

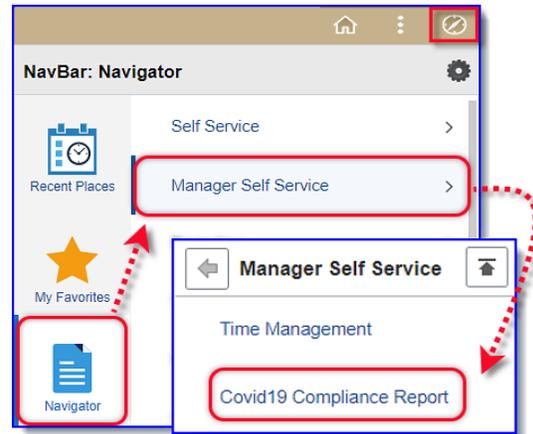
Covid –19 Compliance Report

The Covid-19 Compliance Report allows managers to view employee testing and vaccination status information in accordance with state Covid-19 safety protocols. **Managers must follow up with non-compliant staff to submit proof of vaccination, regardless of vaccination status, or required weekly testing information until proof of vaccination is provided by the employee.** Use this job aid to run each Covid 19 Staff report, find targeted result data, and import results to Excel.

August 2021

Follow the steps below to access report:

- Log into [PeopleSoft HCM](#) with your six-digit Employee ID number and password.
- Click the **Navbar**.
- Select **Navigator**.
- Select **Manager Self Service**.
- Select **Covid19 Compliance Report**.



Who Can Access the Covid-19 Compliance Report?

Currently only management staff (including Supervisors, Principals, and Vice Principals), and timekeepers (department and site) will have access to the Covid-19 Compliance Report.

If you need access, submit a **DWA Security Request** through PeopleSoft HCM.

For help with submitting a request, view the DWA Security Request Job Aid, [found here](#).

How to Run the Covid19 Staff Testing Compliance Report

To display compliance information about staff required to submit weekly testing.

On the **Covid19 Compliance Report** page:

1. Select **Covid19 Staff Testing Compliance Report** from ***Select the Report Type** drop down menu.
2. Enter four-digit department code in ***Department**. (For example: 0177)
3. Select **one option** below:
 - a. To view non compliant staff data **only**, select **Show Only Staff not Compliant**.
 - b. To view compliance information for all staff, **Show Only Staff not Compliant** must be unchecked.
4. Click **Search**.

Covid -19 Compliance Report

See image below of Staff Testing Compliance Report settings and results for **Non-Compliant Staff**.

Covid19 Compliance Report

1 *Select the Report Type: Covid19 Staff Testing Compliance Report

2 *Department: 0177

3a Show Only Staff not Compliant

4 Search

✓ Select to view testing information for **Non-Compliant Staff only.**

Employee Name	Empl ID	Department	Dept ID	Test Date	Last Test Date	Employee Test Status	Employee Vaccination Status
1 Ayon, Ann	154381	Logan K-8	0177			No Test Found	Not Vaccinated
2 Beane, Joan	167963	Logan K-8	0177			No Test Found	Not Vaccinated
3 Boyd, Maria E	137526	Logan K-8	0177			No Test Found	Not Vaccinated
4 Brady, Quitiquit	111228	Logan K-8	0177			No Test Found	Not Vaccinated
5 Cahill, Barnes	176225	Logan K-8	0177			No Test Found	Not Vaccinated
6 Carter, Murphy	154798	Logan K-8	0177	01/24/2021	01/24/2021	Current Test Expired	Not Vaccinated
7 Cornelius, Elijah	171848	Logan K-8	0177			No Test Found	Not Vaccinated
8 Koen, Krista	122323	Logan K-8	0177	03/24/2021	03/24/2021	No Test Found	Not Vaccinated
9 Lloyd, Hannaman	147628	Logan K-8	0177			No Test Found	Not Vaccinated
10 Locano, Martha	119852	Logan K-8	0177			No Test Found	Not Vaccinated

Non-compliant status displays in red.

See image below of Staff Testing Compliance Report settings and results for **All Staff**.

Covid19 Compliance Report

1 *Select the Report Type: Covid19 Staff Testing Compliance Report

2 *Department: 0177

3b Show Only Staff not Compliant

4 Search

! Leave blank to view testing information for **all staff.**

Employee Name	Empl ID	Department	Dept ID	Test Date	Last Test Date	Employee Test Status	Employee Vaccination Status
1 Ayon, Ann	154381	Logan K-8	0177			No Test Found	Not Vaccinated
2 Beane, Joan	167963	Logan K-8	0177			No Test Found	Not Vaccinated
3 Boyd, Maria E	199996	Logan K-8	0177	08/23/2021	08/23/2021	Tested	Compliant status
4 Brady, Quitiquit	111228	Logan K-8	0177			No Test Found	Not Vaccinated
5 Cahill, Barnes	176225	Logan K-8	0177			No Test Found	Not Vaccinated
6 Carter, Murphy	154798	Logan K-8	0177	01/24/2021	01/24/2021	Current Test Expired	Not Vaccinated
7 Cornelius, Elijah	171848	Logan K-8	0177			No Test Found	Not Vaccinated
8 Koen, Krista	122323	Logan K-8	0177	03/01/2021	03/24/2021	Expired	Not Vaccinated
9 Koen, Krista	122323	Logan K-8	0177	03/24/2021	03/24/2021	Current Test Expired	Not Vaccinated
10 Lloyd, Hannaman	147628	Logan K-8	0177			No Test Found	Not Vaccinated

Compliant status

Non-compliant status displays in red.

Covid -19 Compliance Report

How to Run the Covid19 Staff Fully Vaccinated Report

To display information for Fully Vaccinated staff

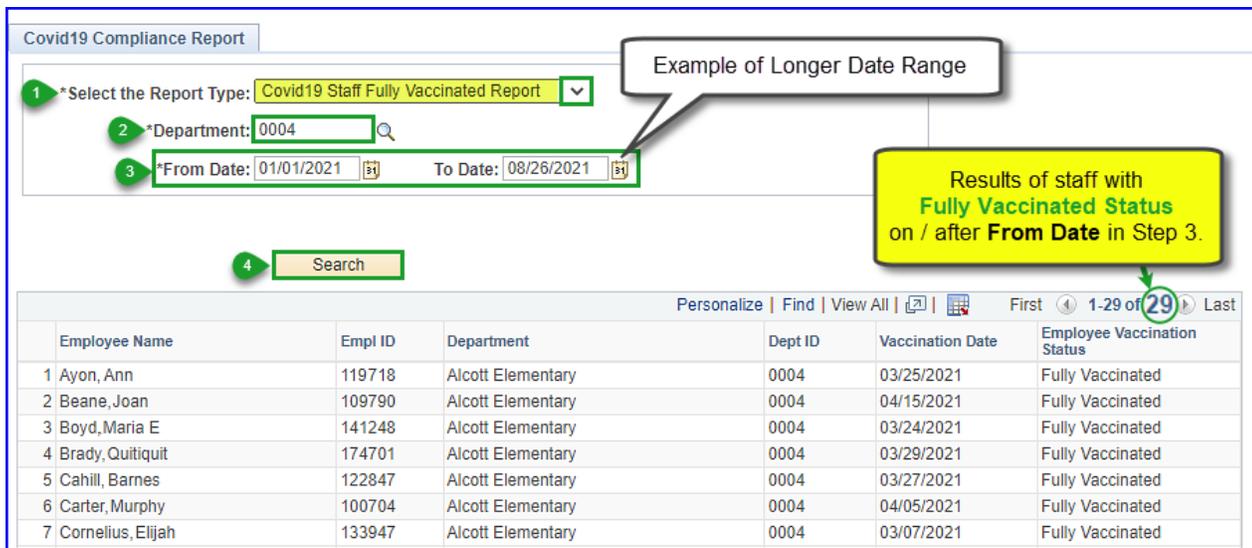
On Covid19 Compliance Report page:

1. Select **Covid 19 Staff Fully Vaccinated Report** from the ***Select the Report Type** drop down menu.
2. Enter four-digit department code in **Department** (ex: 0004)
3. Enter date range in the following fields:
***From Date-** Date must be on or before current date
***To Date-** Date must be on or after ***From Date**
4. Click **Search**.

Report will display staff who reached Fully Vaccinated Status **on or after** date in **From Date**.

Important! Results will vary based upon specified date range. A long date range may display more results. A short date range will display only those vaccinated **after** the **From Date**.

See image below of Staff Testing Fully Vaccinated Report settings (**long date range**) and results.

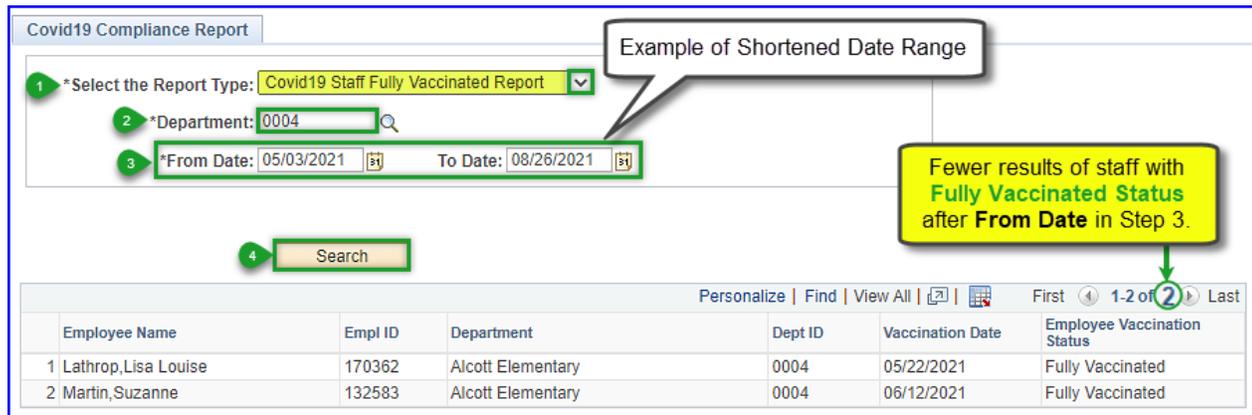


Example of Longer Date Range

Results of staff with Fully Vaccinated Status on / after From Date in Step 3.

Employee Name	Empl ID	Department	Dept ID	Vaccination Date	Employee Vaccination Status
1 Ayon, Ann	119718	Alcott Elementary	0004	03/25/2021	Fully Vaccinated
2 Beane, Joan	109790	Alcott Elementary	0004	04/15/2021	Fully Vaccinated
3 Boyd, Maria E	141248	Alcott Elementary	0004	03/24/2021	Fully Vaccinated
4 Brady, Quitiquit	174701	Alcott Elementary	0004	03/29/2021	Fully Vaccinated
5 Cahill, Barnes	122847	Alcott Elementary	0004	03/27/2021	Fully Vaccinated
6 Carter, Murphy	100704	Alcott Elementary	0004	04/05/2021	Fully Vaccinated
7 Cornelius, Elijah	133947	Alcott Elementary	0004	03/07/2021	Fully Vaccinated

See image below of Staff Testing Fully Vaccinated Report settings (**short date range**) and results.



Example of Shortened Date Range

Fewer results of staff with Fully Vaccinated Status after From Date in Step 3.

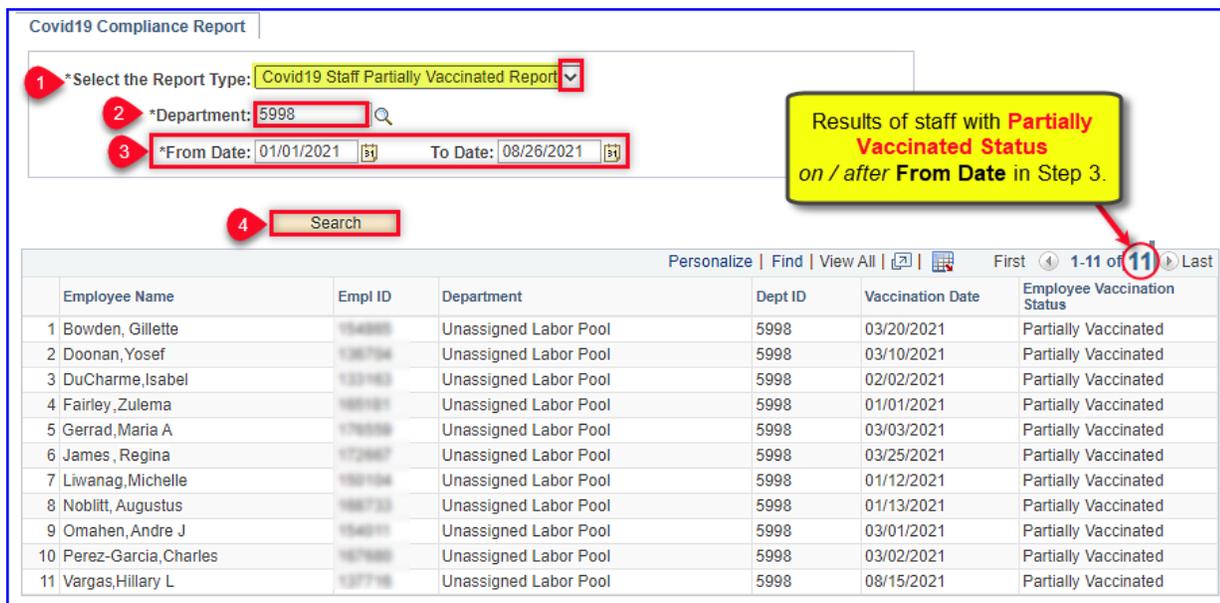
Employee Name	Empl ID	Department	Dept ID	Vaccination Date	Employee Vaccination Status
1 Lathrop, Lisa Louise	170362	Alcott Elementary	0004	05/22/2021	Fully Vaccinated
2 Martin, Suzanne	132583	Alcott Elementary	0004	06/12/2021	Fully Vaccinated

Covid -19 Compliance Report

How to Run the Covid19 Staff Partially Vaccinated Report To display information for Partially Vaccinated staff

On the Covid19 Compliance Report page:

1. Select **Covid 19 Staff Partially Vaccinated Report** from the ***Select the Report Type** drop down menu.
2. Enter four-digit department code in ***Department** (ex: 0004)
3. Enter date range in the following fields:
***From Date-** Date must be on or before current date
***To Date-** Date must be on or after *From Date
4. Click **Search**.



Covid19 Compliance Report

1 *Select the Report Type: Covid19 Staff Partially Vaccinated Report

2 *Department: 5998

3 *From Date: 01/01/2021 To Date: 08/26/2021

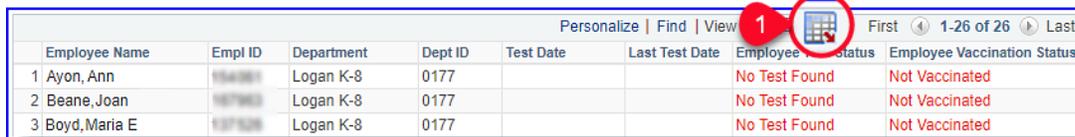
4 Search

Results of staff with **Partially Vaccinated Status** on / after From Date in Step 3.

Employee Name	Empl ID	Department	Dept ID	Vaccination Date	Employee Vaccination Status
1 Bowden, Gillette	154885	Unassigned Labor Pool	5998	03/20/2021	Partially Vaccinated
2 Doonan, Yosef	156794	Unassigned Labor Pool	5998	03/10/2021	Partially Vaccinated
3 DuCharme, Isabel	133943	Unassigned Labor Pool	5998	02/02/2021	Partially Vaccinated
4 Fairley, Zulema	160181	Unassigned Labor Pool	5998	01/01/2021	Partially Vaccinated
5 Gerrad, Maria A	176998	Unassigned Labor Pool	5998	03/03/2021	Partially Vaccinated
6 James, Regina	172867	Unassigned Labor Pool	5998	03/25/2021	Partially Vaccinated
7 Liwanag, Michelle	160194	Unassigned Labor Pool	5998	01/12/2021	Partially Vaccinated
8 Noblitt, Augustus	166713	Unassigned Labor Pool	5998	01/13/2021	Partially Vaccinated
9 Omahen, Andre J	154071	Unassigned Labor Pool	5998	03/01/2021	Partially Vaccinated
10 Perez-Garcia, Charles	167960	Unassigned Labor Pool	5998	03/02/2021	Partially Vaccinated
11 Vargas, Hillary L	137716	Unassigned Labor Pool	5998	08/15/2021	Partially Vaccinated

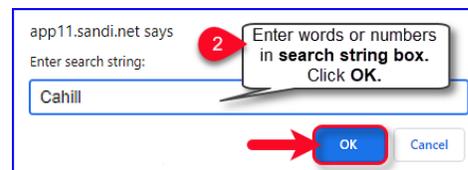
How To Find Targeted Data in Search Results

1. Click **Find**.



Employee Name	Empl ID	Department	Dept ID	Test Date	Last Test Date	Employee Test Status	Employee Vaccination Status
1 Ayon, Ann	154881	Logan K-8	0177			No Test Found	Not Vaccinated
2 Beane, Joan	167963	Logan K-8	0177			No Test Found	Not Vaccinated
3 Boyd, Maria E	137528	Logan K-8	0177			No Test Found	Not Vaccinated

2. Enter search criteria in **Search String**. Click **OK**.



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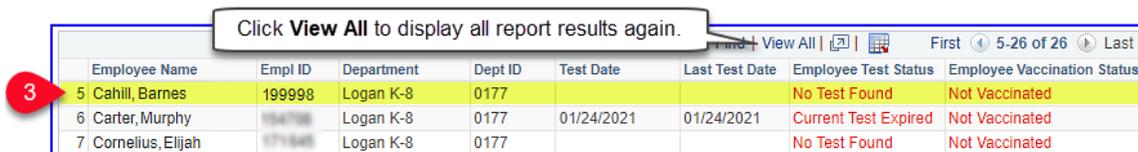
Enter search string:

Cahill

OK Cancel

Enter words or numbers in search string box. Click OK.

3. Target result will display on top row. Click **View All** to display all report results.



Click **View All** to display all report results again.

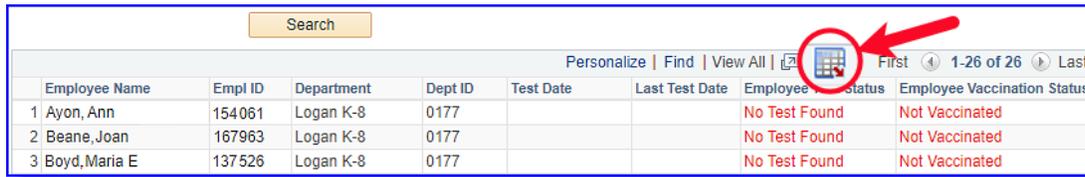
Employee Name	Empl ID	Department	Dept ID	Test Date	Last Test Date	Employee Test Status	Employee Vaccination Status
5 Cahill, Barnes	199998	Logan K-8	0177			No Test Found	Not Vaccinated
6 Carter, Murphy	154758	Logan K-8	0177	01/24/2021	01/24/2021	Current Test Expired	Not Vaccinated
7 Cornelius, Elijah	171545	Logan K-8	0177			No Test Found	Not Vaccinated

[Click here](#) to access the **PeopleSoft** site for additional resources and training opportunities. Or follow this navigation path:
SDUSD > Staff Portal > Help Desk > Select PeopleSoft from the IT Resources drop down menu.

Covid –19 Compliance Report

How To Import Report Results to Excel

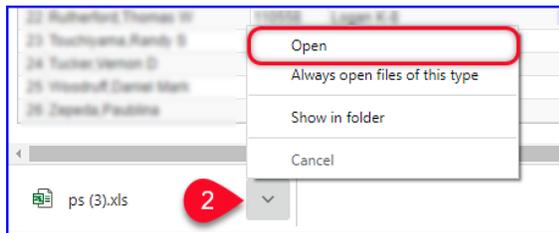
1. Click **Download to Excel** icon.



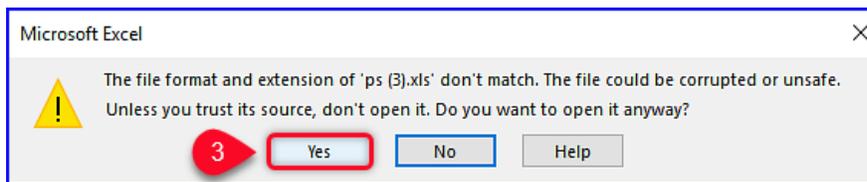
Employee Name	Empl ID	Department	Dept ID	Test Date	Last Test Date	Employee Test Status	Employee Vaccination Status
1 Ayon, Ann	154061	Logan K-8	0177			No Test Found	Not Vaccinated
2 Beane,Joan	167963	Logan K-8	0177			No Test Found	Not Vaccinated
3 Boyd,Maria E	137526	Logan K-8	0177			No Test Found	Not Vaccinated

It may take a few moments for your download to complete.

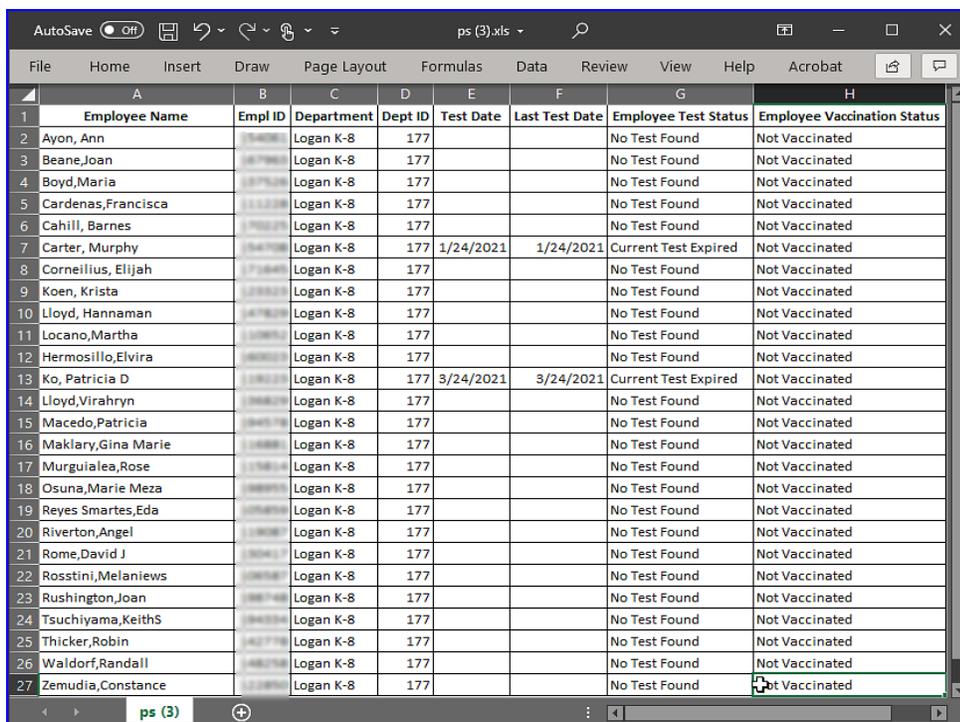
2. After the download is complete, expand the window. Click **Open**.



3. A message might alert you that the file format and extension of “ps(3).xls’ don’t match, and ask if you want to open it anyway. Click **Yes**.



4. The file will open in Excel.



Employee Name	Empl ID	Department	Dept ID	Test Date	Last Test Date	Employee Test Status	Employee Vaccination Status
Ayon, Ann	154061	Logan K-8	177			No Test Found	Not Vaccinated
Beane,Joan	167963	Logan K-8	177			No Test Found	Not Vaccinated
Boyd,Maria	137526	Logan K-8	177			No Test Found	Not Vaccinated
Cardenas,Francisca	154061	Logan K-8	177			No Test Found	Not Vaccinated
Cahill, Barnes	154061	Logan K-8	177			No Test Found	Not Vaccinated
Carter, Murphy	154061	Logan K-8	177	1/24/2021	1/24/2021	Current Test Expired	Not Vaccinated
Cornellius, Elijah	154061	Logan K-8	177			No Test Found	Not Vaccinated
Koen, Krista	154061	Logan K-8	177			No Test Found	Not Vaccinated
Lloyd, Hannaman	154061	Logan K-8	177			No Test Found	Not Vaccinated
Locano,Martha	154061	Logan K-8	177			No Test Found	Not Vaccinated
Hermosillo,Elvira	154061	Logan K-8	177			No Test Found	Not Vaccinated
Ko, Patricia D	154061	Logan K-8	177	3/24/2021	3/24/2021	Current Test Expired	Not Vaccinated
Lloyd,Virahryn	154061	Logan K-8	177			No Test Found	Not Vaccinated
Macedo,Patricia	154061	Logan K-8	177			No Test Found	Not Vaccinated
Maklary,Gina Marie	154061	Logan K-8	177			No Test Found	Not Vaccinated
Murguialea,Rose	154061	Logan K-8	177			No Test Found	Not Vaccinated
Osuna,Marie Meza	154061	Logan K-8	177			No Test Found	Not Vaccinated
Reyes Smartes,Eda	154061	Logan K-8	177			No Test Found	Not Vaccinated
Riverton,Angel	154061	Logan K-8	177			No Test Found	Not Vaccinated
Rome,David J	154061	Logan K-8	177			No Test Found	Not Vaccinated
Rosstini,Melaniews	154061	Logan K-8	177			No Test Found	Not Vaccinated
Rushington,Joan	154061	Logan K-8	177			No Test Found	Not Vaccinated
Tsuchiyama,KeithS	154061	Logan K-8	177			No Test Found	Not Vaccinated
Thicker,Robin	154061	Logan K-8	177			No Test Found	Not Vaccinated
Waldorf,Randall	154061	Logan K-8	177			No Test Found	Not Vaccinated
Zemudia,Constance	154061	Logan K-8	177			No Test Found	Not Vaccinated

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