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”

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

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

6) Confirm the attestation statement by checking the box

**If you test positive, you will need to report your test results to the contact tracing team at covidtracing@usfca.edu.**
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7) After confirming attestation status click on the attachments box to upload test results

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