



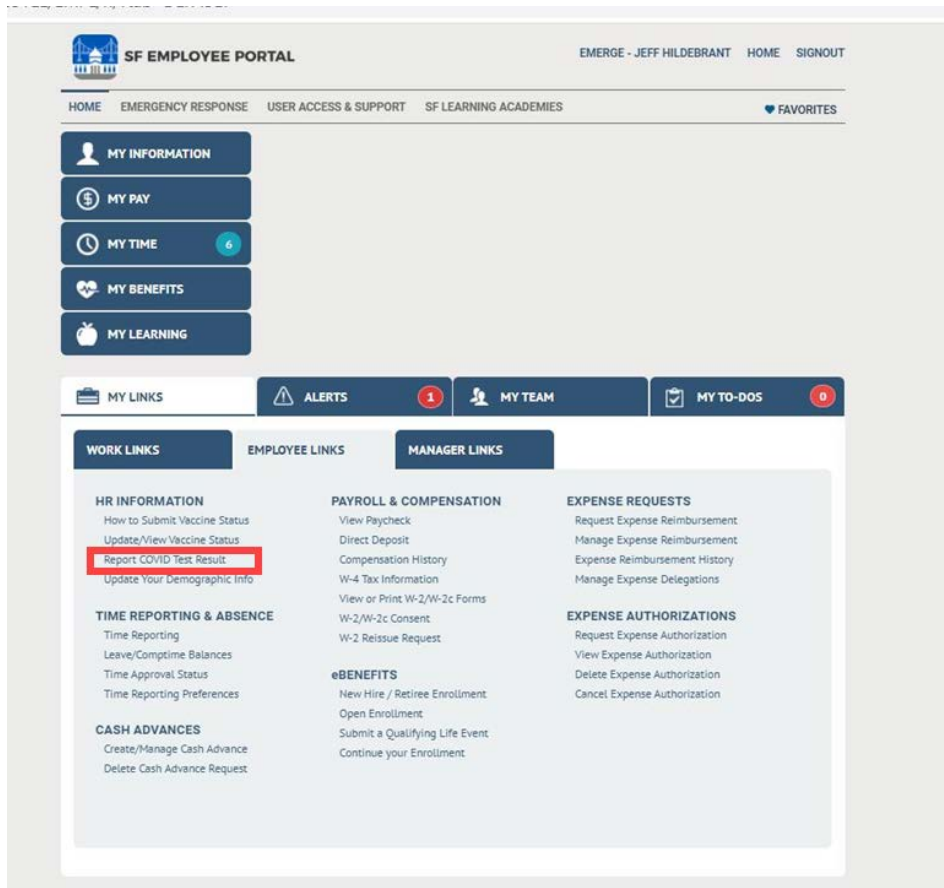
Self-Reporting for COVID-19 Test Results in People & Pay January 25, 2022

The reporting of COVID-19 test results has been moved from the ServiceNow COVID-19 Reporting Tool to a more streamlined “self-service” system in People & Pay. It is designed to augment the employee vaccination record and can accept uploaded proof of a test result. Employees may access the People & Pay site through the Employee Gateway. This new process replaces the former ServiceNow reporting requirement.

Employees are directed to self-report a test result in the following circumstances:

1. To justify leave benefits for a positive test; and
2. To verify a negative test for early release to return to work from quarantine after a positive result (after Day 5).

To upload the test information, click on Employee Link and choose “Report Covid Test Result”



January 25, 2022

Reporting Instructions for COVID-19 Test

- Click “Add Test Result”
- Click “COVID-19 Test” and click Continue
- Add the date the test specimen was taken
- Use the drop-down to enter the positive or negative result
- Use the drop-down to enter Method of test (PCR test or Rapid Antigen)
- Click “Add Attachment” and upload lab result or photo of the Rapid Antigen Test result. This can be a PDF of the lab test, a copy of the emailed result, or a photo of the result.
- Click “SAVE” to save the entry.

Authorized human resources personnel may enter the result on behalf of an employee if the employee has difficulty or does not have access to a computer.