

## Employee Remote Status Application Quick Reference Guide

The Employee Remote Status application was developed for HR and HR contacts to check and update an employee’s remote status for COVID-19 testing in accordance with university policy. The following quick reference guide assists HR and HR Contacts in accessing the application and updating employee’s remote status.

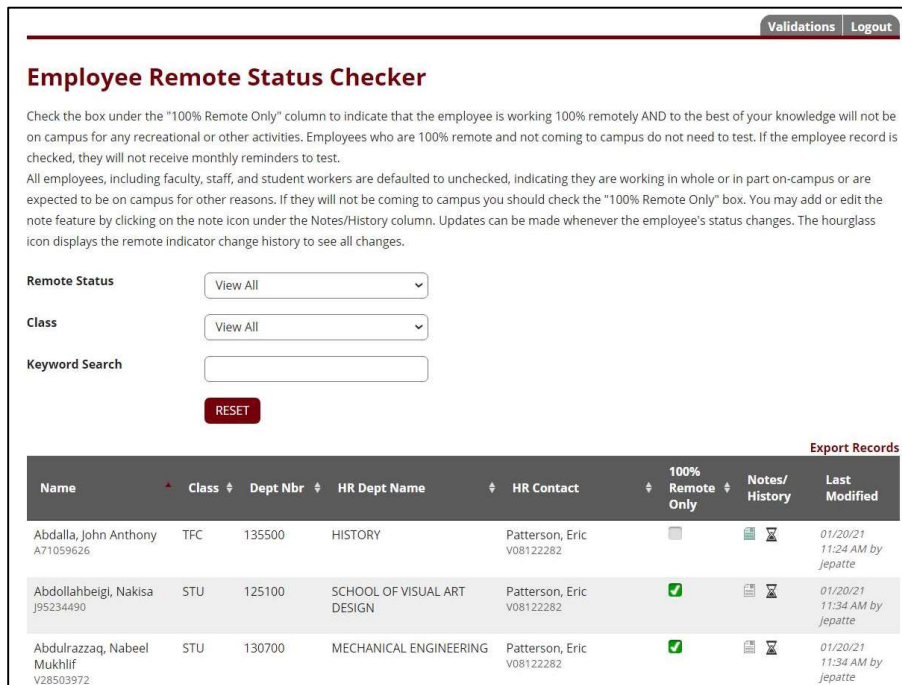
General questions regarding the university policy should be directed to the Division of Human Resources. If you are having issues logging in, please call the IT Service Desk at 803-777-1800.

### Logging In

1. Open the Employee Remote Status application at <https://www.sc.edu/remotestatus>.
2. Enter your UofSC Network Username and password to log in.

### Updating an Employee’s Remote Status

Upon logging in, you will see all employees for whom you are listed as their HR Contact. Each row will include Employee Name, USCID, Employee Class, Department Number, HR Department Name, HR Contact Name, 100% Remote Only status, Notes, History of status updates, and Last Modified.



**Employee Remote Status Checker**

Check the box under the "100% Remote Only" column to indicate that the employee is working 100% remotely AND to the best of your knowledge will not be on campus for any recreational or other activities. Employees who are 100% remote and not coming to campus do not need to test. If the employee record is checked, they will not receive monthly reminders to test.







All employees, including faculty, staff, and student workers are defaulted to unchecked, indicating they are working in whole or in part on-campus or are expected to be on campus for other reasons. If they will not be coming to campus you should check the "100% Remote Only" box. You may add or edit the note feature by clicking on the note icon under the Notes/History column. Updates can be made whenever the employee's status changes. The hourglass icon displays the remote indicator change history to see all changes.

Remote Status:

Class:

Keyword Search:

[Export Records](#)

Name	Class	Dept Nbr	HR Dept Name	HR Contact	100% Remote Only	Notes/History	Last Modified
Abdalla, John Anthony A71059626	TFC	135500	HISTORY	Patterson, Eric V08122282	<input type="checkbox"/>	 	01/20/21 11:24 AM by jepatte
Abdollahbelgi, Nakisa j95234490	STU	125100	SCHOOL OF VISUAL ART DESIGN	Patterson, Eric V08122282	<input checked="" type="checkbox"/>	 	01/20/21 11:34 AM by jepatte
Abdulrazzaq, Nabeel Mukhlif V28503972	STU	130700	MECHANICAL ENGINEERING	Patterson, Eric V08122282	<input checked="" type="checkbox"/>	 	01/20/21 11:34 AM by jepatte

1. Check/uncheck **100% Remote Only** checkbox beside the employee you would like to change. Changes get saved automatically.
  - Checked = Employee is working 100% remotely AND to the best of your knowledge will not be on campus for any recreational or other activities
  - Unchecked = Employee is working on campus OR will be on campus for any activity
2. Continue updating other employee’s status OR **Logout** application.

## Navigating the Employee Remote Status application

### Remote Status Filter

The Remote Status Filter allows you to view your employees by

- Yes (Checked = 100% Remote)
- No (Unchecked = On-campus)

### Class Filter

The Class Filter allows you to view your employees by Employment Class. The available employment classes are: External Dual (DLE), Full Time Equivalent (FTE), Research Grant Position (RGP), Student (STU), Temporary Faculty (TFC), Time Limited (TML), and Temporary Staff (TSF).

### Keyword Search Filter

The Keyword Search Filter allows you to search your list by Employee Name, USCID, Department Number, or HR Contract. Simply begin typing your search and the list is automatically filtered.

## Exporting the Employee Remote Status

You can export the data. The export includes HRID, USCID, First Name, Middle Name, Last Name, Employee Class, HR Contact USCID, Manager First Name, Manager Middle Name, Manager Last Name, Department Number, Department Name, Remote Status (1=Yes, 0=No).

1. Click the **Export Records** link in the upper right corner
2. Open the CSV file from downloads.

## Checking the History of the Employee Remote Status

You can check the history of an employee's remote status. This log will display all changes to status with time stamp and username of the individual

1. Click the Hourglass icon ⌚ beside the employee.
2. Click **Close**.

Date	Updated By	Indicator
01/20/21 03:44 PM	philipmg	Change: Remote
01/20/21 03:44 PM	philipmg	Change: On-site
01/20/21 03:16 PM	philipmg	Change: Remote

## Adding Notes to the Employee Remote Status

You can add notes regarding the employee's remote status.

1. Click the Notes icon 📄 beside the employee.
2. Enter the notes.
3. Click **Create Note** or **Update Note**.

Note

This is a test note

CREATE NOTE CANCEL