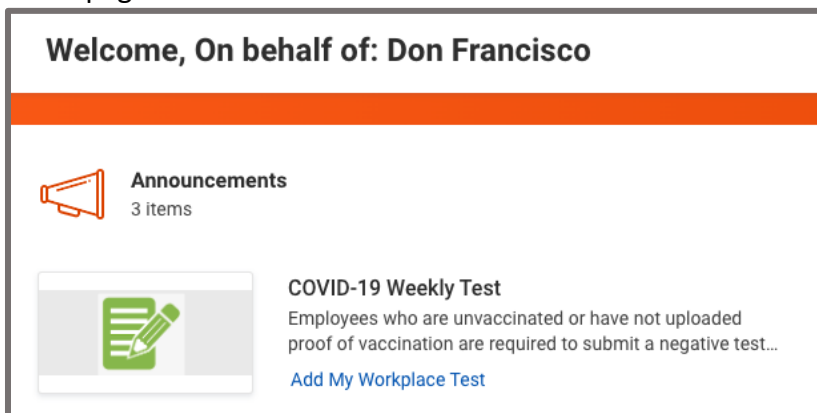


How to upload COVID-19 test results in Workday

- 1) Login to [Workday](#)
- 2) Select the “Add My Workplace Test” hyperlink in the announcements section of the home page



- 3) In the Workplace Test type field, select “COVID-19”

The screenshot shows a form field labeled "Workplace Test Type" with a red asterisk. A dropdown menu is open, showing "Covid - 19" as the selected option. There is a search icon (three horizontal lines) to the right of the dropdown.

- 4) In the Workplace Test Result field, select one of the two results:

The screenshot shows a form field labeled "Workplace Test Result" with a red asterisk. A dropdown menu is open, showing two options: "Negative" and "Positive". There is a search icon (three horizontal lines) to the right of the dropdown.

****If you test positive, you will need to report your test results to the contact tracing team at covidtracing@usfca.edu.**

- 5) In the Workplace Test Taken Date field, enter the date you took the test:

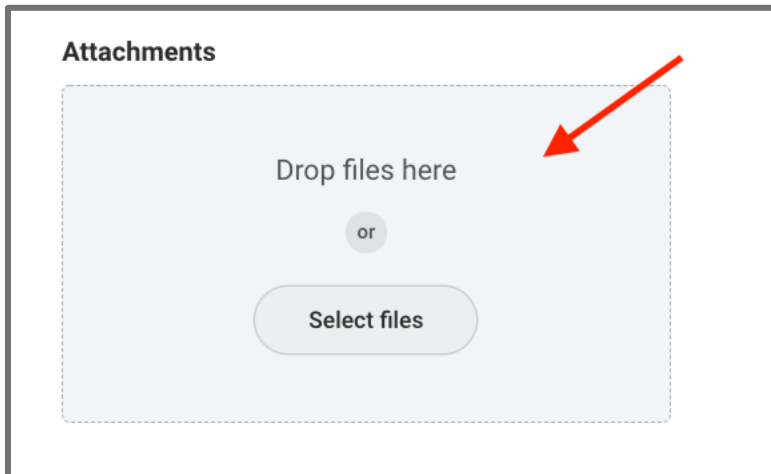
The screenshot shows a form field labeled "Workplace Test Taken Date" with a red asterisk. A date picker is open, showing a calendar for February 2022. The date "10" is selected. The calendar shows days from 30 to 12.

- 6) Confirm the attestation statement by checking the box

The screenshot shows an "Attestation" section with the following text: "I confirm that the record I have provided as proof of COVID-19 test is accurate and truthful to the best of my knowledge. I understand that knowingly submitting false information or records may subject me to criminal penalties and/or disciplinary action, up to and including termination of employment." Below this text is a "Confirm" label with a red asterisk and a checkbox. The checkbox is checked, and a red arrow points to it.

How to upload COVID-19 test results in Workday

- 7) After confirming attestation status click on the attachments box to upload test results



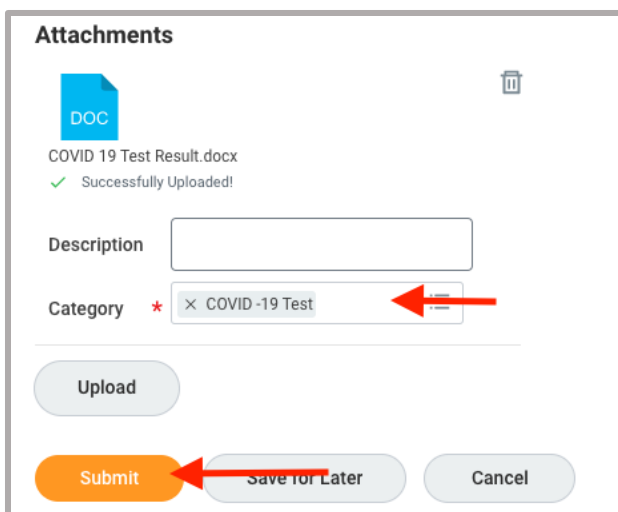
Attachments

Drop files here


or

Select files

Once the document is attached, select “COVID -19 Test” as the document type and then click submit. The process is now complete.



Attachments

 COVID 19 Test Result.docx
✓ Successfully Uploaded!

Description

Category *