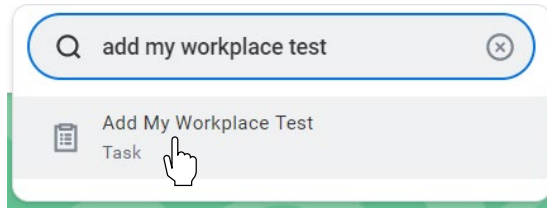


COVID TEST RESULTS - WORKDAY

Type *add my workplace test* in the Workday search bar and select the task that appears below the search bar.



Complete the required fields on the Test page

Workplace Test Type:

* COVID will automatically default in this box

Workplace Test Result:

* Select Positive or Negative

Workplace Test Taken Date

* Enter the date the test was taken

Attachments:

PCR Test Results

If you are required to test weekly you must attach PCR Test results.

Required individuals are those who are:

- Not Vaccinated
- Not Boosted
- Have not disclosed their vaccination/booster status

Positive Antigen or other test results – no attachment is required.

Category: *(field will appear after document added)*

* Select Personal Information

Click **Submit**

A screenshot of the "Add My Workplace Test" form in a Workday interface. The form has a title bar with a close button. Below the title, there is a section for "PCR Test Results" with instructions: "If you are required to test weekly you must attach PCR Test results. Required individuals are those who are:" followed by a bulleted list: "Not Vaccinated", "Not Boosted", and "Have not disclosed their vaccination/booster status". Below this, it says "Positive Antigen or other test results – no attachment is required." The form contains three required fields: "Workplace Test Type" (with a dropdown menu showing "COVID"), "Workplace Test Result" (with a dropdown menu), and "Workplace Test Taken Date" (with a date picker showing "MM/DD/YYYY"). Below these fields is a text input field for "enter your comment". At the bottom, there is an "Attachments" section with a dashed box containing the text "Drop files here" and "or" above a "Select files" button. At the very bottom of the form are three buttons: "Submit" (orange), "Save for Later" (grey), and "Cancel" (grey).

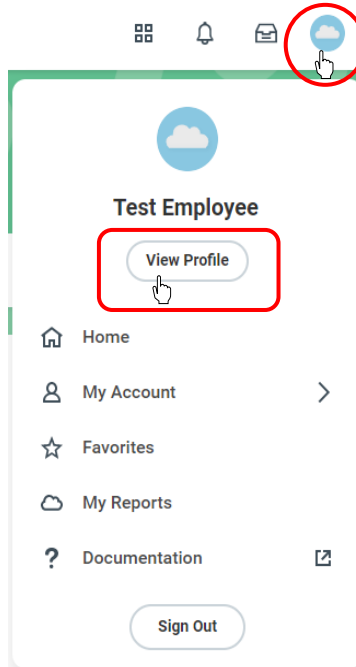
COVID TEST RESULTS - WORKDAY

VIEW YOUR WORKDAY UPLOADED TEST RESULTS

Only test results uploaded into Workday on or after 3/1/22 will display here

Click on your **profile image** or the **cloud** in the top right corner

Select **View Profile** from the pop-up box



Click the **Personal** list item

Click the **Workplace Tests** tab

COVID TEST RESULTS - WORKDAY

RISD

Search



Personal Information Vaccinations **Workplace Tests** Emergency Contacts IDs Documents My Job Applications

Test Employee

For Testing Only

Actions



Team

Summary

Job

Compensation

Benefits

Pay

Time Off

Contact

Personal

Add

Turn on the new tables view

Workplace Tests 1 item



Workplace Test Type	Workplace Test Result	Workplace Test Taken Date	Documents	Business Process
COVID	Negative	03/06/2022		Add Workplace Test: Test Employee