

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.

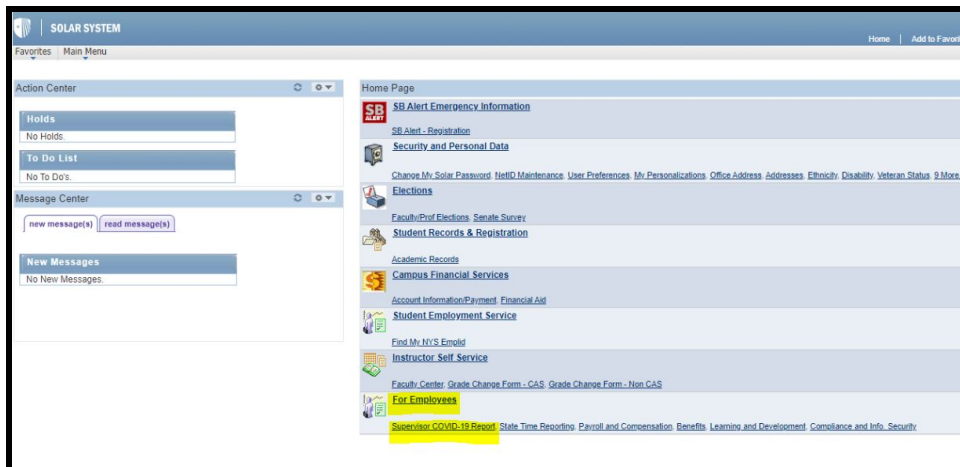
How to Access the List?

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.

Favorites Main Menu > Self Service > For Employees > Supervisor COVID-19 Report

Supervisor Emp COVID-19 Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empl ID: begins with

Name: begins with

Include History Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-2 of 2 Last

Empl ID	Name	Last Update Date/Time
10017	[REDACTED]	07/08/2020 12:16:03PM
17005	[REDACTED]	07/07/2020 12:52:44PM

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.

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Supervisor Emp COVID-19 Report

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Empl ID	Name	Last Update Date/Time
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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.

The screenshot shows the 'Supervisor Emp COVID-19 Report' page. At the top, there is a breadcrumb trail: 'Favorites > Main Menu > Self Service > For Employees > Supervisor COVID-19 Report'. Below this is the title 'Supervisor Emp COVID-19 Report' and a sub-header 'Find an Existing Value'. A search criteria section contains two dropdown menus: 'Empl ID: begins with' with the value '123456789' and 'Name: begins with'. There are two checkboxes: 'Include History' (checked) and 'Case Sensitive' (unchecked). At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

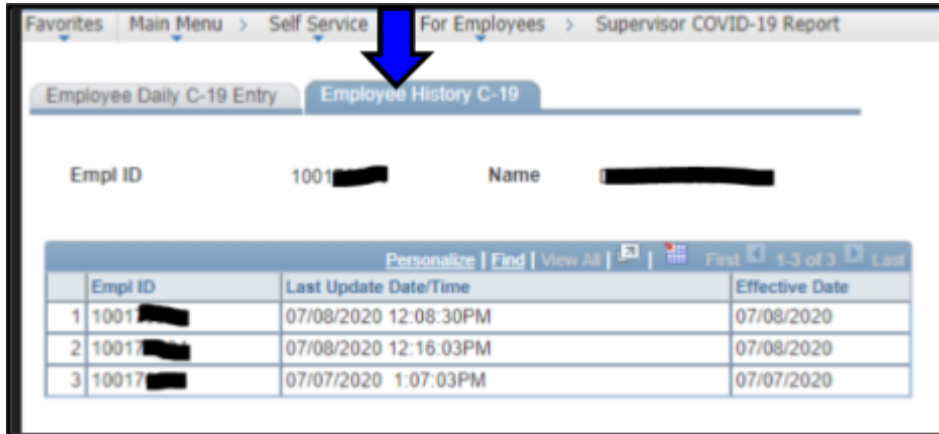
You can toggle between viewing the **daily** and **historical** compliance records as well as download them to Excel for **one specific direct report at a time**.

Daily

The screenshot shows the 'Employee Daily C-19 Entry' view. A blue arrow points to the 'Employee Daily C-19 Entry' tab. Below the tabs, there are fields for 'Empl ID' (1001) and 'Name'. A table below displays the data for the selected employee. The table has columns for 'Empl ID', 'Effective Date', and 'Last Update DateTime'. The data row shows '1 1001', '07/08/2020', and '07/08/20 12:16:03PM'. The table also includes a 'Personalize' link and a 'Find' button.

Empl ID	Effective Date	Last Update DateTime
1 1001	07/08/2020	07/08/20 12:16:03PM

Historical



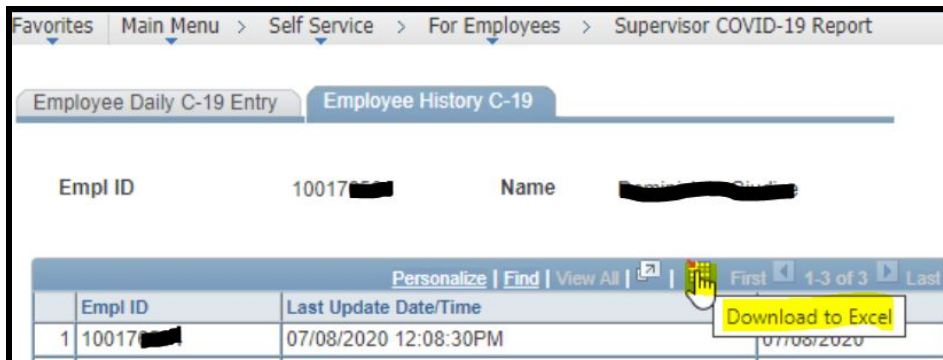
Favorites Main Menu > Self Service > For Employees > Supervisor COVID-19 Report

Employee Daily C-19 Entry Employee History C-19

Empl ID 1001 [REDACTED] Name [REDACTED]

Empl ID	Last Update Date/Time	Effective Date
1 1001 [REDACTED]	07/08/2020 12:08:30PM	07/08/2020
2 1001 [REDACTED]	07/08/2020 12:16:03PM	07/08/2020
3 10017 [REDACTED]	07/07/2020 1:07:03PM	07/07/2020

Export to Excel



Favorites Main Menu > Self Service > For Employees > Supervisor COVID-19 Report

Employee Daily C-19 Entry Employee History C-19

Empl ID 10017 [REDACTED] Name [REDACTED]

Empl ID	Last Update Date/Time	Effective Date
1 10017 [REDACTED]	07/08/2020 12:08:30PM	07/08/2020

Download to Excel

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 hrrs_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.