Covid-19 Staff Test Data Entry

The Covid-19 Staff Test Data Entry page allows managers to enter Covid-19 testing information for staff, including test date(s) and results. Submitted information is later reviewed for accuracy and compliance with state Covid-19 safety protocols. Use this job aid to view, add, and delete Covid-19 testing data for staff.

October 2021 *v1.3*

1. Log into PeopleSoft HCM using your six-digit Employee ID number and password.

2. Navigate to the page:

   • Click the **Navbar**. Select **Navigator**.

   • Select **Manager Self Service**.

   • Select **Covid-19 Staff Test Data Entry.**
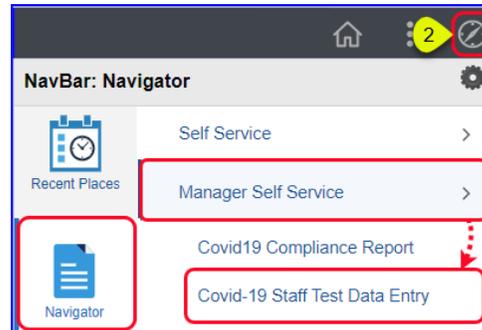
On the **Covid-19 Staff Test Data Entry page**:

3. Click **Add New Value** tab**.**

4. Enter six-digit Employee ID number in **EmplID.**

5. Click **Add.** *Note:* If employee already has testing data, **Search Results** will display. Click on **Employee link** to open.
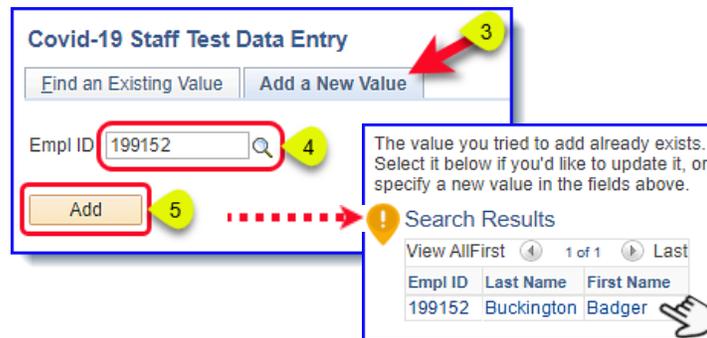
6. Enter date (use *mm/dd/yyyy* format, for example: 04/01/2021) or select date from calendar icon in **Test Date.** *Required!* **Date cannot be a future date.**

7. Select test result from **Test Results** drop down. *Required!* **This field cannot be left blank.**
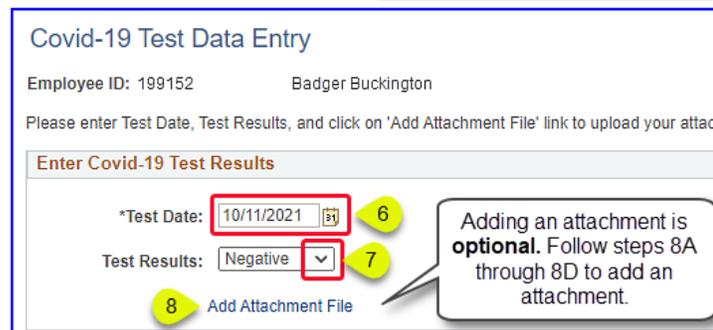
To **add an attachment**, continue to *Step 8* .
To **save** entry, without an attachment, proceed to *Step 9* (skip Step 8).

8. Click **Add Attachment File** link. *Optional.*

   A. Click **Choose File**.

   B. Navigate to file on computer. Select file. *Note:* Only .jpg , .pdf, or .doc files are allowed .

   C. When the file is displayed in **File name**, click **Open**.
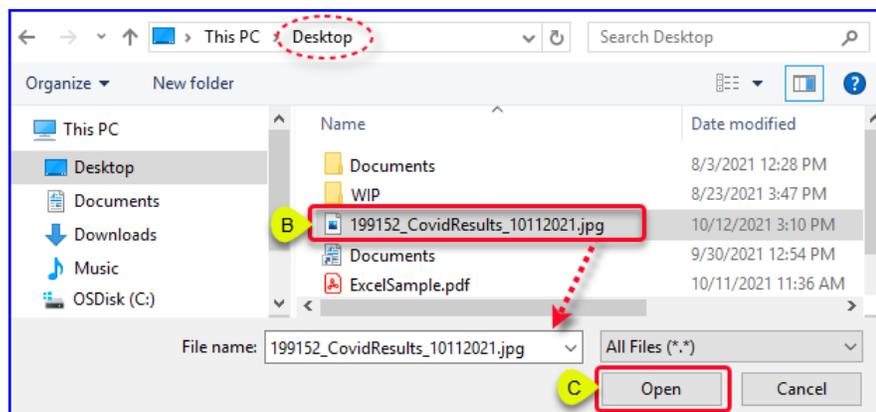
Click here to access the **PeopleSoft site** for additional resources and training opportunities. Or follow this navigation path:

Covid-19 Staff Test Data Entry

D. When file name appears in **File Attachment** pop up, click **Upload.**

File Attachment

Choose File 199152_CovidResults_10112021.jpg

D Upload   Cancel

9. Click **Save.**

Once saved, test entries for the employee will display on lower half of page. Entries are listed by **Test Date** and include testing data added by administrators and employees.

Enter Covid-19 Test Results

*Test Date: 10/11/2021

Test Results: Negative

Attached File: 199152_CovidResults_10112021.jpg

Delete Attachment File

View Attachment File

9 Save   Cancel

File is attached successfully.
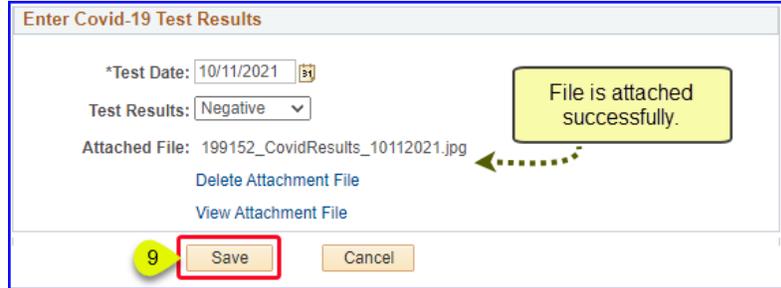
To **delete** an entry, continue to *Step 10.*

10. Click **Delete**.

Covid-19 Test Data Entry

Employee ID: 199152   Badger Buckington

Please enter Test Date, Test Results, and click on 'Add Attachment File' link to upload your attachment file. Then click S

Enter Covid-19 Test Results

*Test Date:

Test Results:

Add Attachment File

Save   Cancel

Find | View All | | | First ◀ 1 of 1 ▶ Last

	Empl ID	Test Date	Test Results	Attached File Name	Delete
1	199152	10/11/2021	Negative	199152_CovidResults_10112021.jpg	Delete

10

11. Click **OK** on confirmation message.

Message

Delete Covid-19 Test Data Entry (20706,4)

Are you sure you want to delete Test Date of 2021-10-11. Once it is deleted, attached file cannot be recovered.
Click Cancel to go back; or Click OK to delete this Test Date.

11 OK   Cancel
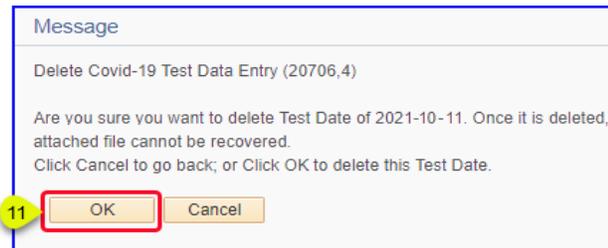
To Search for Staff

On the **Covid-19 Staff Test Data Entry page**:

1. Enter **EmplID** , **Last Name**, or **First Name**.

2. Click **Search**.

Results will display on lower portion of screen.

3. Click on **EmplID, Last Name or First Name** to open.

Covid-19 Staff Test Data Entry

Enter any information you have and click Search. Leave fields blank for a list

Find an Existing Value   Add a New Value

▼ Search Criteria   1

Empl ID [begins with ▾] [_____] 🔍
Last Name [begins with ▾] [_____]
First Name [begins with ▾] [_____]

Search   2   Basic Search Save Search Criteria

Search Results

View All   First ◀ 1-16 of 16 ▶ Last

Empl ID	Last Name	First Name
199798	Windolutti	Walker
1998	Valero De La Rosa	Michael
1995	Lovedo	Shirley

3

San Diego Unified
SCHOOL DISTRICT

PeopleSoft - HCM