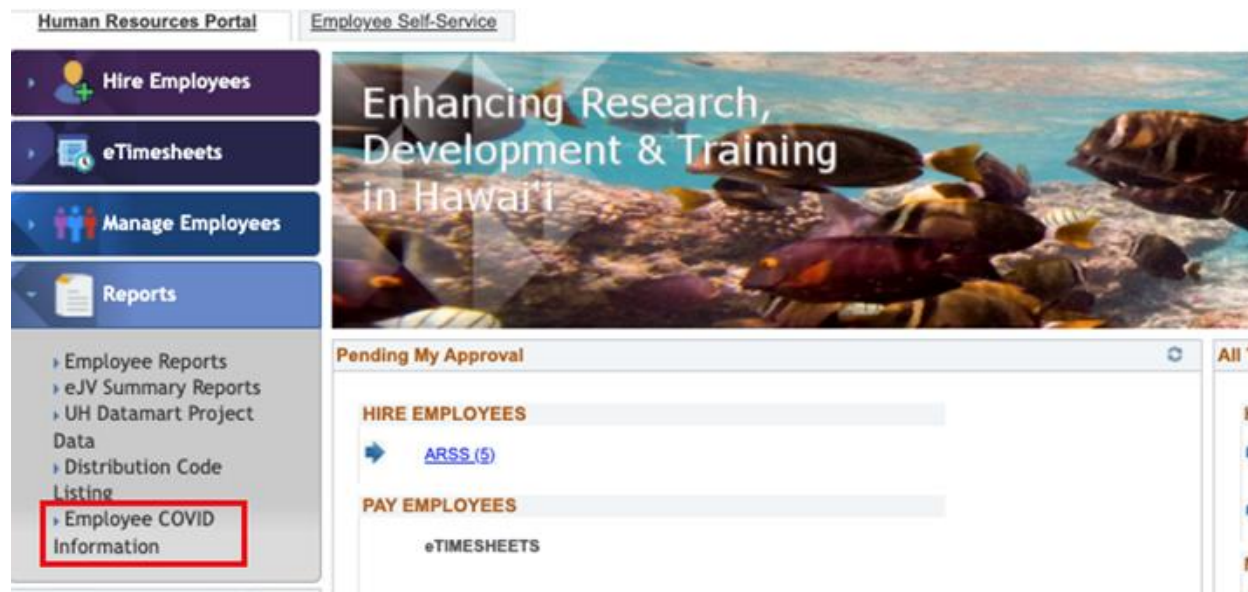


# My COVID-19 Data App Employee Status Report - Now Available on the HR Portal

“Employee COVID Information” Report is located on the HR Portal (under the Reports tab)



## Sample of the Employee Status Report

### My COVID-19 Data App Employee Status Report

Search filters for the report:

- Distribution Code:  (4 digits - e.g. 0999)
- Employee #:  (6 digits - e.g. 099999) OR Name:  (Last Name, First Name - no spaces after Last Name)
- Employment Status:
- Mandated?:

Buttons: Search, Clear

DC	DC Name	Empl ID	Name	Empl Status	Mandated?	Reason Not Mandated	Other	Testing Week	Status
0000	DC Name	000000	Employee Name	Active	No	Not reporting to work site. On paid or unpaid leave.			
0000	DC Name	000000	Employee Name	Active	No	I report to a physical work site not in Hawai'i			
0000	DC Name	000000	Employee Name	Active	No	Other (indicate reason below)	test		
0000	DC Name	000000	Employee Name	Active	No	Telework: I am on 100% telework and never go to the project work site.			
0000	DC Name	000000	Employee Name	Active					Failure to complete the My COVID-19 Data App.
0000	DC Name	000000	Employee Name	Active	Yes				Employee is not compliant. No Test Results or Vaccination Card found, please follow up with the employee.
0000	DC Name	000000	Employee Name	Active	Yes			08/17/2021	Employee is not compliant. Test result is late. Last test result was on 08/17/2021, please follow up with the employee.
0000	DC Name	000000	Employee Name	Active	Yes			09/20/2021	Employee is not compliant. Test result is late. Last test result was on 09/20/2021, please follow up with the employee.
0000	DC Name	000000	Employee Name	Active	Yes				Employee vaccination is pending employee follow up
0000	DC Name	000000	Employee Name	Active	Yes			09/27/2021	Employee test result is pending employee follow up
0000	DC Name	000000	Employee Name	Active	Yes				Employee vaccination is pending RCUH HR review
0000	DC Name	000000	Employee Name	Active	Yes				Employee vaccination is pending RCUH HR review
0000	DC Name	000000	Employee Name	Active	Yes			09/27/2021	Employee test result is pending RCUH HR review
0000	DC Name	000000	Employee Name	Active	Yes			09/27/2021	Employee is compliant
0000	DC Name	000000	Employee Name	Active	Yes				Employee is compliant

**Note:** This report will provide you with up-to-date information on the status of your active employees. Please regularly review this list and follow up with employees who are not compliant. Employees are responsible for and required to update and maintain their My COVID-19 Data App information and records. If you have any questions, please contact RCUH HR Help Desk at [hrhelpdesk@rcuh.com](mailto:hrhelpdesk@rcuh.com) or (808) 956-8900.