

# COVID-19 Test Results

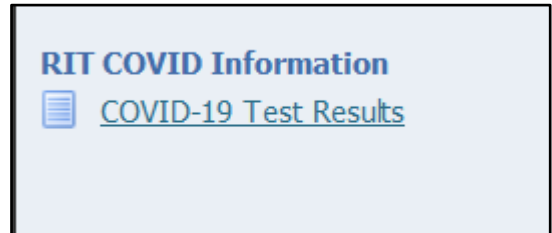
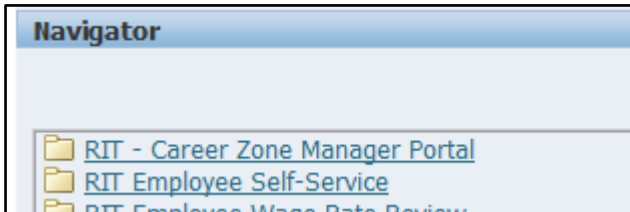
ONLINE TRANSACTION USER GUIDE

JULIE HAWK

## Login & Access

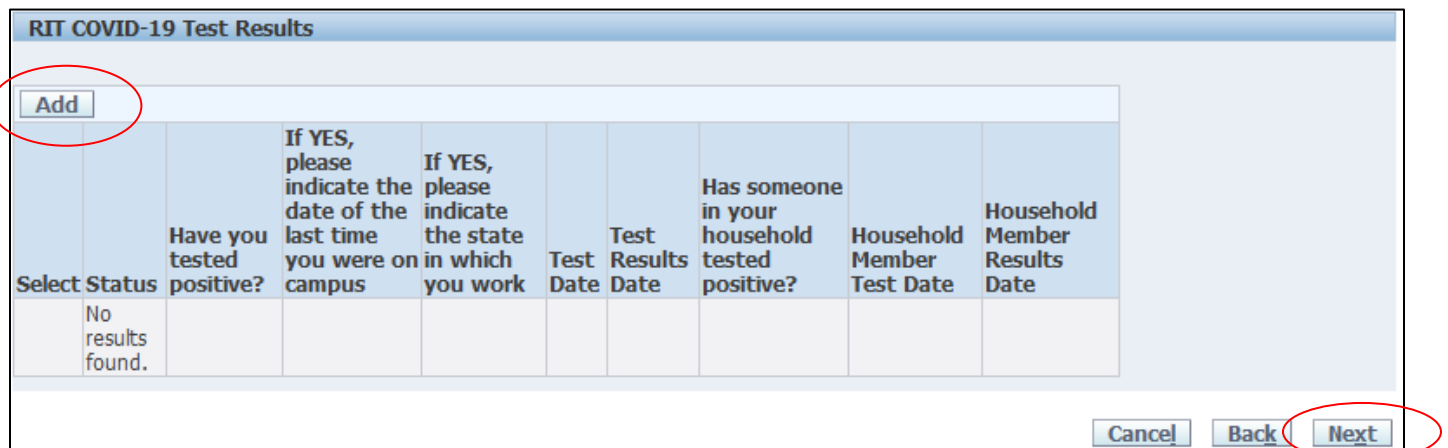
(Please note: Internet Explorer is the preferred browser for Oracle)

1. Log in to Oracle: <https://myinfo.rit.edu>
2. Navigate to 'RIT Employee Self-Service' and select *COVID-19 Test Results*



## New entry

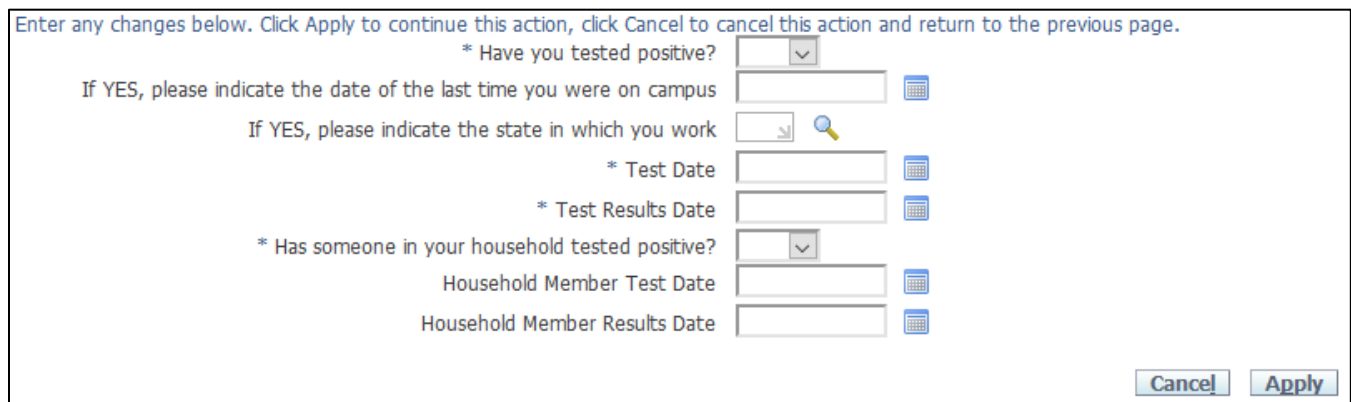
Select the *Add* button to make a new entry. Then click *Next*.



A screenshot of the 'RIT COVID-19 Test Results' form. The form has a table with the following columns: 'Select Status', 'Have you tested positive?', 'If YES, please indicate the date of the last time you were on campus', 'If YES, please indicate the state in which you work', 'Test Date', 'Test Results Date', 'Has someone in your household tested positive?', 'Household Member Test Date', and 'Household Member Results Date'. The 'Add' button is circled in red. At the bottom right, the 'Next' button is also circled in red.

| Select Status     | Have you tested positive? | If YES, please indicate the date of the last time you were on campus | If YES, please indicate the state in which you work | Test Date | Test Results Date | Has someone in your household tested positive? | Household Member Test Date | Household Member Results Date |
|-------------------|---------------------------|--|---|-----------|-------------------|--|----------------------------|-------------------------------|
| No results found. |                           |  |   |           |                   |  |                            |                               |

Enter the information for each question. Please note that you do not need to enter information on negative results for household members, only for positive results. Click *Apply*



A screenshot of the 'RIT COVID-19 Test Results' form showing the input fields. The form has a title bar that says 'Enter any changes below. Click Apply to continue this action, click Cancel to cancel this action and return to the previous page.' The input fields are: '\* Have you tested positive?' (dropdown), 'If YES, please indicate the date of the last time you were on campus' (calendar), 'If YES, please indicate the state in which you work' (dropdown with search icon), '\* Test Date' (calendar), '\* Test Results Date' (calendar), '\* Has someone in your household tested positive?' (dropdown), 'Household Member Test Date' (calendar), and 'Household Member Results Date' (calendar). The 'Apply' button is highlighted in blue.

You will be returned to the Overview screen – click on *Next* to move to the submit page and to add the required documentation

**RIT COVID-19 Test Results**

| Select                           | Status | Have you tested positive? | If YES, please indicate the date of the last time you were on campus | If YES, please indicate the state in which you work | Test Date   | Test Results Date | Has someone in your household tested positive? | Household Member Test Date | Household Member Results Date |
|----------------------------------|--------|---------------------------|--|---|-------------|-------------------|--|----------------------------|-------------------------------|
| <input checked="" type="radio"/> | New    | NO                        |  |   | 20-Jul-2020 | 22-Jul-2020       | YES  | 20-Jul-2020                | 22-Jul-2020                   |

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## Adding Attachments

On the review page, attachments may be added to submit the required documentation. Please note that documentation for a Negative Test result is required for the employee only. Household member test results do not require verification of the test. If you answered YES to either question, you do not need to provide proof of the Positive Test result.

1. Click the *Add* button in the Additional Information section:



**Attachments**

A letter of resignation or a letter of termination must be submitted to your HRM along with a completed termination checklist. These documents can be submitted by adding them as attachments here on this transaction prior its submission or by sending them directly to your HRM.

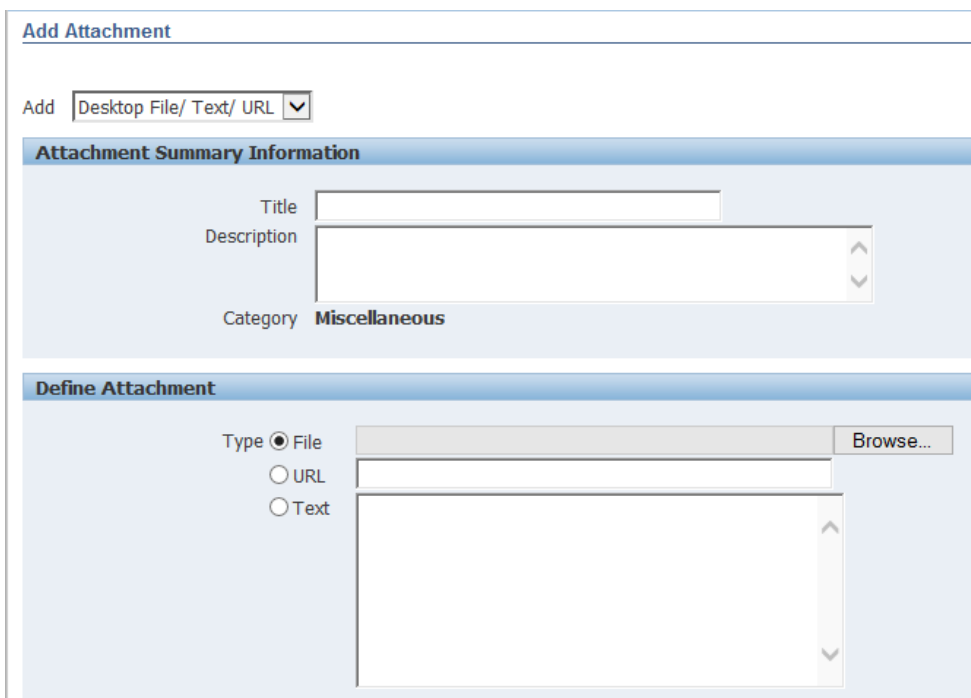
[Termination Checklist](#)

None **Add**

**Approvers**

| Details | Line No | Approver | Approver Type | Order No | Category | Status | Delete |
|---------|---------|----------|---------------|----------|----------|--------|--------|
|---------|---------|----------|---------------|----------|----------|--------|--------|

2. On the Add Attachment Screen click the *Browse...* button under Define Attachment:



**Add Attachment**

Add

**Attachment Summary Information**

Title

Description

Category **Miscellaneous**

**Define Attachment**

Type  File  **Browse...**

URL

Text

3. Select file to be attached.
4. Either click the button Add Another to add additional files or Apply to be returned to the Review page.
5. Once returned to the Review page, the word None will be replaced with *View* hyperlinked

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## Review and Submit

Review all data entered and ensure that the document has been uploaded ( *View now* appears as a hyperlink)

**Extra Information Type**

**IIT COVID-19 Test Results**

**Proposed**

Have you tested positive? NO

Test Date 20-Jul-2020

Results Date 22-Jul-2020

Has someone in your household tested positive? YES

Household Member Test Date 20-Jul-2020

Household Member Results Date 22-Jul-2020

**Additional Information**

**Attachments**

To help approvers understand the request, you can attach supporting documents, images, or links to this action.

[View](#) [Add](#)

**Approvers**

| Details              | Line No | Approver   | Approver Type | Order No | Category | Status | Delete |
|----------------------|---------|------------|---------------|----------|----------|--------|--------|
| <a href="#">Show</a> | 1       | [REDACTED] | HR People     | 1        | Approver |        |        |

[Add Adhoc Approver](#)

**Comments to Approver**

[Cancel](#) [Printable Page](#) [Back](#) [Submit](#)

Add any comments if necessary to the Approver in the box provided.

Click *Submit*