Supervisor Reports COVID-19 Vaccination

ONLINE TRANSACTION USER GUIDE

JULIE HAWK
Login & Access
(Please note: FireFox ESR is the preferred browser for Oracle)

1. Log in to Oracle: https://myinfo.rit.edu

2. Click on the button ‘Oracle Applications’, the VPN is required off campus.

3. Navigate to ‘RIT Supervisor Self Serve’ or ‘RIT Adjunct/Student Self Serve’

There are two reports that can be run and both are located in the Reports (EiS) section

- Employee COVID-19 Vaccinations Report
- Employee COVID-19 Vaccination Status Report

To view regular faculty and staff information, run the reports through RIT Supervisor Self Serve

To view adjunct information, run the reports through RIT Adjunct/Student Self Serve

- Adjuncts are included in the report of the person listed as their supervisor in Oracle. Adjuncts may work in multiple areas or colleges, however there is only one supervisor listed per adjunct. Instructions on how to change or remove a supervisor can be found in the Supervisor Change User Guide. The supervisor listed on the Oracle record is responsible to ensure that the adjunct has uploaded their COVID-19 vaccination information.
- To find an adjunct that is not listed in the report, please use the Supervisory with Adjunct Reporting Chart located on University Organizational Charts.
Employee Vaccination Status Report

1. Click on the link to the report and then click on ‘Submit’
2. When completed, click on ‘Excel’ to open the report
3. This report is the primary report that should be used to determine the reporting status of ALL employees.

Information returned
- All employees in the supervisory hierarchy including adjuncts regardless of submission of vaccine information in Oracle
  - Employee Number
  - Employee Full name
  - Email address
  - Latest Hire Date
  - Assignment Status
  - College/Division
  - Organization Name
  - Supervisor Name
  - People Group
  - Position Name
  - Received or In Process: Yes indicates that vaccination information has been entered in Oracle
  - Documentation Provided: Yes indicates that approved documentation of proof of the vaccine has been provided to the supervisor
  - COVID-19 Vaccination Exemption: Yes indicates that the employee is exempt from the Employee Mandatory COVID-19 Vaccination Policy
  - Booster Received: Yes indicates that the employee has uploaded the Booster dose information
  - Booster Eligible Date: Date the employee is eligible to receive a booster vaccination dose. The employee has 2 weeks from this date to receive the dose. Please refer to the Employee COVID-19 Vaccinations report if the employee has multiple vaccine entries
Employee COVID-19 Vaccination Report

1. Click on the link to the report and then click on ‘Submit’
2. When completed, click on ‘Excel’ to open the report. Please Note: Multiple entries may may exist for employees who did not update their current record but simply added a new record. This could happen when entering the documentation proof or the booster information.

Information returned
- Employees in the supervisory hierarchy including adjuncts that have submitted vaccine information in Oracle
  - Employee Name
  - Employee Number
  - Email address
  - College/Division
  - Organization Name
  - People Group
  - Supervisor Name
  - Vaccination (Pfizer, Moderna, Johnson and Johnson)
  - Other Vaccine Name
  - First Dose
  - Final Dose
  - Booster Eligible – date employee is eligible to receive the booster dose based on original dose(s) received
  - Booster Due – January 31, 2022 or two weeks after eligibility date whichever is later
  - Booster – date Booster dose received
  - Booster Name – name of manufacturer of booster dose
  - Documentation Attestation: Yes indicates that documentation has been supplied and the supervisor has approved the entry in Oracle. Blank indicates that documentation has not been supplied or the transaction has not been approved by the supervisor
  - Documentation date: Date documentation information added in Oracle
  - Creation Date: Date entry originally added in Oracle
  - Last Update Date: Date entry approved in Oracle