

COVID-19 Test Results Verification Instructions (For School and Office Administration)

August 2021

Table of Contents

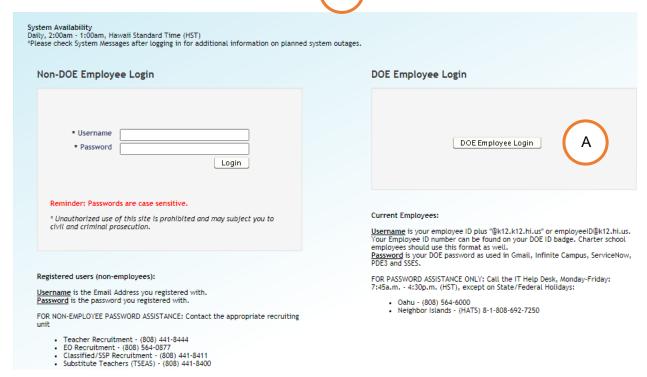
COVID-19 Test Results Verification Process	3
Getting Started	4
Verifying COVID-19 Test Results	5

COVID-19 Test Results Verification Process

This process involves the verification of an employee's COVID-19 test results as reported and submitted via eHR.

Getting Started

- 1. Access the Department's eHR homepage by inputting this web address: https://ehr.k12.hi.us/
- 2. Click on the **DOE Employee Login** button.



- 3. To Sign in, enter your employeeID@k12.hi.us and click on the Next button.
- 4. You'll be prompted to input your password. Your password is your DOE password as used in Gmail, Infinite Campus, ServiceNow, PDE3 and SSES. Click on the **Sign** In button.

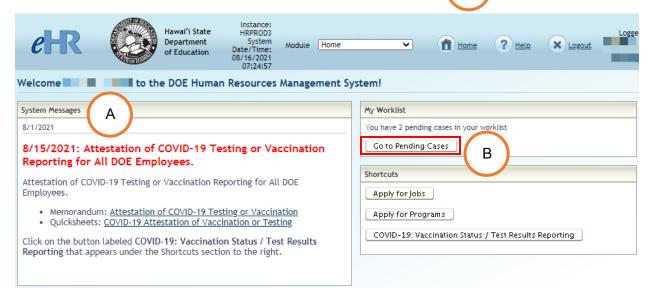
Important Message: For assistance with the employeeID@k12.hi.us login logging on to eHR, please contact the IT Help Desk. Support requests may be made online using ServiceNow via http://help.hidoe.org. You may also call the IT Help Desk by telephone at (808) 564-6000, or for neighbor islands, please use the HATS line at 8-1-808-692-7250.

Verifying COVID-19 Test Results

1. Review the information contained in: "System Messages" (if applicable).



2. When ready, click on the "Go to Pending Cases" button.

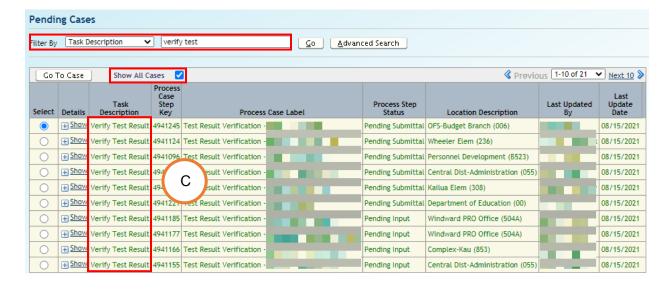


3. On the Pending Cases screen, you should see a list of process cases that require your attention. This includes the "Verify Test Result" cases.



Note: If no cases appear, place a check in the box next to "**Show All Cases**."

Tip: You can filter the list by using the "Filter By" option, selecting "Task **Description**" form the drop-down box, and entering "verify test." Click on the "Go" button to filter the list.

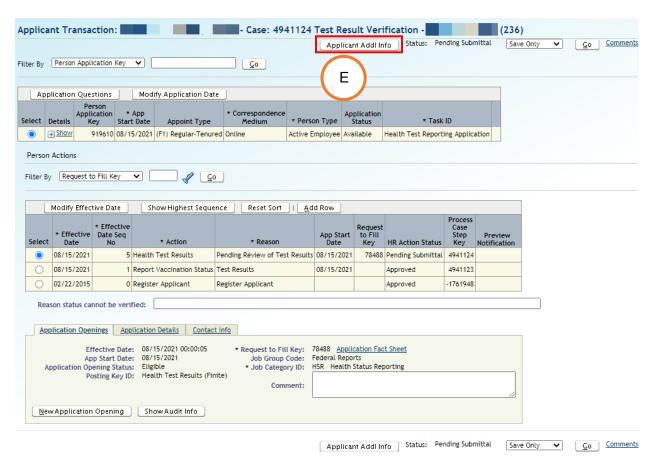


4. Select the row next to the employee for whom you are verifying test results, and click on the "**Go To Case**" button.

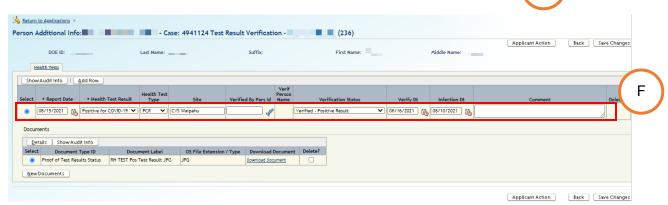




5. Click on the "Applicant Addl Info" button.

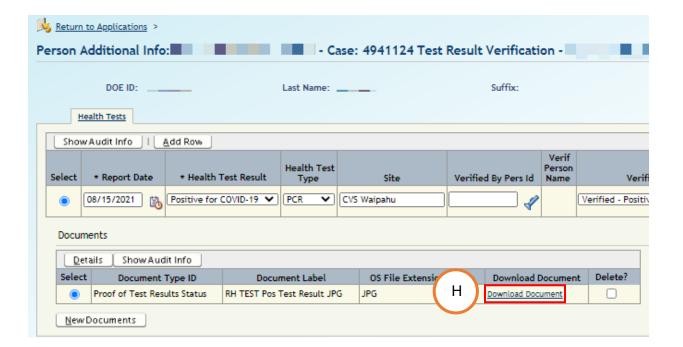


6. Review and verify that the provided information is correct and accurate.



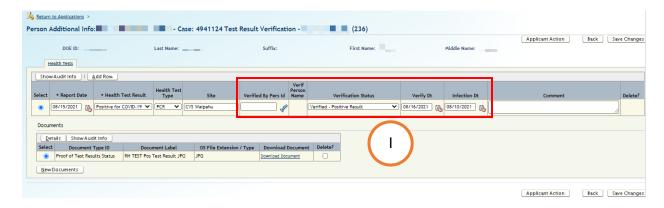
7. To view the submitted test result document, click on the "**Download Document**" button.





- 8. When you are ready to verify the information, the following fields require attention:
 - Verified By Pers ID
 - Verification Status
 - Verify Dt
 - Infection Dt

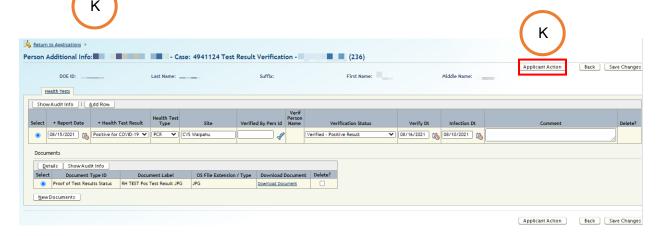
Enter and verify as many fields as possible based upon the submitted or employee provided documentation.



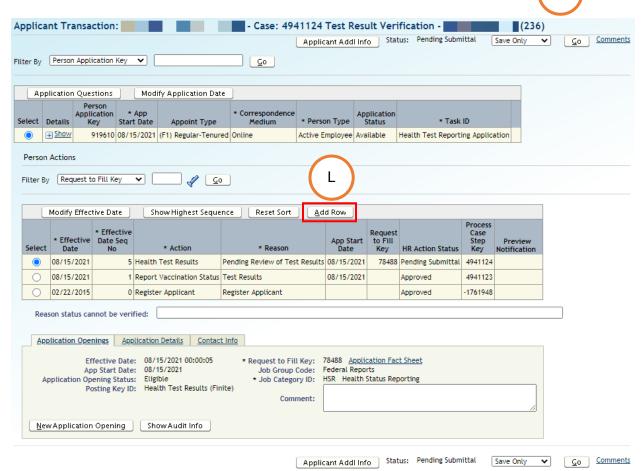
9. When all of the information has been entered and verified, click on the "Save Changes" button.



10. Click on the "Applicant Action" button to return to the "Applicant Transaction" screen.

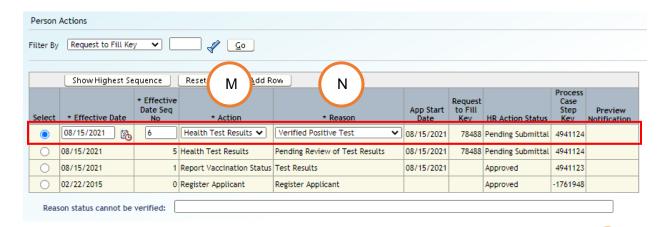


11. On the "Application Transaction" screen, click on the "Add Row" button.

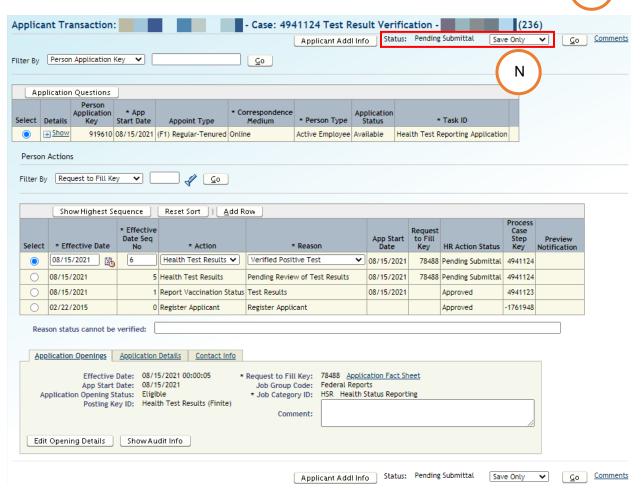


12. A new action row will be inserted. In the "Action" column, select "Health Test Mesults."

In the "Reason" column, select the appropriate option from the drop-down list. N



13. When you are ready, select "Submit" from the drop-down box next to "Status".

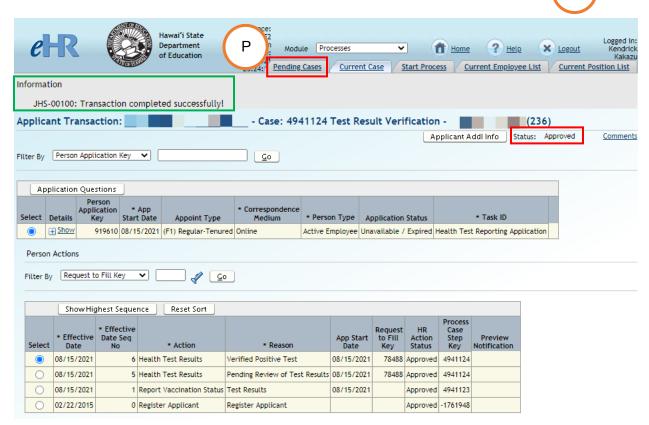


14. Comments may be entered in the text box that is provided. When ready, click on the "**Go**" button.



15. A successful transaction message will appear, and the "Status" will change "Pending Submittal" to "Approved."

Click on the "Pending Cases" tab to return to the "Pending Cases" screen.



16. On the "Pending Cases" screen, the case will now show up as "Approved."

