Supervisors must ensure that all of their direct reports have completed the COVID-19 Daily Health Self-Screening on the days they are scheduled to report to campus.

As a supervisor, you can access a list in SOLAR that will indicate whether or not your direct reports completed the daily health self-screening. You must review this list daily to ensure compliance with New York State Executive Order.

How to Access the List?

**STEP 1:**
Using your Stonybrook Emp ID/SOLAR Password, log into SOLAR.

**STEP 2:**
Go to ⇒ For Employees ⇒ Supervisor COVID-19 Report. If you do not see this report as an option in your SOLAR view, please email hrs_info@stonybrook.edu.

**STEP 3:**
→ Simply click the “Search” button without entering any Empl ID/Name information to return a hyperlink RESULTS LIST of ALL your direct reports’ most recent daily compliance record. If an employee’s record is blank for the date, then they have not yet taken the screening for the first time.
**STEP 4:** Click on the **Date/Time** column header to easily sort your list by today’s date to show those that have not yet taken the screener. Anyone that is showing blank for their results or has yesterday’s date listed has not yet taken it for today.
STEP 5:

ALSO you can...

→ Enter an employee's Name and/or Empl ID to look at one specific direct report's daily and historical compliance record.

You can toggle between viewing the daily and historical compliance records as well as download them to Excel for one specific direct report at a time.
If you need any additional assistance, please reach out to hrs_info@stonybrook.edu. For technical issues, please open a ticket with the IT Service Portal.

**FAQ’s**

1. **One of my direct reports is not showing on my results list?** Contact your VPC or hrs_classcomp@stonybrook.edu to inquire as to the reporting structure for that employee. Any line management updates should be seen in the next day’s compliance report in SOLAR.

2. **Someone is on my report that shouldn’t be?** Contact your VPC or hrs_classcomp@stonybrook.edu to inquire as to the reporting structure for that
employee. Any line management updates should be seen in the next day’s compliance report in SOLAR.

3. **One of my direct reports arrived on campus without completing the screening, what should I do?** If one of your direct reports has arrived to work without completing the daily health self-screening, please ask them to complete the screening immediately and remind them that they will need to do this every day they report to campus. If an employee continuously fails to complete the screening, please contact the Office of Employee and Labor Relations at hr_wc-laborrelations@stonybrook.edu for additional guidance.

4. **I don’t see the “Supervisor COVID-19 Report” in SOLAR?** If you don’t see the “Supervisor COVID-19 Report” in SOLAR, please contact hrs_info@stonybrook.edu.

5. **I keep getting “no results found” when I search?** If you are receiving this error it is most likely because you typed in the Empl ID of someone you don't have access to view.