

## System Report – Supervisor Overview of Health Surveillance

Supervisors and managers have the ability to review the COVID-19 and Influenza (Flu) vaccine questionnaire status of their employee direct reports. To review the status, supervisors and managers must follow these steps.

**Step 1:** Login to the <u>Employee Medical Record Portal: Enterprise Health</u> using your UCR credentials. **Click** the "UC Riverside Employee Sign In" button.

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UC Riverside		
	UC Riverside Employee Sign In	)
	Standard Login	÷

**Step 2:** Click the "UC Riverside (Supervisor Access)" button.

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YOU HAVE ACCESS TO MORE THAN ONE PORTAL ENVI WHICH ONE DO YOU WANT TO USE?	IRONMENT.
UC RIVERSIDE	
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**Step 3:** Click the "Reports" button.

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WELCOME TO PLEASE SELE	) THE <mark>UC RIVERS</mark> CT FROM THE M	DE SUPERVISOR PORTAL — ENU BELOW.	UC RIVERSIDE		
Message Center	Reports				
	Reports				
Scheduling	Work Status				
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**Step 4:** Click the "Supervisor Overview of Health Surveillance" button.

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EMPLOYER REPORTS		UC RIVERSIDE

Accommodations	Employee Directory	Flu Compliance
Respirator Wearers - Full Report-Spvsr	Restrictions	Supervisor Overview of Health Surveillance
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**Step 5:** The "System Report: Supervisor Overview of Health Surveillance" report will auto populate with the Employee ID, Name, Panel, Last Completed Date, Next Due Date, and Status of the direct reports for the supervisor.

This report provides the COVID-19 and Influenza (Flu) vaccine attestation or declination completion status.

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Employee ID 🔺 🍸	Name	÷ 1	Panel 🔺 🕇	Last Completed Date	🔺 🍸 Next Due Date 🔺	▼ Status ⊾ 🛳	
			UCR COVID Program	2024-10-16	08-31-2025	complete	
			UCR Flu Program	2024-10-16	08-31-2025	complete	
			UCR COVID Program		12-15-2024	none	
			UCR Flu Program		12-15-2024	entry	
			UCR COVID Program		12-15-2024	none	
			UCR Flu Program		12-15-2024	none	
			UCR COVID Program	2024-10-22	08-31-2025	complete	
			UCR Flu Program	2024-10-22	08-31-2025	complete	
			UCR COVID Program	2024-10-18	08-31-2025	complete	
			UCR Flu Program	2024-10-18	08-31-2025	complete	
			UCR COVID Program	2024-10-16	08-31-2025	complete	
			UCR Flu Program	2024-10-16	08-31-2025	complete	
			UCR COVID Program		12-15-2024	none	
			UCR Flu Program		12-15-2024	none	
			UCR COVID Program	2024-10-16	08-31-2025	complete	
			UCR Flu Program	2024-10-16	08-31-2025	complete	