



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

August 2021

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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.

A

The screenshot shows the eHR homepage with two main login sections. On the left is the 'Non-DOE Employee Login' section, which includes fields for Username and Password, a Login button, and a reminder that passwords are case sensitive. On the right is the 'DOE Employee Login' section, which features a 'DOE Employee Login' button circled in orange with the letter 'A' next to it. Below the DOE login button is a 'Current Employees' section with instructions on how to format the username and password, and contact information for password assistance.

System Availability
Daily, 2:00am - 1:00am, Hawaii Standard Time (HST)
*Please check System Messages after logging in for additional information on planned system outages.

Non-DOE Employee Login

* Username
* Password

Reminder: Passwords are case sensitive.
* *Unauthorized use of this site is prohibited and may subject you to civil and criminal prosecution.*

Registered users (non-employees):
Username is the Email Address you registered with.
Password is the password you registered with.

FOR NON-EMPLOYEE PASSWORD ASSISTANCE: Contact the appropriate recruiting unit

- Teacher Recruitment - (808) 441-8444
- EO Recruitment - (808) 564-0877
- Classified/SSP Recruitment - (808) 441-8411
- Substitute Teachers (TSEAS) - (808) 441-8400

DOE Employee Login

A

Current Employees:
Username is your employee ID plus "@k12.k12.hi.us" or employeeID@k12.hi.us. Your Employee ID number can be found on your DOE ID badge. Charter school employees should use this format as well.
Password is your DOE password as used in Gmail, Infinite Campus, ServiceNow, PDE3 and SSES.

FOR PASSWORD ASSISTANCE ONLY: Call the IT Help Desk, Monday-Friday: 7:45a.m. - 4:30p.m. (HST), except on State/Federal Holidays:

- Oahu - (808) 564-6000
- Neighbor Islands - (HATS) 8-1-808-692-7250

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.

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

D

Pending Cases

Filter By:

| Show All Cases

Select	Details	Task Description	Process Case Step Key	Process Case Label	Process Step Status	Location Description	Last Updated By	Last Update Date
<input type="radio"/>	<input type="button" value="Show"/>	Verify Vaccination Status	4941116	Vaccination Verification - (236)	Pending Submittal	Wheeler Elem (236)		08/15/2021
<input checked="" type="radio"/>	<input type="button" value="Show"/>	Verify Test Result	4941124	Test Result Verification - (236)	Pending Submittal	Wheeler Elem (236)		08/15/2021

D

5. Click on the “Applicant Addl Info” button.

Applicant Transaction: - Case: 4941124 Test Result Verification - (236)

Status: Pending Submittal [Comments](#)

Filter By:

Select	Details	Person Application Key	* App Start Date	Appoint Type	* Correspondence Medium	* Person Type	Application Status	* Task ID
<input checked="" type="radio"/>	<input type="button" value="Show"/>	919610	08/15/2021	(F1) Regular-Tenured	Online	Active Employee	Available	Health Test Reporting Application

Person Actions

Filter By:

Select	* Effective Date	* Effective Date Seq No	* Action	* Reason	App Start Date	Request to Fill Key	HR Action Status	Process Case Step Key	Preview Notification
<input checked="" type="radio"/>	08/15/2021	5	Health Test Results	Pending Review of Test Results	08/15/2021	78488	Pending Submittal	4941124	
<input type="radio"/>	08/15/2021	1	Report Vaccination Status	Test Results	08/15/2021		Approved	4941123	
<input type="radio"/>	02/22/2015	0	Register Applicant	Register Applicant			Approved	-1761948	

Reason status cannot be verified:

Effective Date: 08/15/2021 00:00:05 * Request to Fill Key: 78488 [Application Fact Sheet](#)
 App Start Date: 08/15/2021 Job Group Code: Federal Reports
 Application Opening Status: Eligible * Job Category ID: HSR Health Status Reporting
 Posting Key ID: Health Test Results (Finite)

Comment:

Status: Pending Submittal [Comments](#)

E

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

Return to Applications >

Person Additional Info: [blacked out] - Case: 4941124 Test Result Verification - [blacked out] (236)

DOE ID: [blacked out] Last Name: [blacked out] Suffix: [blacked out] First Name: [blacked out] Middle Name: [blacked out]

Applicant Action Back Save Changes

Health Tests

Show Audit Info | Add Row

Select	Report Date	Health Test Result	Health Test Type	Site	Verified By Pers Id	Verif Person Name	Verification Status	Verify Dt	Infection Dt	Comment	Delete
<input checked="" type="radio"/>	08/15/2021	Positive for COVID-19	PCR	CVS Waipahu			Verified - Positive Result	08/16/2021	08/10/2021		

Documents

Details Show Audit Info

Select	Document Type ID	Document Label	OS File Extension / Type	Download Document	Delete?
<input checked="" type="radio"/>	Proof of Test Results Status	RH TEST Pos Test Result.JPG	JPG	Download Document	<input type="checkbox"/>

New Documents

Applicant Action Back Save Changes

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

Return to Applications >

Person Additional Info: [blacked out] - Case: 4941124 Test Result Verification - [blacked out]

DOE ID: [blacked out] Last Name: [blacked out] Suffix: [blacked out]

Health Tests

Show Audit Info | Add Row

Select	Report Date	Health Test Result	Health Test Type	Site	Verified By Pers Id	Verif Person Name	Verif
<input checked="" type="radio"/>	08/15/2021	Positive for COVID-19	PCR	CVS Waipahu			Verified - Positiv

Documents

Details Show Audit Info

Select	Document Type ID	Document Label	OS File Extension	Download Document	Delete?
<input checked="" type="radio"/>	Proof of Test Results Status	RH TEST Pos Test Result.JPG	JPG	Download Document	<input type="checkbox"/>

New Documents

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.

Person Additional Info: - Case: 4941124 Test Result Verification - (236)

DOE ID: Last Name: Suffix: First Name: Middle Name: Applicant Action Back Save Changes

Health Tests

Select	Report Date	Health Test Result	Health Test Type	Site	Verified By Pers ID	Verif Person Name	Verification Status	Verify Dt	Infection Dt	Comment	Delete?
<input checked="" type="checkbox"/>	08/15/2021	Positive for COVID-19	PCR	CVS Waipahu			Verified - Positive Result	08/16/2021	08/10/2021		

Documents

Select	Document Type ID	Document Label	OS File Extension / Type	Download Document	Delete?
<input checked="" type="checkbox"/>	Proof of Test Results Status	RH TEST Pos Test Result.JPG	JPG	Download Document	<input type="checkbox"/>

New Documents

Applicant Action Back Save Changes

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



Person Additional Info: - Case: 4941124 Test Result Verification - (236)

DOE ID: Last Name: Suffix: First Name: Middle Name: Applicant Action Back **Save Changes**

Health Tests

Select	Report Date	Health Test Result	Health Test Type	Site	Verified By Pers ID	Verif Person Name	Verification Status	Verify Dt	Infection Dt	Comment	Delete?
<input checked="" type="checkbox"/>	08/15/2021	Positive for COVID-19	PCR	CVS Waipahu			Verified - Positive Result	08/16/2021	08/10/2021		

Documents

Select	Document Type ID	Document Label	OS File Extension / Type	Download Document	Delete?
<input checked="" type="checkbox"/>	Proof of Test Results Status	RH TEST Pos Test Result.JPG	JPG	Download Document	<input type="checkbox"/>

New Documents

Applicant Action Back **Save Changes**

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

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Return to Applications > Person Additional Info: - Case: 4941124 Test Result Verification - (236)

DOE ID: Last Name: Suffix: First Name: Middle Name: **Applicant Action** Back Save Changes

Health Tests

Select	Report Date	Health Test Result	Health Test Type	Site	Verified By Pers Id	Verif Person Name	Verification Status	Verify Dt	Infection Dt	Comment	Delete?
<input checked="" type="radio"/>	08/15/2021	Positive for COVID-19	PCR	CVS Waipahu			Verified - Positive Result	08/16/2021	08/10/2021		

Documents

Select	Document Type ID	Document Label	OS File Extension / Type	Download Document	Delete?
<input checked="" type="radio"/>	Proof of Test Results Status	RH TEST Pos Test Result.JPG	JPG	Download Document	<input type="checkbox"/>

New Documents

Applicant Action Back Save Changes

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

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Applicant Transaction: - Case: 4941124 Test Result Verification - (236)

Applicant Add Info Status: Pending Submittal Save Only Go Comments

Filter By: Person Application Key Go

Application Questions Modify Application Date

Select	Details	Person Application Key	* App Start Date	Appoint Type	* Correspondence Medium	* Person Type	Application Status	* Task ID
<input checked="" type="radio"/>	Show	919610	08/15/2021	(F1) Regular-Tenured	Online	Active Employee	Available	Health Test Reporting Application

Person Actions

Filter By: Request to Fill Key Go

Modify Effective Date Show Highest Sequence Reset Sort **Add Row**

Select	* Effective Date	* Effective Date Seq No	* Action	* Reason	App Start Date	Request to Fill Key	HR Action Status	Process Case Step Key	Preview Notification
<input checked="" type="radio"/>	08/15/2021	5	Health Test Results	Pending Review of Test Results	08/15/2021	78488	Pending Submittal	4941124	
<input type="radio"/>	08/15/2021	1	Report Vaccination Status	Test Results	08/15/2021		Approved	4941123	
<input type="radio"/>	02/22/2015	0	Register Applicant	Register Applicant			Approved	-1761948	

Reason status cannot be verified:

Application Openings Application Details Contact Info

Effective Date: 08/15/2021 00:00:05 * Request to Fill Key: 78488 [Application Fact Sheet](#)
 App Start Date: 08/15/2021 Job Group Code: Federal Reports
 Application Opening Status: Eligible * Job Category ID: HSR Health Status Reporting
 Posting Key ID: Health Test Results (Finite)
 Comment:

New Application Opening Show Audit Info

Applicant Add Info Status: Pending Submittal Save Only Go Comments

12. A new action row will be inserted. In the “**Action**” column, select “**Health Test Results**.” M

In the “**Reason**” column, select the appropriate option from the drop-down list. N

Person Actions

Filter By: Request to Fill Key

Show Highest Sequence | Reset M | Add Row N

Select	* Effective Date	* Effective Date Seq No	* Action	* Reason	App Start Date	Request to Fill Key	HR Action Status	Process Case Step Key	Preview Notification
<input checked="" type="radio"/>	08/15/2021	6	Health Test Results	Verified Positive Test	08/15/2021	78488	Pending Submittal	4941124	
<input type="radio"/>	08/15/2021	5	Health Test Results	Pending Review of Test Results	08/15/2021	78488	Pending Submittal	4941124	
<input type="radio"/>	08/15/2021	1	Report Vaccination Status	Test Results	08/15/2021		Approved	4941123	
<input type="radio"/>	02/22/2015	0	Register Applicant	Register Applicant			Approved	-1761948	

Reason status cannot be verified:

13. When you are ready, select “**Submit**” from the drop-down box next to “**Status**.” N

Applicant Transaction: - Case: 4941124 Test Result Verification - (236)

Applicant Addl Info | Status: Pending Submittal | Save Only N | Go | Comments

Filter By: Person Application Key

Application Questions

Select	Details	Person Application Key	* App Start Date	Appoint Type	* Correspondence Medium	* Person Type	Application Status	* Task ID
<input checked="" type="radio"/>	Show	919610	08/15/2021	(F1) Regular-Tenured	Online	Active Employee	Available	Health Test Reporting Application

Person Actions

Filter By: Request to Fill Key

Show Highest Sequence | Reset Sort | Add Row

Select	* Effective Date	* Effective Date Seq No	* Action	* Reason	App Start Date	Request to Fill Key	HR Action Status	Process Case Step Key	Preview Notification
<input checked="" type="radio"/>	08/15/2021	6	Health Test Results	Verified Positive Test	08/15/2021	78488	Pending Submittal	4941124	
<input type="radio"/>	08/15/2021	5	Health Test Results	Pending Review of Test Results	08/15/2021	78488	Pending Submittal	4941124	
<input type="radio"/>	08/15/2021	1	Report Vaccination Status	Test Results	08/15/2021		Approved	4941123	
<input type="radio"/>	02/22/2015	0	Register Applicant	Register Applicant			Approved	-1761948	

Reason status cannot be verified:

Application Openings | Application Details | Contact Info

Effective Date: 08/15/2021 00:00:05 * Request to Fill Key: 78488 [Application Fact Sheet](#)
 App Start Date: 08/15/2021 Job Group Code: Federal Reports
 Application Opening Status: Eligible * Job Category ID: HSR Health Status Reporting
 Posting Key ID: Health Test Results (Finite)

Comment:

Applicant Addl Info | Status: Pending Submittal | Save Only N | Go | Comments

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

A screenshot of a web form. At the top left, it says "Status: Pending Submittal". Next to it is a dropdown menu with "Submit" selected. To the right is a text input field. Further right is a "More" link with a blue icon. At the bottom right, there is a "Go" button circled in red. Below the main form, there is another text input field with a "Go" button below it.

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.

The screenshot shows the eHR system interface. At the top left is the eHR logo and the Hawaii State Department of Education logo. The user is logged in as Kendrick Kakazu. The "Module" is set to "Processes". A "Pending Cases" tab is highlighted with a red box and a circled "P". Below the navigation bar, a green-bordered message box says "Information: JHS-00100: Transaction completed successfully!". Below that, the "Applicant Transaction" is shown as "Case: 4941124 Test Result Verification - (236)". The "Status" is "Approved", highlighted with a red box. There are filter options for "Person Application Key" and "Request to Fill Key". Below the filters are two tables. The first table, "Application Questions", has one row with a "Show" button. The second table, "Person Actions", has four rows of data.

Select	Details	Person Application Key	* App Start Date	Appoint Type	* Correspondence Medium	* Person Type	Application Status	* Task ID
<input checked="" type="radio"/>	Show	919610	08/15/2021	(F1) Regular-Tenured	Online	Active Employee	Unavailable / Expired	Health Test Reporting Application

Select	* Effective Date	* Effective Date Seq No	* Action	* Reason	App Start Date	Request to Fill Key	HR Action Status	Process Case Step Key	Preview Notification
<input checked="" type="radio"/>	08/15/2021	6	Health Test Results	Verified Positive Test	08/15/2021	78488	Approved	4941124	
<input type="radio"/>	08/15/2021	5	Health Test Results	Pending Review of Test Results	08/15/2021	78488	Approved	4941124	
<input type="radio"/>	08/15/2021	1	Report Vaccination Status	Test Results	08/15/2021		Approved	4941123	
<input type="radio"/>	02/22/2015	0	Register Applicant	Register Applicant			Approved	-1761948	

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

The screenshot shows the "Pending Cases" screen. At the top, there is a filter by "Process Case Label" and a "Go" button. Below that is a "Go To Case" field and a "Show All Cases" checkbox which is checked. The table below has columns for "Select", "Details", "Task Description", "Process Case Step Key", "Process Case Label", "Process Step Status", "Location Description", "Last Updated By", and "Last Update Date". The first row is highlighted with a red border.

Select	Details	Task Description	Process Case Step Key	Process Case Label	Process Step Status	Location Description	Last Updated By	Last Update Date
<input checked="" type="radio"/>	Show	Verify Test Result	4941124	Test Result Verification -	Approved	Wheeler Elem (236)		08/15/2021
<input type="radio"/>	Show	Verify Vaccination Status	4941218	Vaccination Verification -	Approved	Wheeler Elem (236)		08/15/2021