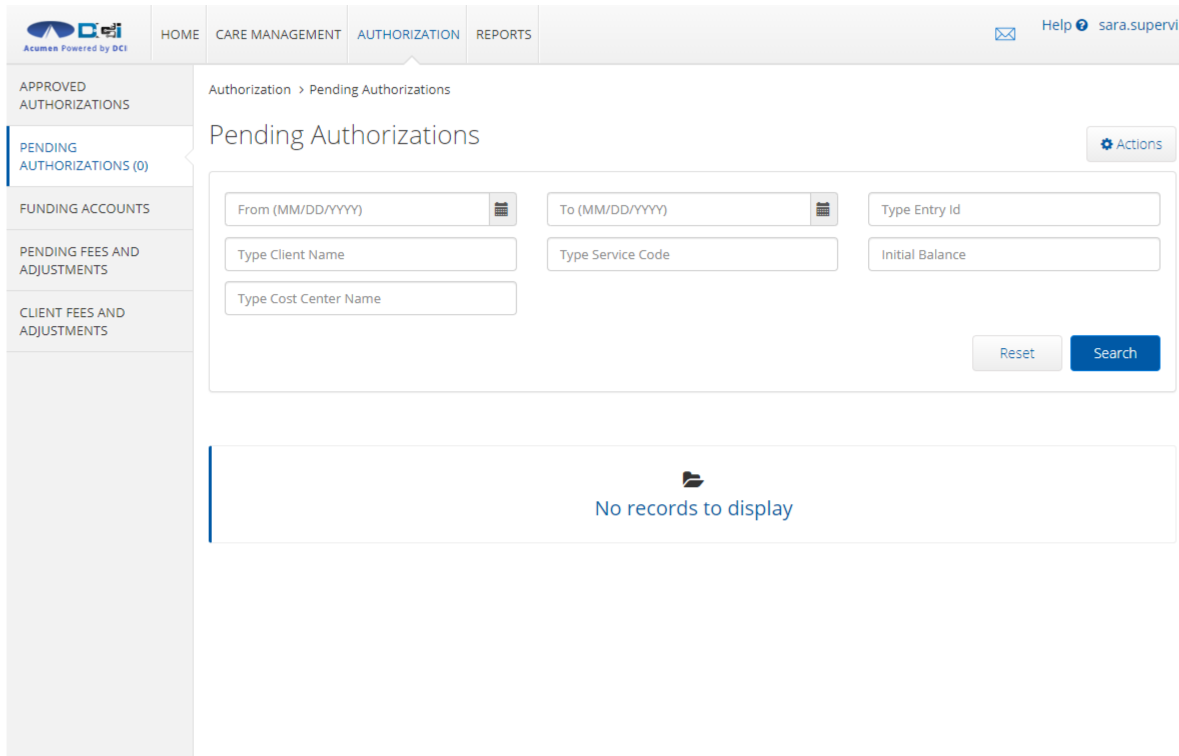
Authorization Role – Approved Authorizations

- A user with the Authorization role for one or more Cost Centers will only see the approved authorizations for Cost Centers where the user has this role
- Client Name filter is restricted to only Clients they are related to via profile default cost center or funding account cost center
- Cost Center filter is restricted to only Cost Centers they have a role for
- Regardless of any filter values the results listed in the Authorizations table are restricted to only Authorizations they are related to via cost center



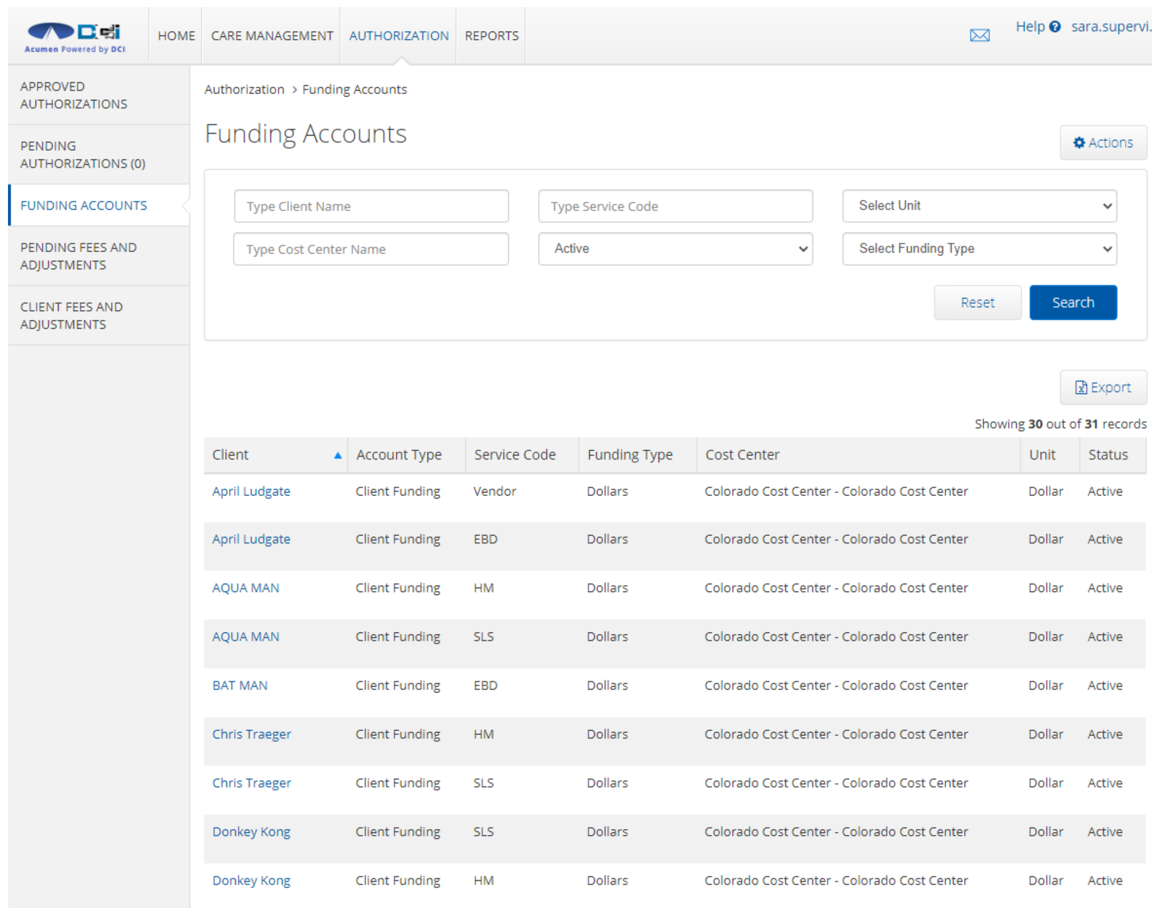
Authorization Role – Pending Authorizations

- A user with the Authorization role for one or more Cost Centers will only see the pending authorizations for Cost Centers where the user has this role
- Client Name filter is restricted to only Clients they are related to via profile default cost center or funding account cost center
- Cost Center filter is restricted to only Cost Centers they have a role for
- Regardless of any filter values the results listed in the Authorizations table are restricted to only Authorizations they are related to via cost center



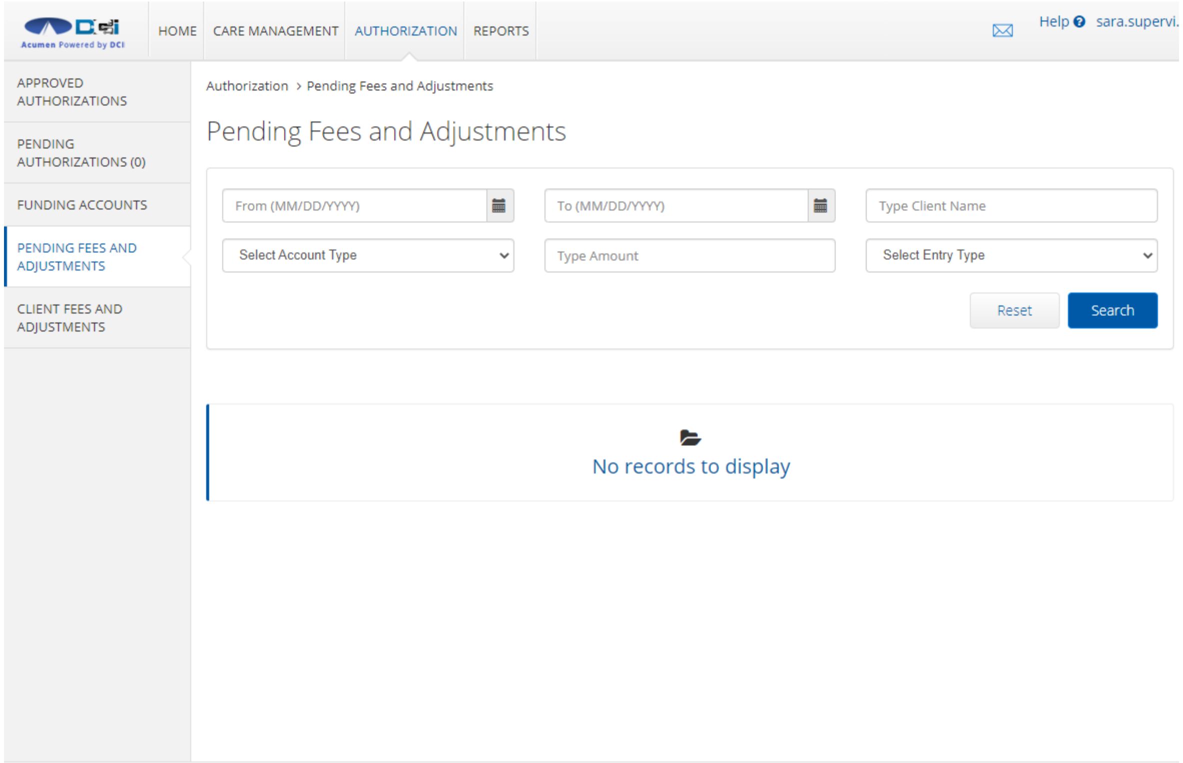
Authorization Role – Funding Accounts

- A user with the Authorization role for one or more Cost Centers will only see the funding accounts for Cost Centers where the user has this role
- Client Name filter is restricted to only Clients they are related to via profile default cost center or funding account cost center
- Cost Center filter is restricted to only Cost Centers they have a role for
- Regardless of any filter values the results listed in the Authorizations table are restricted to only Authorizations they are related to via cost center



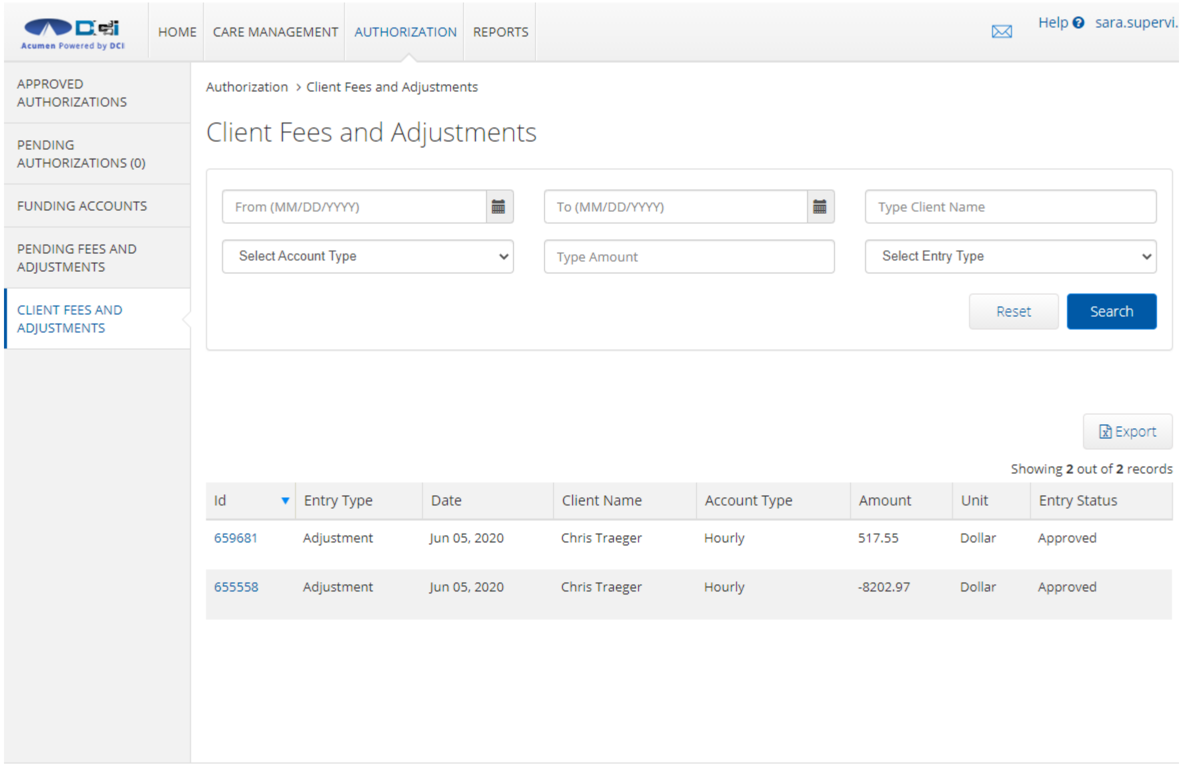
Authorization Role – Pending Fees and Adjustments

- A user with the Authorization role for one or more Cost Centers will only see the pending fees and adjustments for Cost Centers where the user has this role
- Client Name filter is restricted to only Clients they are related to via profile default cost center or funding account cost center
- Regardless of any filter values the results listed in the Pending Fees and Adjustments table are restricted to only entries they are related to via cost center



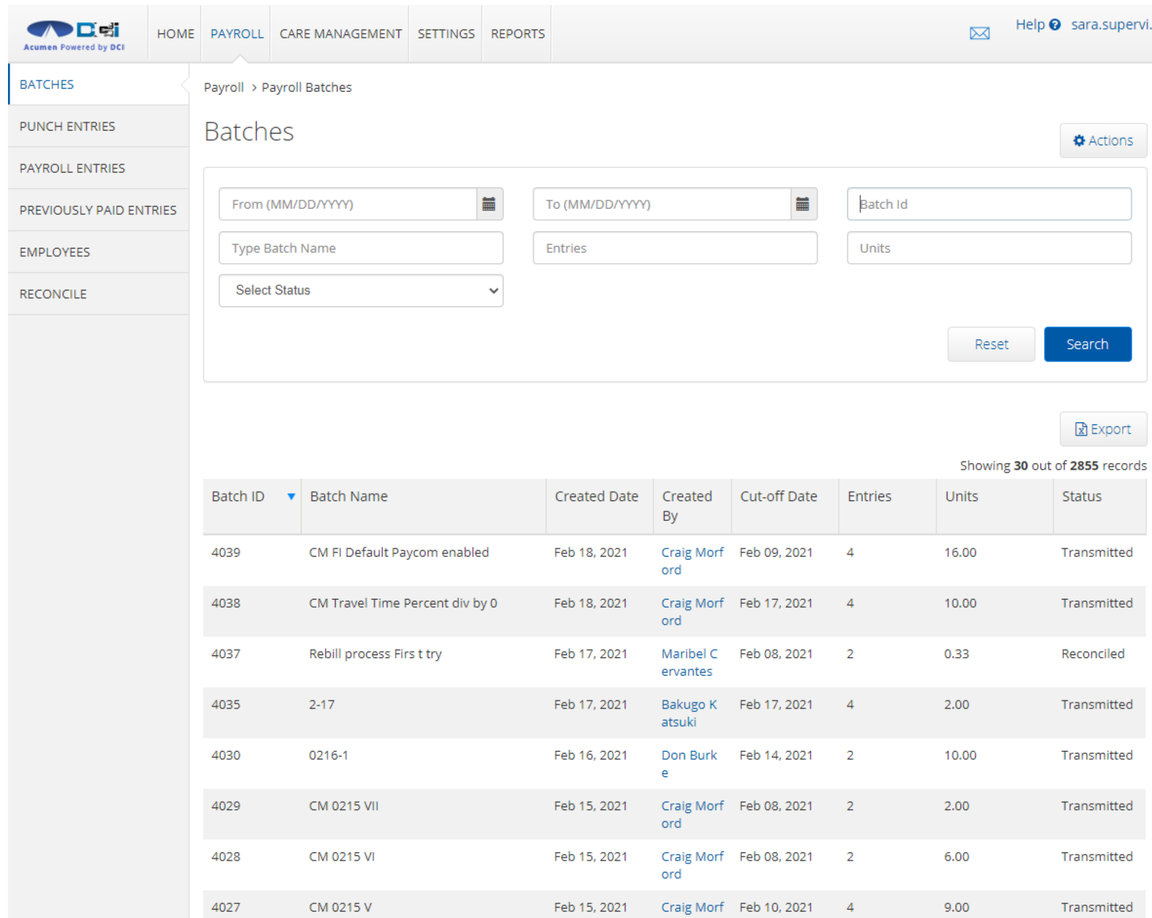
Authorization Role – Client Fees and Adjustments

- A user with the Authorization role for one or more Cost Centers will only see the client fees and adjustments for Cost Centers where the user has this role
- Client Name filter is restricted to only Clients they are related to via profile default cost center or funding account cost center
- Cost Center filter is restricted to only Cost Centers they have a role for
- Regardless of any filter values the results listed in the Authorizations table are restricted to only Authorizations they are related to via cost center



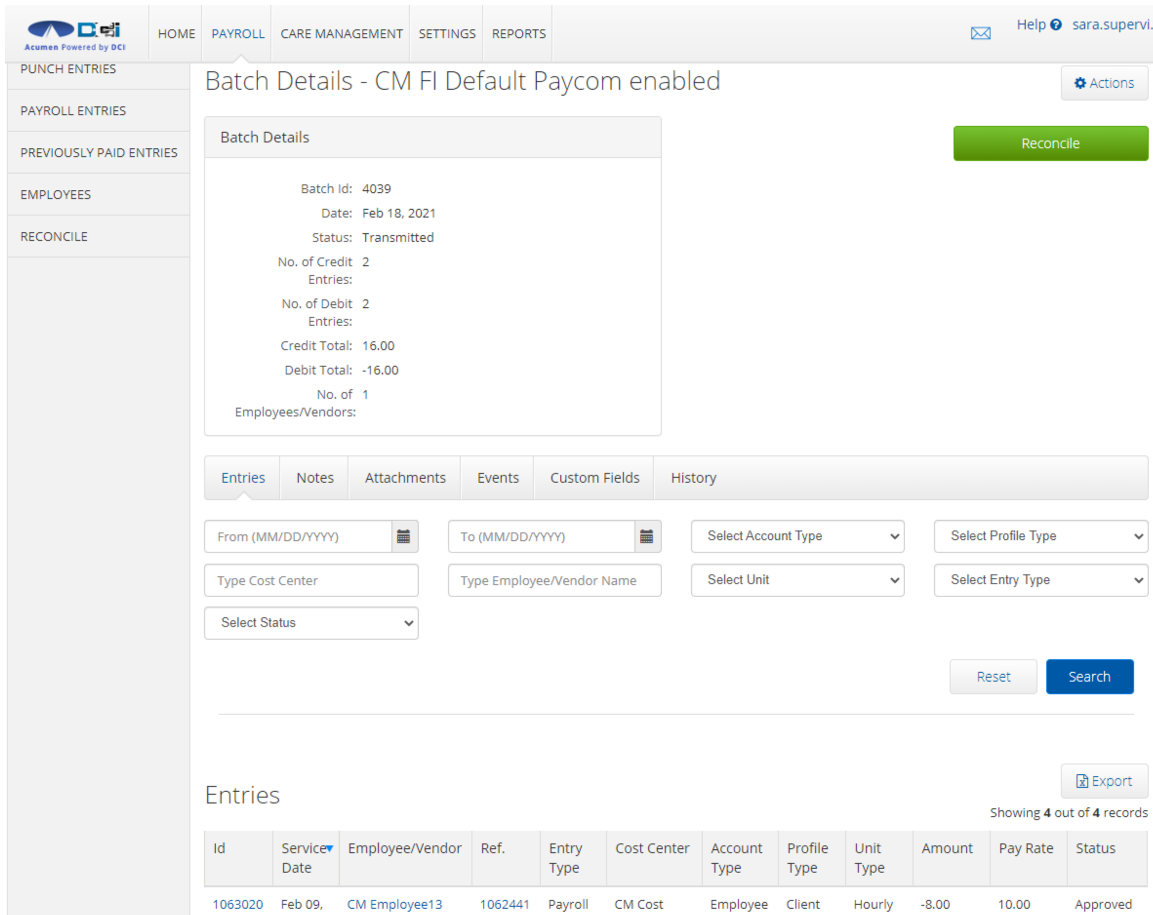
Payroll Role – Batches

- A user with the Payroll role for one or more cost centers are still able to create batches for entries from any cost center
  - This would be achieved by not declaring a Cost Center on this Create Batch wizard
- A user with the Payroll role for one or more cost centers that the user is able to see all batches under the Payroll > Batches function, and the user should also be allowed to view all batch details pages



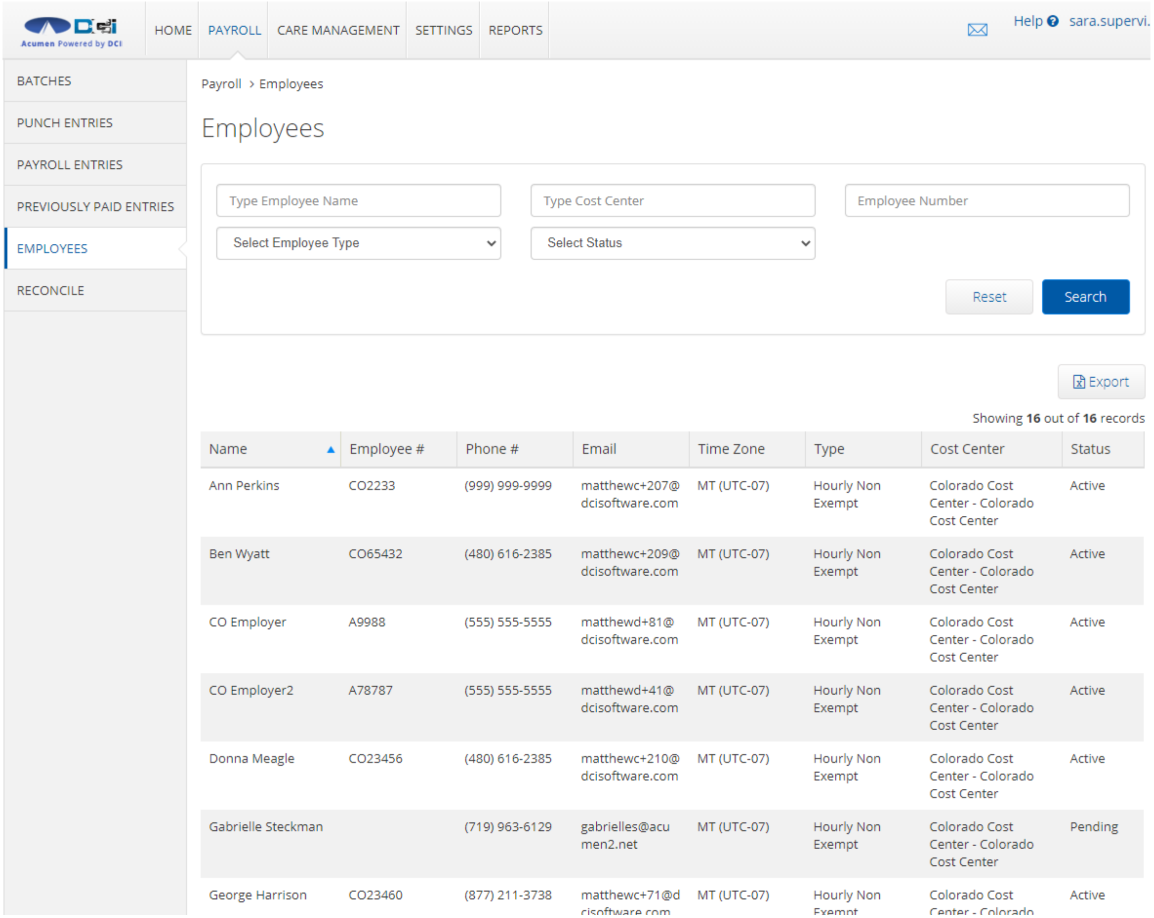
Payroll Role – Batch Details

- A user with the Payroll role for one or more cost centers that when viewing the Batch Details page they can see all entries in the batch, but that if they click on a punch or employee hyperlink that they are only allowed to reach the details page if they punch or employee is linked to their cost center
- The system limits the entries visible on the following screens to only those which are linked to the users cost center:
  - Payroll > Punch Entries
  - Payroll > Payroll Entries
  - Payroll > Previously Paid Entries



Payroll Role – Employees

- A user with the Payroll role for one or more cost centers that the system limits the Employees visible on the Payroll > Employees screen to only those are linked to the users cost center via default profile cost center or employee service account.



Name	Employee #	Phone #	Email	Time Zone	Type	Cost Center	Status
Ann Perkins	CO2233	(999) 999-9999	matthewc+207@dcisoftware.com	MT (UTC-07)	Hourly Non Exempt	Colorado Cost Center - Colorado Cost Center	Active
Ben Wyatt	CO65432	(480) 616-2385	matthewc+209@dcisoftware.com	MT (UTC-07)	Hourly Non Exempt	Colorado Cost Center - Colorado Cost Center	Active
CO Employer	A9988	(555) 555-5555	matthewd+81@dcisoftware.com	MT (UTC-07)	Hourly Non Exempt	Colorado Cost Center - Colorado Cost Center	Active
CO Employer2	A78787	(555) 555-5555	matthewd+41@dcisoftware.com	MT (UTC-07)	Hourly Non Exempt	Colorado Cost Center - Colorado Cost Center	Active
Donna Meagle	CO23456	(480) 616-2385	matthewc+210@dcisoftware.com	MT (UTC-07)	Hourly Non Exempt	Colorado Cost Center - Colorado Cost Center	Active
Gabrielle Steckman		(719) 963-6129	gabrielles@acumen2.net	MT (UTC-07)	Hourly Non Exempt	Colorado Cost Center - Colorado Cost Center	Pending
George Harrison	CO23460	(877) 211-3738	matthewc+71@dcisoftware.com	MT (UTC-07)	Hourly Non Exempt	Colorado Cost Center - Colorado	Active

Thank you!

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