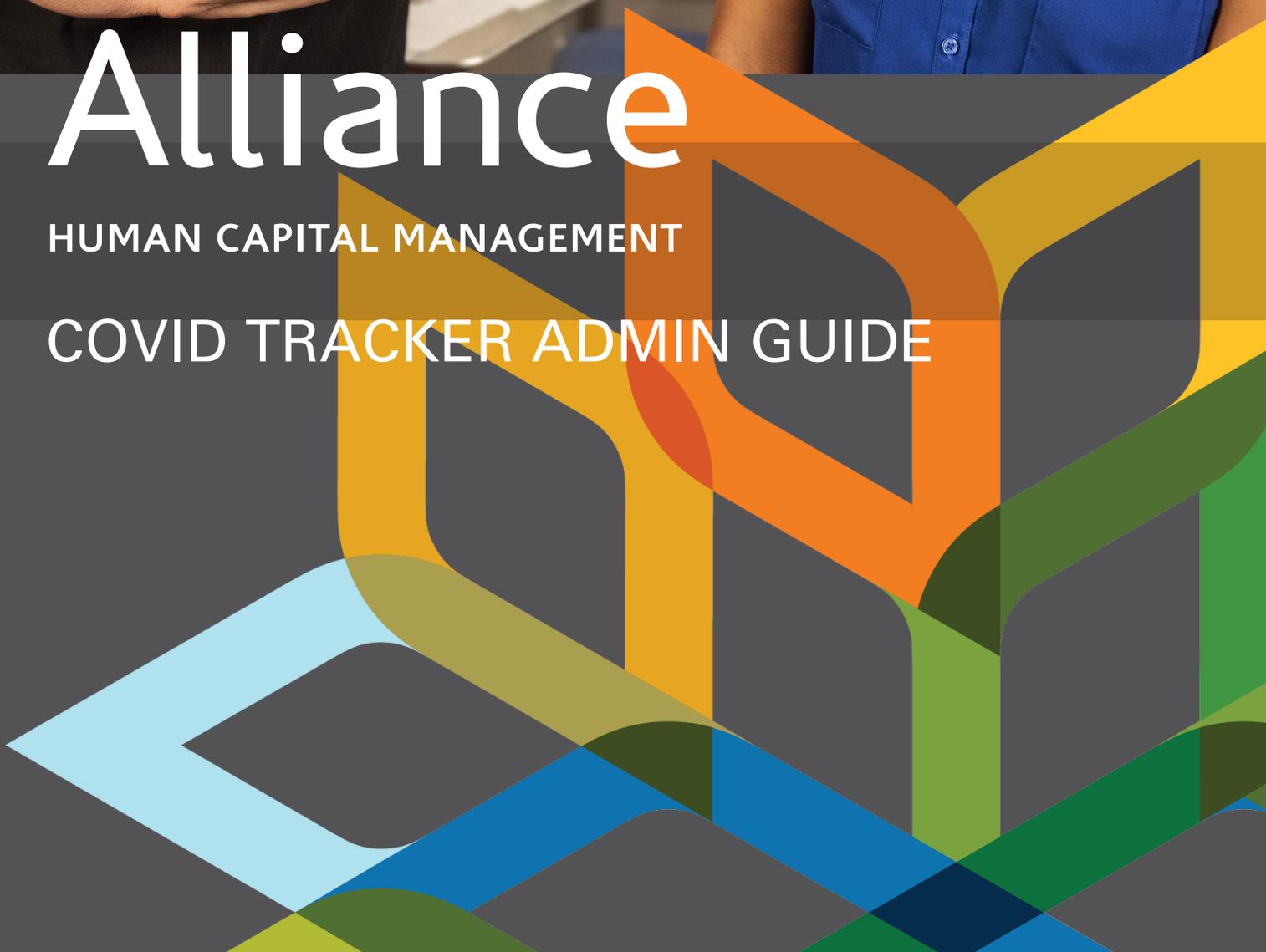




Alliance

HUMAN CAPITAL MANAGEMENT

COVID TRACKER ADMIN GUIDE





AllianceHCM

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Admin Guide for the AllianceHCM COVID Tracker

With the AllianceHCM COVID tracker, businesses can automatically collect and easily manage vaccination statuses of all personnel. Vaccinated personnel can upload an image of their vaccination card to be stored in their employee file.

The AllianceHCM COVID tracker also reminds employees who haven't given their status to do so every few days, and appropriate personnel can review the vaccination status of employees with an employee certification report. Companies can also require proof of vaccination from candidates at any point during the hiring process.

With the AllianceHCM COVID tracker, your company can:

- Automatically collect and easily manage vaccination or testing statuses of all personnel
- Have personnel upload an image of their vaccination card or latest test results to be stored in their employee file
- Send notices on getting revaccinated once an employee's card expires
- Remind employees who haven't provided their status to do so every few days
- Review the vaccination status of employees with an employee certification report

Prerequisites for the AllianceHCM COVID Tracker

Some services are required to access COVID tracker. Please ensure you have the following before proceeding:

- Access to Alliance Payroll, with admin edit rights
- HR & Benefits Module enabled (\$1.00 per employee per month)
- Employees must be enrolled in their My Pay account (the AllianceHCM Employee Self-Service app)

Enabling the AllianceHCM COVID Tracker

- 1) **Ensure HR & Benefits Module is enabled.** From the Dashboard, navigate to Configuration > Application Configuration > Product Choices. If you are enrolled, it will tell you on the top right side of the widget that you are Currently Enrolled. If you are not, simply click the 'Upgrade' button.

- 2) **Turn on the page rights for you and your managers.** From the Dashboard, navigate to Configuration > Security > Users.

- a. Highlight the user in question, then click on 'Page Rights' (third icon on the right).

User Name	First name	Last Name	Title	Role	Require TFA	Login Emails
UserName	First	Last	Title	Company	No	✓

- b. This opens up a section at the bottom of your window. You will then expand on each of these areas to give permissions: Benefits, Company, and Self-Serve. You can expand by clicking on the plus sign next to the category; the four columns are View, Add, Edit, and Delete.

	Category Name	Default Allow View
+	Benefits	✓
+	Company	✓

- c. Expand the Benefits section, then find HR > Communications. Ensure that you have all four columns checked.

- d. Expand the Company section, then find Utilities > COVID Tracker. Ensure that you have all four columns checked.
- e. Expand the Self Service section, then find Setup > 17. COVID Tracker Setup. Ensure that you have all four columns checked.

Setting Up the AllianceHCM COVID Tracker

- 1) From the Dashboard, navigate to Self-Serve > 17. COVID Tracker Setup. Click the plus sign (+) to add new.

***NOTE: Once the COVID tracker is set up, it's automatically enabled for employees in our Self-Service application, MyPay. See the AllianceHCM COVID Tracker Employee Guide for employee assistance with COVID tracking.**

- **Employee Filter:** Choose the filter you wish to set this up for. If you need additional filters, you can create those under Configuration > Application Configuration > Employee filters
- **Start/End Date:** Enter the effective dates that you would like to track
- **Vaccine Declaration is Required:** If checked, it will require employees to declare if they have been vaccinated or not
- **Vaccine Document is Required:** If checked, it will require the employees to submit a photo or a scan of their vaccination record
- **Vaccine Email Template:** The email template that will be used to notify employees who need to submit a vaccine declaration
- **Testing is Required:** If checked, those employees who are not fully vaccinated would be required to submit test results
- **Testing Doc is Required:** If checked, the employees will need to submit proof of their COVID test results
- **Testing Frequency:** The frequency which unvaccinated employees must be tested
- **Testing Email Template:** The email template that will be sent to notify employees when they need to submit their COVID test results. You can create a new template if you would like back navigating to Application Configuration > Email Templates

1. Preferences 2. Information Preferences 3. Requests Preferences 4. FAQ 5. Directory Setup 6. Time Off Setup 7. Timesheet Setup 8. Time Off Calendar 9. Benefits Preferences 10. Change Request Setup 11. Logo 12. Page Customization
 13. Welcome Screen Design 14. Pay History Preferences 15. Need Setup 16. LMS Tracks 17. Covid Tracker Setup Users

Covid Tracker Setup

Search [] Date Filter: Active & Future

Filter	Start Date	End Date	Vaccine Declaration is Required	Vaccine Doc is Required	Testing is Required	Testing Doc is Required	Testing Frequency	Vaccine Email Template	Testing Email Template
Active Employees	10/20/2021	12/31/2100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	BiWeekly		

Per Page: 10

Covid Tracker Setup

Employee Filter: Active Employees

Start Date: 10/20/2021

End Date: 12/31/2100

Vaccine Declaration is Required:

Vaccine Document is Required:

Vaccine Email Template: Use Standard Template

Testing is Required:

Testing Doc is Required:

Testing Frequency: Every 2 Weeks

Testing Email Template: Use Standard Template

Utilizing the AllianceHCM COVID Tracker

- 1) Navigate to Self-Serve > 17. COVID Tracker Setup. This is where you can send employee communications (third on the right). The communication happens immediately. If you do not choose this option, the system will automatically send a notification once in the morning and once in the evening.

1. Preferences 2. Information Preferences 3. Requests Preferences 4. FAQ 5. Directory Setup 6. Time Off Setup 7. Timesheet Setup 8. Time Off Calendar 9. Benefits Preferences 10. Change Request Setup 11. Logo 12. Page Customization
 13. Welcome Screen Design 14. Pay History Preferences 15. Need Setup 16. LMS Tracks 17. Covid Tracker Setup Users

Covid Tracker Setup

Search [] Date Filter: Active & Future

Filter	Start Date	End Date	Vaccine Declaration is Required	Vaccine Doc is Required	Testing is Required	Testing Doc is Required	Testing Frequency	Vaccine Email Template	Testing Email Template
Active Employees	10/20/2021	12/31/2100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	BiWeekly		

Per Page: 10

Covid Tracker Setup

Employee Filter: Active Employees

Start Date: 10/20/2021

End Date: 12/31/2100

Vaccine Declaration is Required:

Vaccine Document is Required:

Vaccine Email Template: Use Standard Template

Testing is Required:

Testing Doc is Required:

Testing Frequency: Every 2 Weeks

Testing Email Template: Use Standard Template

- 2) Navigate to HR > Communications. This is where you can view the communications that have been sent out employee by employee. You can view the notifications, as well (third icon on the right).

Navigation tabs: ADA, Background Checks, Certification, Cobra, Commendations, **Communications**, Corp Assets, Dept Change, Documents, Drug Test, Education, Emergency, Employment History, Events, EVerify, FMLA, Health, 19, License, LOA, OSHA, Photo, Reviews

Skills, Status Change, Training, Type Change, Warnings, Workflow

Jefferson, Maria (321256)

Sort: Id, Filter: Active, Current Employee: 321256 - Jefferson, Maria 32

E-Mail Communication

Communication Type	E-Mail Template	Date Created	Date Sent	Date Confirmed
Need Notification	Covid Declaration To-Do	11/05/2021	11/05/2021	
Need Notification	Covid Testing To-Do	11/05/2021	11/05/2021	

Per Page: 10

E-Mail Communication

Communication Type: Need Notification

E-Mail Template: Covid Declaration To-Do - INVALID

Date Created: 11/05/2021

Date Sent: 11/05/2021

Subject: Covid Vaccine Declaration Needed

Extra Message:

3) In MyPay, it will show a notification to employees when they log in:

Unread Messages

Date	Subject	Status
11/5/2021	Covid Vaccine Declaration Needed	Unread Read Message
11/5/2021	Covid Vaccine Declaration Needed	Unread Read Message

Covid Vaccine Declaration Needed

Next Message

Dear Maria,

As you are probably aware, The Department of Labor's Occupational Safety and Health Administration (OSHA) has developed a rule that will require all employers with 100 or more employees to ensure that their workforce is fully vaccinated against COVID-19 or require any unvaccinated workers to produce a negative test result on at least a weekly basis.

Since our records do not indicate that you have been fully vaccinated, and in order to comply with the OSHA regulations, we have instituted a new data collection process from with your MyPay Employee Self Service payroll portal to collect Covid Testing results. We ask that you log in to your MyPay portal and complete the Vaccinations Testing To-Do item or report that your fully vaccinated status using the Vaccine Declaration To-Do item.

You may access the Covid Testing and/or Covid Vaccine Declaration To-Do items from your MyPay mobile app (if installed), or from the [MyPay Website](#).

Thank you for cooperation as we try to stay ahead of the evolving legislation and provide a safe workplace for you and your co-workers.

4) In MyPay, it will also show a 'To Do' item to employees:



Covid Vaccination Status

Due Date: Friday
11/5/2021
14 hours from now



Covid Test Results

Due Date: Friday
11/5/2021
14 hours from now

5) Navigate to Configuration > Utilities > COVID Tracker to filter, view, and export the results as employees complete their vaccination and testing statuses. You can also send reminders from here (first icon on the right).

EE #	Employee Name	Department	Vaccine Type	Dose 1 Date	Dose 2 Date	Vaccine Status	Last Test Type	Last Test Date	Last Test Result	Had Positive Test	Last Positive Test Date
<input type="checkbox"/> USABALX	1234, 1234	219				Unvaccinated				False	
<input type="checkbox"/> USABAMC	1234, 1234	069				Unvaccinated				False	
<input type="checkbox"/> w11141	1234, 123456	K071121				Unvaccinated				False	

6) Navigate to HR > Documents > Vaccine Declarations and Test Results to view submission results.

Doc Type	Doc Date	Expiration Date	Doc File Name	Show In ESS
<input type="checkbox"/> Covid Test Result	11/05/2021		Capture.PNG	<input checked="" type="checkbox"/>
<input type="checkbox"/> Covid Test Result	11/05/2021		Capture.PNG	<input checked="" type="checkbox"/>
<input type="checkbox"/> Covid Test Submission	11/05/2021		CovidTestResult_11052021.pdf	<input checked="" type="checkbox"/>
<input type="checkbox"/> Covid Vaccine Declaration	11/05/2021		VaccineDeclaration_11052021.pdf	<input checked="" type="checkbox"/>

Document Type	Document Date	Expiration Date	Document File Name	Document
Covid Test Result	11/05/2021		Capture.PNG	Capture.PNG Upload Document



AllianceHCM

Without Limits

Have questions or suggestions? Chat with us on how we can **better serve your business** today.

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