



Generating a Combined Test and Vaccination Status Report (For School and Office Administration)

January 2022

Generating a Combined Test and Vaccination Status Report

1. On the **Home** screen, select **“Reports”** from the **Module** drop-down box.

The screenshot shows the eHR Home screen. At the top, there is a navigation bar with the eHR logo, the Hawaii State Department of Education logo, and system information (Instance: HRPROD2, System Date/Time: 01/24/2022 09:35:00). A 'Module' dropdown menu is open, with 'Reports' selected. A red box highlights the dropdown menu, and a circled 'A' is next to it. Below the navigation bar, there is a welcome message for Gregory Dikilato and a 'Projected School List' section. On the right side, there are buttons for 'Apply for Jobs', 'Apply for Programs', and 'COVID-19: Vaccination Status / Test Results Reporting'.

2. From the **Report Category** drop-down box, select the **“Employee Reports”** option and click on the **“Filter”** button.

From the list, select the **“Combined Test and Vaccination Status Report”** and click on the **“Run Report”** button.

The screenshot shows the Reports page. At the top, there is a 'Report Category' dropdown menu set to 'Employee Reports' and a 'Filter' button. A red box highlights the dropdown menu, and a circled 'B' is next to it. Below the dropdown menu, there is a note: "This listing displays reports that you can run based on your specific security rights. Use the Report Category filter feature to limit the listing to a specific category of report, and enter a Description (full or partial) to help narrow down the search when you click on the Filter button." Below the note, there is a table of reports. The table has columns for 'Select', 'Details', 'Report Category', and 'Description'. The 'Run Report' button is highlighted with a red box, and a circled 'C' is next to it. The 'Combined Test and Vaccination Status Report' is selected in the table.

Select	Details	Report Category	Description
<input type="radio"/>	Show	Employee Reports	89 Day Hires
<input type="radio"/>	Show	Employee Reports	Active Teachers Report
<input type="radio"/>	Show	Employee Reports	Annual Personnel Files
<input type="radio"/>	Show	Employee Reports	Average Salary for Employee Groups Report
<input type="radio"/>	Show	Employee Reports	BLS Report
<input type="radio"/>	Show	Employee Reports	Benefits Half Sheet
<input type="radio"/>	Show	Employee Reports	Cert Emp Count by Employee Type
<input type="radio"/>	Show	Employee Reports	Cert Sal Freq by Empl Type & Status
<input type="radio"/>	Show	Employee Reports	Classified Probationary Employees
<input type="radio"/>	Show	Employee Reports	Classroom Teacher and Secondary Counselor FTECount
<input checked="" type="radio"/>	Show	Employee Reports	Combined Test and Vaccination Status Report
<input type="radio"/>	Show	Employee Reports	Current Altres-Ceridian PCS Employees
<input type="radio"/>	Show	Employee Reports	Current Test Results Status Report
<input type="radio"/>	Show	Employee Reports	Current Vaccination Status Report
<input type="radio"/>	Show	Employee Reports	DOE Demographics Report

3. The following parameters are needed to generate the report:

- **Process Case Label** Enter a title for the report.
- **Location ID** This field should default to the location that you have access rights to. If it's blank, enter the ID number of the location you want the report to be generated for.

Tip: Click on the flashlight icon to search (by Location ID or Description) for the location(s) that you have access to.

For the “Employee Type” parameter, you have three options: All Employees, Casual/Sub Employees, or Salaried Employees. The default is All Employees.

When you are ready, click on the “**Submit Parameters**” button. **D**

Return to Edit Reports >

Process Case

Cancel Submit Parameters

Combined Test and Vaccination Status Report

Process Case Label: CombinedStatusReport_PDB

Parameters

Prompt Text	Parameter Value
Location ID	523 OTM-Personnel Development Branch
Employee Type	All Employees
Report Output Type	XLS (XLS - Microsoft Excel Format)
Report Destination	STR (Stream Output to Screen)

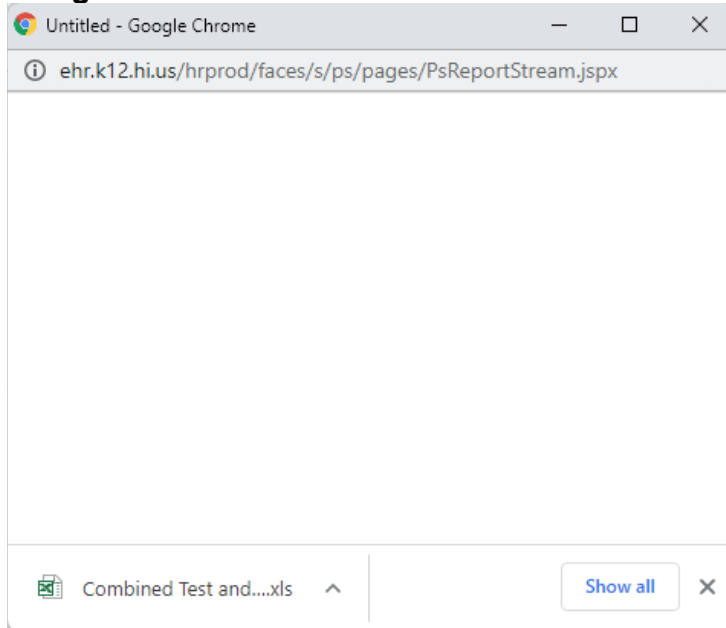
Cancel Submit Parameters

D

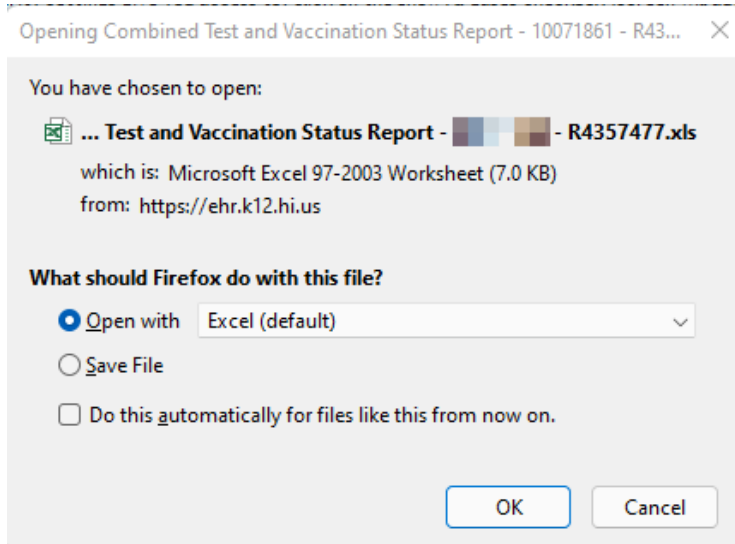
4. The report will be generated as a Microsoft Excel file in a new window or pop-up.

Depending on which internet browser you are using, you may see windows similar to the ones below:

Google Chrome:



Firefox:



Note: You may have to adjust your internet browser's settings to allow pop-ups.

5. Follow the on-screen prompts to open the file.
6. Click on the **"Run Reports"** tab to return to the **Reports** screen.

Combined Test and Vaccination Status Report Example

The below report example shows the information that is available in the combined report. Check the **"Info"** column for a quick status indicator on whether or not the employee is cleared to work based on the information that was submitted.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
Employee Type	School/State Office	Complex Area	District	DOE ID	Title	Last Name	First Name	Middle	Empl Status	Info	Notes	Vaccination	Vaccination Status	Last Shot Date	Days Since Last Shot	Verification Status	Date Verified
1	Salaried Employees	CA Lelehua-Miliani Waiialua (922)	Central District (20)						Leave With Pay	NOT OK to work	No Health Test						
2	Salaried Employees	CA Lelehua-Miliani Waiialua (922)	Central District (20)						Active	NOT OK to work	No Health Test	COVID-19	Partially (First in series)	08/12/2021	160	Verified - Partially Vaccinated	08/23/2021
3	Salaried Employees	CA Lelehua-Miliani Waiialua (922)	Central District (20)						Active	OK to Work	Last Tested Negative for COVID-19 on 01/17/2022 (2 days ago)						
4	Salaried Employees	CA Lelehua-Miliani Waiialua (922)	Central District (20)						Active	OK to Work	Fully Vaccinated, Booster Shot	COVID-19	Booster	11/05/2021	75	Verified - Booster	01/13/2022
5	Salaried Employees	CA Lelehua-Miliani Waiialua (922)	Central District (20)						Active	OK to Work	Fully Vaccinated	COVID-19	Fully Vaccinated	02/25/2021	328	Verified - Fully Vaccinated	08/18/2021
6	Salaried Employees	CA Lelehua-Miliani Waiialua (922)	Central District (20)						Active	OK to Work	Last Reported Recovered from Positive for COVID-19, infected on 12/21/2021 (29 days ago)	COVID-19	Not Vaccinated			Pending Verification	
7	Salaried Employees	CA Lelehua-Miliani Waiialua (922)	Central District (20)						Active	PAST DUE	Last Tested Negative for COVID-19 on 12/11/2021 (39 days ago)	COVID-19	Partially (First in series)	12/17/2021	53	Verified - Partially Vaccinated	12/20/2021
8	Salaried Employees	CA Lelehua-Miliani Waiialua (922)	Central District (20)						Active								