



# **COVID-19 Test Results Reporting Instructions**

**March 2022**

## Table of Contents

COVID-19 Test Results Reporting Process .....	3
Getting Started.....	4
Reporting COVID-19 Test Results .....	5
Viewing Submitted Test Results .....	16

## COVID-19 Test Results Reporting Process

For this process, please have a copy of your COVID vaccination card/record or test result available before starting.

Steps:

1. Verify current contact information. Add new contact if necessary. This will not change your official employee record. To make official name or address changes, submit a DOE OTM 300-006 form to Employee Records and Transactions.
2. Indicate your vaccination or testing status.
3. Fill in all required fields.
4. Upload a copy of your vaccination card/record or test result. Skip this step if you do not have a digital copy and bring the document to your worksite office for verification.
5. Carefully read the attestation statement. Click on the check box to indicate you have read and understand the statement before submitting your status.

If you have any questions, please contact the Office of Talent Management by emailing [otmhelp@k12.hi.us](mailto:otmhelp@k12.hi.us)

## Getting Started

1. Access the Department's eHR homepage by inputting this web address:

<https://ehr.k12.hi.us/>

2. Click on the **DOE Employee Login** button. **A**

The screenshot displays the eHR homepage with two main login sections. On the left is the 'Non-DOE Employee Login' section, which includes fields for 'Username' and 'Password', a 'Login' button, and a red reminder: 'Reminder: Passwords are case sensitive.' Below this is a section for 'Registered users (non-employees)' with instructions on how to use the 'Username' and 'Password' fields, and a list of phone numbers for password assistance. On the right is the 'DOE Employee Login' section, which features a 'DOE Employee Login' button circled in orange with the letter 'A' next to it. Below this button is a 'Current Employees' section with instructions on how to format the 'Username' and 'Password', and a list of phone numbers for password assistance.

**System Availability**  
Daily, 2:00am - 1:00am, Hawaii Standard Time (HST)  
\*Please check System Messages after logging in for additional information on planned system outages.

**Non-DOE Employee Login**

\* Username   
\* Password

**Reminder: Passwords are case sensitive.**  
\* *Unauthorized use of this site is prohibited and may subject you to civil and criminal prosecution.*

**Registered users (non-employees):**  
Username is the Email Address you registered with.  
Password is the password you registered with.  
FOR NON-EMPLOYEE PASSWORD ASSISTANCE: Contact the appropriate recruiting unit

- Teacher Recruitment - (808) 441-8444
- EO Recruitment - (808) 564-0877
- Classified/SSP Recruitment - (808) 441-8411
- Substitute Teachers (TSEAS) - (808) 441-8400

**DOE Employee Login**

**A**

**Current Employees:**  
Username is your employee ID plus "@k12.k12.hi.us" or employeeID@k12.hi.us. Your Employee ID number can be found on your DOE ID badge. Charter school employees should use this format as well.  
Password is your DOE password as used in Gmail, Infinite Campus, ServiceNow, PDE3 and SSES.

FOR PASSWORD ASSISTANCE ONLY: Call the IT Help Desk, Monday-Friday: 7:45a.m. - 4:30p.m. (HST), except on State/Federal Holidays:

- Oahu - (808) 564-6000
- Neighbor Islands - (HATS) 8-1-808-692-7250

3. To Sign in, enter your **employeeID@k12.hi.us** and click on the **Next** button.
4. You'll be prompted to input your password. Your password is your DOE password as used in Gmail, Infinite Campus, ServiceNow, PDE3 and SSES. Click on the **Sign In** button.

**Important Message:** For assistance with the employeeID@k12.hi.us login logging on to eHR, please contact the IT Help Desk. Support requests may be made online using ServiceNow via <http://help.hidoe.org>. You may also call the IT Help Desk by telephone at (808) 564-6000, or for neighbor islands, please use the HATS line at 8-1-808-692-7250.

## Reporting COVID-19 Test Results

1. Review the information contained in: “**System Messages**” (if applicable). **A**
2. When ready, click on the “**COVID-19: Vaccination Status / Test Results Reporting**” button. **B**

The screenshot displays a web interface with two main sections: "System Messages" on the left and "My Worklist" and "Shortcuts" on the right. The "System Messages" section contains a message dated 8/1/2021 with a red header: "8/15/2021: Attestation of COVID-19 Testing or Vaccination Reporting for All DOE Employees." Below the header, it says "Attestation of COVID-19 Testing or Vaccination Reporting for All DOE Employees." and lists two items: "Memorandum: [Attestation of COVID-19 Testing or Vaccination](#)" and "Quicksheets: [COVID-19 Attestation of Vaccination or Testing](#)". A note at the bottom of this section says "Click on the button labeled COVID-19: Vaccination Status / Test Results Reporting that appears under the Shortcuts section to the right." The "My Worklist" section shows "You have 0 pending cases in your worklist". The "Shortcuts" section contains three buttons: "Apply for Jobs", "Apply for Programs", and "COVID-19: Vaccination Status / Test Results Reporting".

**System Messages**

8/1/2021

**8/15/2021: Attestation of COVID-19 Testing or Vaccination Reporting for All DOE Employees.**

Attestation of COVID-19 Testing or Vaccination Reporting for All DOE Employees.

- Memorandum: [Attestation of COVID-19 Testing or Vaccination](#)
- Quicksheets: [COVID-19 Attestation of Vaccination or Testing](#)

Click on the button labeled COVID-19: Vaccination Status / Test Results Reporting that appears under the Shortcuts section to the right.

**My Worklist**

You have 0 pending cases in your worklist

**Shortcuts**

Apply for Jobs

Apply for Programs

COVID-19: Vaccination Status / Test Results Reporting

3. Welcome to the **Hawaii Department of Education Employment Opportunities** screen. Click the section containing the words: **“Report your Health Test Results”** to begin the process.

C

**HAWAII DEPARTMENT OF EDUCATION  
EMPLOYMENT OPPORTUNITIES**

- Teacher, Librarian, and Counselor Positions (External)
- District/State Office Educational Officer Positions (External)
- District/State Office Educational Officer Positions (Internal)
- Classified / Support Services Personnel Positions (External)
- Civil Service Internal Positions (Internal)
- Support Services Personnel Internal Positions (Internal)
- Cafeteria Helper, Janitor II, and School Custodian II Positions (External)
- Cafeteria Helper, Janitor II, and School Custodian II Positions (Internal)
- Substitute Teacher Positions (External)
- Telework Program (SY 2021)
- Report Your Vaccination Status
- Report your Health Test Results**

**Welcome to the Hawaii Department of Education's Online Application. Please click on one of the links on the left to view employment opportunities and begin the application process.**

If you are a current DOE salaried employee applying for an Internal Vacancy, please log in by clicking on the "Person" icon at the top or the "Create/View My Applications" link below. Enter your Lotus Notes User Name (i.e. John Smith) or your Employee ID Number on your DOE ID badge as the User Name. Enter your DOE Internet password as the Password.

**Business Hours:**  
Monday to Friday from 7:45 am to 4:30 pm  
HST(excluding Federal and State holidays)

C

4. Review the information in the message: **“Report your Health Test Results.”** **D**

5. When ready, click: **“Submit Latest COIVD-19 Test Results.”** **E**

**HAWAII DEPARTMENT OF EDUCATION  
EMPLOYMENT OPPORTUNITIES**

- Teacher, Librarian, and Counselor Positions (External)
- District/State Office Educational Officer Positions (External)
- District/State Office Educational Officer Positions (Internal)
- Classified / Support Services Personnel Positions (External)
- Civil Service Internal Positions (Internal)
- Support Services Personnel Internal Positions (Internal)
- Cafeteria Helper, Janitor II, and School Custodian II Positions (External)
- Cafeteria Helper, Janitor II, and School Custodian II Positions (Internal)
- Substitute Teacher Positions (External)
- Telework Program (SY 2021)
- Report Your Vaccination Status
- Report your Health Test Results** **D**

**COVID-19 Test Results Reporting**  
Click on the link below to report your **LATEST** COVID-19 test results:

**> Submit Latest COVID-19 Test Results** **E**

## 6. Step 1: COVID-19 Test Results Reporting Instructions

Review the information provided.

F

When ready, click on the “Go to Next Step” button.

G

Return to Application Home Page   Withdraw This Application   Go to Next Step

STEPS

1 COVID-19 Test Results Reporting Instructions

2 Employee Information

3 Test Results Questions

4 Test Results Documents

5 Submit Test Results

6 Submitted Test Results Confirmation

**Application Details**

Test Result ID:  
919670

Test Result Status:  
Pending Submittal

Test Result:  
• Health Test Results Report

**Quick Tips**

You are advised to read the important information carefully before completing this online form. Click on 'Go to Next Step' to continue.

### Step 1 of 6: COVID-19 Test Results Reporting Instructions

Please carefully read the instructions below that appear on this page.

If you have any questions, please contact the appropriate DOE school or office for assistance.

**\* denotes required information.**

In order to comply with the August 5, 2021, Governor's Emergency Proclamation, employees must submit proof of full COVID vaccination or weekly test results.

Have a copy of your COVID vaccination card/record or test result available before starting.

Steps:

1. Verify current contact information. Add new contact if necessary. This will not change your official employee record. To make official name or address changes, submit a DOE OTM 300-006 form to Employee Records and Transactions.
2. Indicate your vaccination or testing status.
3. Fill in all required fields.
4. Upload a copy of your vaccination card/record or test result. Skip this step if you do not have a digital copy and bring the document to your worksite office for verification.
5. Carefully read the attestation statement. Click on the check box to indicate you have read and understand the statement before submitting your status.

These links may assist you in completing the process:

- Quicksheets: [COVID-19 Attestation of Vaccination or Testing](#)
- Memorandum: [August 13, 2021, Attestation of COVID-19 Testing or Vaccination](#)

If you have any questions about the COVID-19 vaccination or testing requirement, please contact the Office of Talent Management by email at [otmhelp@kt12.nj.us](mailto:otmhelp@kt12.nj.us)

Return to Application Home Page   Withdraw This Application   Go to Next Step

## 7. Step 2: Employee Information

Review the information provided below.

The “**Quick Tip**” section will guide you should you need to update your personal information.

When ready, click on the “**Go to Next Step**” button.

[Return to Application Home Page](#) | [Withdraw This Application](#) | [Go to Previous Step](#) | [Go to Next Step](#)

STEPS

1 COVID-19 Test Results Reporting Instructions

2 Employee Information

3 Test Results Questions

4 Test Results Documents

5 Submit Test Results

6 Submitted Test Results Confirmation

**Application Details**

Test Result ID:  
919590

Test Result Status:  
Pending Submittal

Test Result:  
• Health Test Results Report

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**Quick Tips**

**DOE Employees**

If you are a current DOE employee and would like to update your name or address, you will need to submit a DOE OHR 300-006 form (Reporting Changes to Personal Employee Information) to the appropriate Records and Transactions section as soon as possible.

If you have questions, you may contact:

- Salaried Employees: Certificated Records and Transactions at 808-441-8364 or Classified at 808-441-8350
- Substitute Teachers: T-SEAS at 808-441-8400
- Casuals / Substitutes - Contact your sponsoring school or state office.

### Step 2 of 6: Employee Information

Please enter your contact information below by clicking on the buttons within each area.

NOTE: DOE Employees cannot change Name or Address using this screen. Please follow the instructions show on the Quick Tips to the left to request a change. You can add or change your Phone Number and Email address information.

\* denotes required information.

**Name**

\* Last Name:  Name Suffix:

\* First Name:  Nickname(s):

Middle Name:  Former Name(s):

**Address**

[Click Here to View Selected Address](#)

Select	Address Type	Address Line 1	City	State	Zip Code	Country
<input checked="" type="radio"/>	Mailing / Current		Honolulu	Hawaii	96822	United States, Commonwealths and Territories

**Phone Number**

[Click Here to View / Edit Selected Phone Number](#) | [Click Here to Add New Phone Number](#)

Select	Phone Type	Phone Number
<input checked="" type="radio"/>	Main	
<input type="radio"/>	Other	

**Email Address**

[Click Here to View / Edit Selected Email Address](#) | [Click Here to Add New Email Address](#)

Select	Email Address Type	Email Address
<input checked="" type="radio"/>	Business	

[Return to Application Home Page](#) | [Withdraw This Application](#) | [Go to Previous Step](#) | [Go to Next Step](#)

### 8. Step 3: Test Results Questions

Input the information requested below. Depending on your answer to the first question, “I’m reporting my latest COVID-19 testing results” different follow-up questions will be asked. All questions require an answer.

J

When ready, click on the “Go to Next Step” button.

K

J

J

K

## 9. Step 4: Test Results Documents

To upload a status document, click on the “**Click Here to Add New Document**” button.



**Note:** If, in the previous step, you chose not to upload a proof document with this report, you can click on the “**Go to Next Step**” button.

The screenshot shows a web application interface with a progress bar at the top containing six steps: 1. COVID-19 Test Results Reporting Instructions, 2. Employee Information, 3. Test Results Questions, 4. Test Results Documents (highlighted), 5. Submit Test Results, and 6. Submitted Test Results Confirmation. Navigation buttons include 'Return to Application Home Page', 'Withdraw This Application', 'Go to Previous Step', and 'Go to Next Step'. On the left, there are sections for 'Application Details' (Test Result ID: 919590, Status: Pending Submittal, Report: Health Test Results Report) and 'Quick Tips' (file format instructions). The main content area is titled 'Step 4 of 6: Test Results Documents' and contains instructions to attach test results, a list of allowed file types (PDF, JPEG, JPG, PNG, TIFF), a 10MB file size limit, and a note that an asterisk denotes required information. A 'Click Here to Add New Document' button is circled in orange with a circled 'L' next to it. The bottom navigation bar is identical to the top one.

Input the information requested below. To upload an image of your document, click on the “**Choose File**” button. **M**

**Note:** Images can only be of the following file types: PDF, JPEG, JPG, PNG or TIFF.

When ready, click on the “**Save Changes**” button. **N**

[Return to Test Results Documents >](#)

### Document

Please electronically attach any documents you would like to submit with your application.

Allowed upload file types are:

- PDF
- JPEG
- JPG
- PNG
- TIFF

Each file that you want to upload cannot be larger than 10MB. If you are using an image from your smartphone or tablet, please reduce the file size or select the smallest file size (image quality) to upload.

\* Document Type:

\* Document Label:

\* Document Image:  No file chosen

**M** **N**

Back on the Test Results Documents screen, you will see your uploaded document listed at the bottom of the screen. **O**

If you need to add another document, click on the “**Click Here to Add New Document**” button. **P**

When you are ready, click on the “**Go to Next Step**” button. **Q**

Return to Application Home Page    Withdraw This Application    Go to Previous Step    Go to Next Step

STEPS

1 COVID-19 Test Results Reporting Instructions

2 Employee Information

3 Test Results Questions

4 Test Results Documents

5 Submit Test Results

6 Submitted Test Results Confirmation

**Application Details**

Test Result ID: 919590

Test Result Status: Pending Submittal

Test Result: Health Test Results Report

**Quick Tips**

Please ensure the file you are attaching is a commonly acceptable OS File Extension/Types. If we cannot open or read the file, we will NOT not of the document f

**Step 4 of 6: Test Results Documents**

Attach copy of your test results in this step if you would like to include additional information to your report.

Allowed upload file types are:

- PDF
- JPEG
- JPG
- PNG
- TIFF

Each file that you want to upload cannot be larger than 10MB. If you are using an image from your smartphone or tablet, please reduce the file size or select the smallest file size (image quality) to upload.

\* denotes required information.

Click Here to View Selected Document    **Click Here to Add New Document**

Select	* Document Type	* Document Label	Document
<input checked="" type="radio"/>	Proof of Test Results Status	LK TEST Test Result JPG	<a href="#">Document</a>

Return to Application Home Page    Withdraw This Application    Go to Previous Step    Go to Next Step

## 10. Step 5: Submit Test Results

Review the attestation statement. **R**

Follow the instructions provided in “**Quick Tips.**” **S**

When ready, place a check in the box next to “**I have read and understood the above statement**”, and click the “**Submit Test Result**” button. **T**

Return to Application Home Page   Withdraw This Application   Go to Previous Step

STEPS

1 COVID-19 Test Results Reporting Instructions

2 Employee Information

3 Test Results Questions

4 Test Results Documents

5 Submit Test Results

6 Submitted Test Results Confirmation

**Application Details**

Test Result ID:  
919590

Test Result Status:  
Pending Submittal

Test Result:  
• Health Test Results Report

**Quick Tips**

Be sure you have checked off the box indicating you have read and understood the statements on this screen. If you have not checked this box, you will not be able to submit your online form.

**Step 5 of 6: Submit Test Results**

Please carefully read the information below. Be sure to click on and check the box indicating you have read and understood the above statement before clicking on the 'Submit Test Result' button.

\* denotes required information.

**Certification of Applicant**

I attest that the information provided in this form is accurate and true to the best of my knowledge. I understand that knowingly making a false statement on this form is a crime and can be punished by fine or imprisonment or both (HRS § 710-1063). I understand that making a false statement on this form may also result in disciplinary action, up to and including termination.

\* I have read and understood the above statement.

**Submit Test Result**

Return to Application Home Page   Withdraw This Application   Go to Previous Step

## 11. Step 6: Submitted Test Results Confirmation

Review the date and time the application was submitted.

U

When ready, click the “Return to Application Home Page” button to review your submission.

V

The screenshot displays the 'eHR Online Application' interface. At the top, a message reads 'JHS-00100: Transaction completed successfully!'. Below this is a progress bar with six steps: 1. COVID-19 Test Results Reporting Instructions, 2. Employee Information, 3. Test Results Questions, 4. Test Results Documents, 5. Submit Test Results, and 6. Submitted Test Results Confirmation. The current step is highlighted. On the left, 'Application Details' are shown: Test Result ID: 919590, Test Result Status: Submitted, and Test Result: Health Test Results Report. The main content area is titled 'Step 6 of 6: Submitted Test Results Confirmation' and includes a thank-you message, a note that asterisks denote required information, and a highlighted yellow box containing the text: 'INFORMATION: This application was submitted on 08/15/2021 10:32:44 HST.' Below this, there are instructions for users reporting negative or positive results. At the bottom right, there is a 'Return to Application Home Page' button.

Information

JHS-00100: Transaction completed successfully!

eHR Online Application

Return to Application Home Page

STEPS

- 1 COVID-19 Test Results Reporting Instructions
- 2 Employee Information
- 3 Test Results Questions
- 4 Test Results Documents
- 5 Submit Test Results
- 6 Submitted Test Results Confirmation

Application Details

Test Result ID: 919590

Test Result Status: Submitted

Test Result: Health Test Results Report

Step 6 of 6: Submitted Test Results Confirmation

Thank you for submitting your application with the Hawaii Department of Education.

\* denotes required information.

**INFORMATION: This application was submitted on 08/15/2021 10:32:44 HST.**

Thank for for submitting your COVID-19 Test Results to the Hawaii Department of Education.

If you reported a **NEGATIVE/DO NOT DETECT** result you will be able to enter a DOE school or state office once your result has been verified.

If you reported a **POSITIVE** result you must follow the current COVID-19 protocols of the DOE and **DO NOT** enter any DOE facility. Contact your immediate supervisor and refer to the [DOE Health & Safety Guidance](#) page for more information.

Return to Application Home Page

V

U

## Viewing Submitted Test Results

1. At the bottom of the Online Application Home Page, you'll see a section entitled **"My Application History."**

Select the button next to **"COVID Test Results"**, and click the **"View Application"** button.

A

You'll be able to view, download, and print a copy of your report as you feel necessary.

### My Application History

Below you will find the application(s) you have created and/or submitted. If your application has a status of 'Pending Submittal', please select the application and click on 'Go To Application'. If your application has already been submitted, you will only be able to view the information. If changes or updates need to be made to a submitted application, please contact the appropriate recruitment section in writing. If you wish to withdraw an in progress application that you no longer want to submit for a job, click on 'Withdraw Application'. To view a PDF version of your application any time, click on View Application (not available for withdrawn applications).

Select	Details	Application Description	App Start Date	Application Status
<input checked="" type="radio"/>	<a href="#">Show</a>	919590 - COVID Test Results	08/15/2021	Submitted
<input type="radio"/>	<a href="#">Show</a>	64344 - Teacher, Librarian, and Counselor Positions (External)	04/02/2009	Submitted