

Employee Self-Service COVID Test Reporting

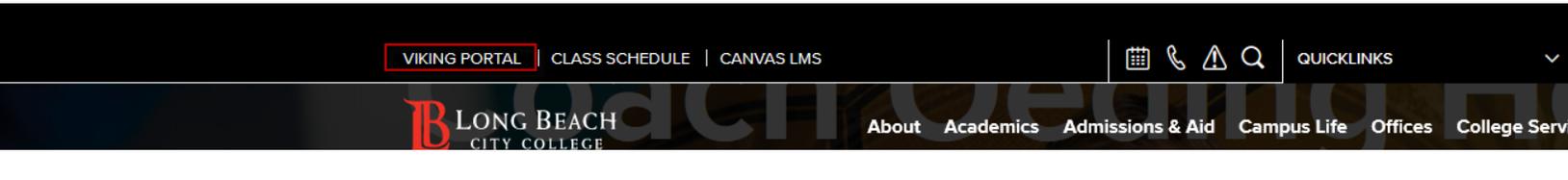
Overview

The Employee Self-Service COVID Test Self Reporting explains the basic functions that employee would perform in their PeopleSoft account. If you are fully vaccinated, you do not have to perform weekly testing or upload information under this tab. Please upload your vaccine records under the Immunizations tile instead.

Summary of Instructions

- Go to the COVID Test Tile
- Enter Test Date Information and Save
- Upload Supporting Documents

Detailed Instructions

1	Log in using the Viking Portal.	
2	On the Viking Portal, click the HR Employee System tile to log in.	

3

On the Homepage click on the COVID Test tile.

The screenshot displays an employee self-service homepage with eight white tiles arranged in a 2x4 grid. Each tile has a title and an icon. The tiles are: 'W2 Forms' (person with document), 'Personal Details' (person with pencil), 'HR Related Websites' (blue circle with 'i'), 'Benefit Details' (grid of icons including person, hand, cross, house), 'Immunizations' (hard hat, goggles, heart), 'COVID Test' (hard hat, gears, heart), 'Pay' (green money stack), and 'Tax Forms' (person with document). A red arrow points to the 'COVID Test' tile. The 'Pay' tile includes the text 'Last Pay Date 03/31/2021'.

4

This is the COVID Test Entry Page

COVID Test

COVID Testing Info

To ensure the safety of our students, faculty, and staff, Long Beach City College requires proof of vaccination or weekly testing.

- If you are fully-vaccinated and you have submitted your vaccination records, you are cleared to be on-campus.
- If you are not fully-vaccinated, you must upload your COVID-19 test results by Sunday 10pm each week.
- Weekly COVID tests will only be accepted if the test is taken between Thur – Sat the week of submission.
- If you test positive for COVID-19, please select positive button below and contact Human Resources for further assistance at covid-hrhelp@lbcc.edu or 562-938-4547. Do not come to campus.

For more information about testing, go to the [employee information page of the LBCC Return to Campus website](#).

Agreement: In submitting this information, I consent to sharing my testing status with responsible personnel associated with the LBCC testing status programs.

Employee

Test Type Polymerase Chain Reaction

Test Date

Week of

Current Test Result

- Positive
- Negative

Submit Data

History

Test Desc	Test Date	Week of	Date Entered	Res

Attachment

COVID Test

[Recent Attachment](#)

5

Enter Test Date Valid test taken between Thur – Sat will be accepted the week of Submission.

Week of Date will populate following Monday date

Current Test Results
Select results of Test Positive or Negative.

Hit Save

COVID Test

COVID Testing Info

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For more information about testing, go to the [employee information page of the LBCC Return to Campus website](#).

Agreement: In submitting this information, I consent to sharing my testing status with responsible personnel associated with the LBCC testing status programs.

Employee [Redacted]

Test Type Polymerase Chain Reaction

Test Date 09/02/2021 

Week of 09/06/2021

Current Test Result

- Positive
- Negative

Submit Data

Save

Current Test Result

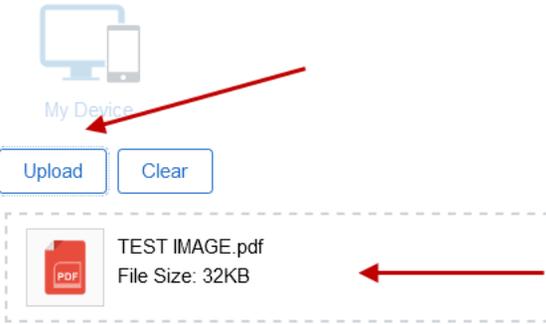
- Positive
- Negative

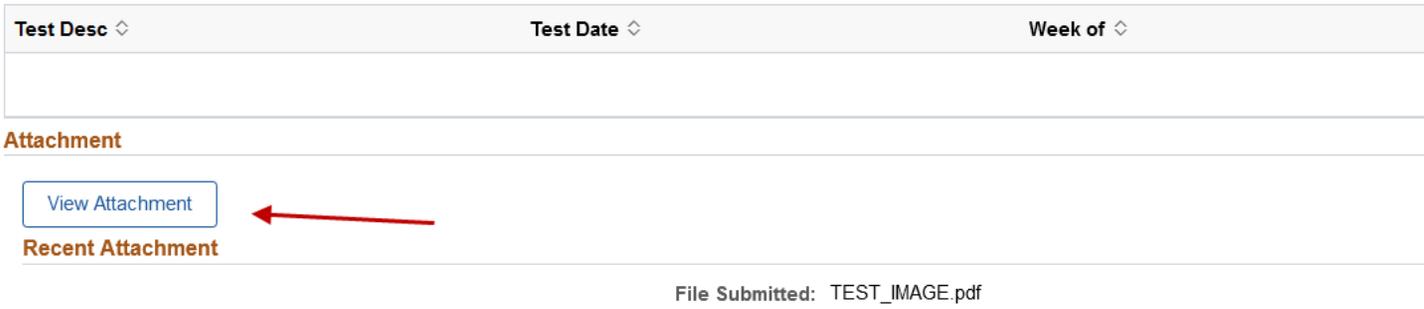
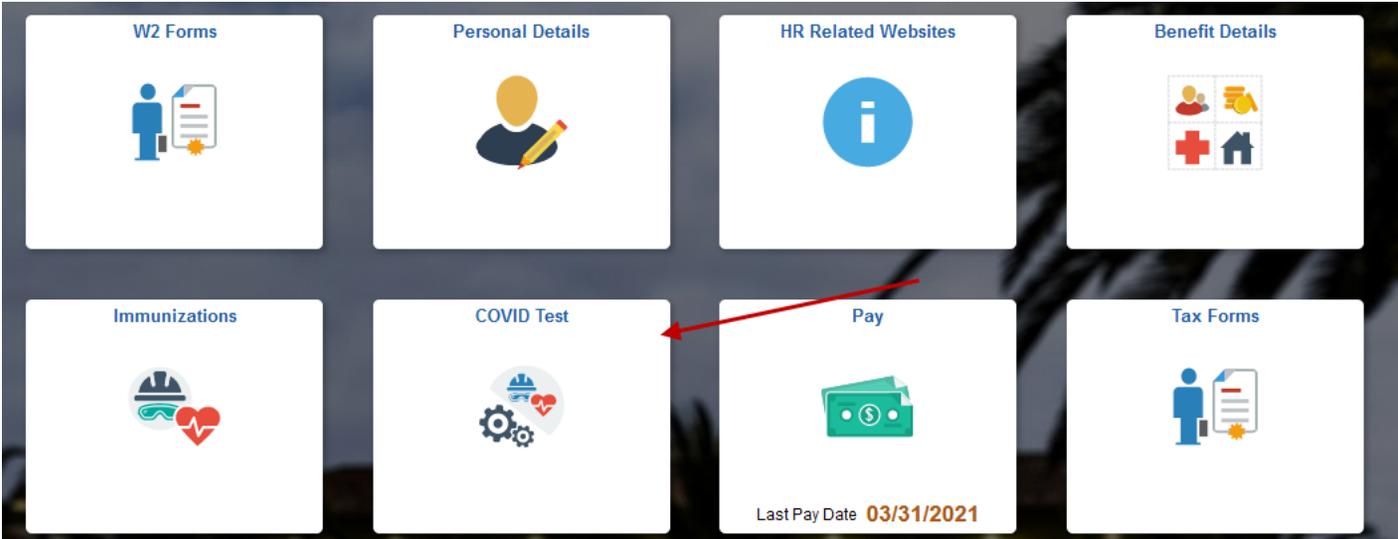
You indicated that you are positive for COVID-19. Please contact Human Resources for further assistance at covid-hrhelp@lbcc.edu or 562-938-4547. Do not come to campus Please save record, upload and submit your test results and immediately contact Human Resources.

Submit Data

Save

	<p>Please Make Sure To Attach Your COVID Test Result Before Exiting.</p> <p style="text-align: center;"></p>											
<p>6</p> <p>Add Attachment</p>	<p>History</p> <table border="1" data-bbox="378 535 2003 625"> <thead> <tr> <th>Test Desc</th> <th>Test Date</th> <th>Week of</th> <th>Date Entered</th> <th>Res</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p>Attachment</p> <p></p> <p>Recent Attachment</p>	Test Desc	Test Date	Week of	Date Entered	Res						
Test Desc	Test Date	Week of	Date Entered	Res								
<p>7</p> <p>Click the “My Device” tile and browse to the file to upload. Acceptable file formats are PNG, JPG and PDF.</p>	<p style="text-align: center;">File Attachment</p> <p>Choose From</p> <div data-bbox="378 909 514 1039" style="border: 1px solid black; padding: 5px; display: inline-block;">  <p style="text-align: center; margin: 0;">My Device</p> </div> <p style="text-align: center;"></p> <div style="border: 1px dashed gray; height: 50px; width: 100%; margin-top: 10px;"></div>											

8	<p>Once file is located on your device and selected, it will update the File Attachment page so you can review that the correct file is selected. Once you verify that the correct file is selected, click the “Upload” button.</p>	<div style="text-align: right; font-weight: bold;">File Attachment</div> <p>Choose From</p>  <p>My Device</p> <p>Upload Clear</p> <p>TEST IMAGE.pdf File Size: 32KB</p>
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<p>1 0</p>	<p>Verify the image appears clearly by clicking the “View Attachment”.</p> <p>Note: Make sure you allow Pop-Up blockers</p>	
<p>1 1</p>	<p>Click the Home Icon to take you back to home page.</p>	
<p>1 2</p>	<p>To view History of test result submissions</p> <p>On the Homepage click on the COVID Test tile.</p>	

History				
Test Desc ▾	Test Date ▾	Week of ▾	Date Entered ▾	Result ▾
PCR	09/02/2021	09/06/2021	09/01/2021	Negative

Attachment

1
3
Troubleshooting.

During the View Attachment you are prevented by browser pop-up blocker.

Test Desc ▾	Test Date ▾	Week of ▾

Attachment

[View Attachment](#) ←

Recent Attachment

File Submitted: TEST_IMAGE.pdf

Click the Options Tile

Firefox prevented this site from opening a pop-up window. Options ←

Click Allow pop-ups

Allow pop-ups for [pathmed.com](#) ←

Edit Pop-up Blocker Options...

Don't show this message when pop-ups are blocked