

ADD MY WORKPLACE TEST

Workday Job Aid for Contingent Workers and Employees

Overview

Use this job aid as a resource to successfully upload your COVID-19 weekly test results to Workday. Only PCR tests are accepted by Montgomery College. Note – if your COVID-19 test result is positive, in addition to following these steps to upload your test results, please contact Public Health (PublicHealth@montgomerycollege.edu) and follow the quarantine guidance given by your medical provider.

Instructions

1) Sign into Workday. Type “Add My Workplace Test” in the search box at the top of the page. The “Add My Workplace Test” task will appear below the search box. Click “**Add My Workplace Test.**”

2) The **Add My Workplace** pop-up will appear. The box for **Workplace Test Type** is already prefilled with COVID-19 so you don’t need to change this.

The screenshot shows a search bar at the top containing the text "Add My Workplace Test". Below the search bar, a task card is visible with the title "Add My Workplace Test" and a purple arrow pointing to it. The task card is titled "Add My Workplace Test" and is associated with the user "Riley Raptor". The form contains three required fields: "Workplace Test Type" with a dropdown menu showing "COVID-19", "Workplace Test Result" with an empty dropdown menu, and "Workplace Test Taken Date" with a date picker showing "MM/DD/YYYY". Below the form is a comment box with the placeholder text "enter your comment" and a profile picture icon. At the bottom of the form are three buttons: "Submit" (orange), "Save for Later" (white with orange border), and "Cancel" (white with orange border).

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3) For **Workplace Test Result**, select whether your test result was positive or negative.

***If your test result is positive, please reach out to [Public Health](#) to notify them.*

Workplace Test Type *

Workplace Test Result *

Workplace Test Taken Date * Negative Positive

4) For **Workplace Test Taken Date**, select the date the test was taken.

Workplace Test Taken Date *

Attestation I declare under penalty of perjury under above is true and correct.

Confirm *

 enter your comment

March 2022						
SUN	MON	TUE	WED	THU	FRI	SAT
27	28	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

5) Click on check box next to **Confirm** to agree to the Attestation above it and then click **Submit**.

Attestation I declare under penalty of perjury under the laws of the State of Maryland that the information above is true and correct.

Confirm *

 enter your comment

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6) A pop-up will appear which tells you that you have submitted your answers and what your next step is. Click on **Complete Questionnaire** to answer the additional required questions.

7) Select the option that pertains to you in each section on the following page.

8) If you have a pending or approved exception, a submenu will appear. Select which one applies to you.

You have submitted

Up Next: Riley Raptor, Complete Questionnaire

[View Details](#)

Complete Questionnaire

Please select one of these options: (Required)

- I have an approved exception and I am reporting my weekly COVID-19 test result.
- I am returning from quarantine.

Please check the exception that applies to you.

- Medical Exception
- Religious Exception

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9) Select what your next day onsite will be.

My next scheduled day onsite is: (Required)

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

10) Select where your test was administered.

My test was administered by: (Required)

- A Montgomery County Government Testing site
- An alternate testing site pre-approved by HRSTM and Public Health

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11.) Confirm that you took a PCR test.

I confirm that my test was a PCR test. (Required)

Yes

No

12) Upload the file with the weekly test result for the date you entered.

Drop files here

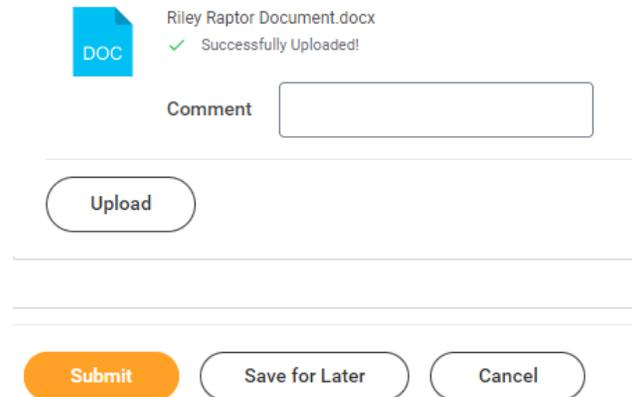
or

Select files

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13) Once your document has successfully uploaded, you can click **Submit**.



The screenshot shows a document upload interface. At the top, there is a blue document icon with 'DOC' written on it. To its right, the text reads 'Riley Raptor Document.docx' followed by a green checkmark and 'Successfully Uploaded!'. Below this is a 'Comment' label and an empty text input box. A horizontal line separates this section from a rounded 'Upload' button. Another horizontal line is below the 'Upload' button. At the bottom, there are three buttons: an orange 'Submit' button, a white 'Save for Later' button, and a white 'Cancel' button.

14) You will know your document went through when you see the **You have submitted** pop-up.

You have submitted

Up Next: Vaccination Partner, Approval by Vaccination Partner

[View Details](#)

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15) If you click on **View Details** and then click on **Details and Process** you will be taken to a screen which shows you the status and all the details of the information you submitted.

You can check to see if your entry has been accepted by following the instructions on the next page.

Up Next

Vaccination Partner

Approval by Vaccination Partner

Details and Process

For [Riley Raptor](#)

Overall Process [Add Workplace Test: Riley Raptor](#)

Overall Status [In Progress](#)

Details [Process](#)

Workplace Test Type [COVID-19](#)

Workplace Test Result [Negative](#)

Workplace Test Taken Date [03/25/2022](#)

Attestation [I declare under penalty of perjury under the laws of the State of Maryland that the information above is true and correct.](#)

[Confirm](#)

[Done](#)

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FINDING YOUR TEST RESULT IN YOUR PROFILE

All test results that you have submitted are housed in your profile in the document section.

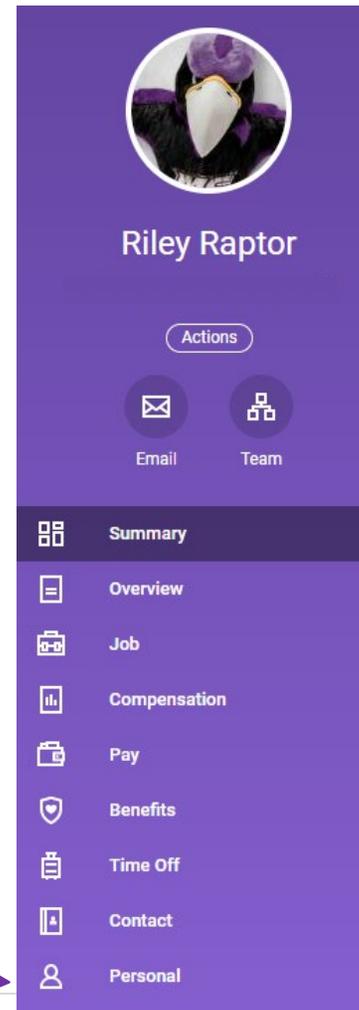
- 1) In Workday click on the last icon to the right, at the top of the screen and then click on View Profile. This will take you to your profile.



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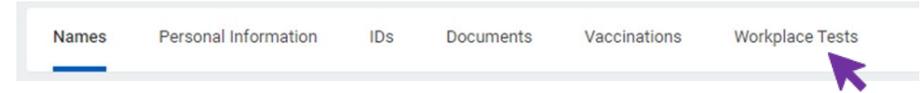
2) On the purple panel to the left, scroll down to **Personal** and select it.



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3) On the right side of the purple panel and below the search bar, click on **Workplace Tests**.



4) A list of tests that you have uploaded will be on the page. You can click on an individual entry by clicking on the pertaining link under the **Business Process** column. You can see if the entry was approved, denied, or sent back by clicking on this link.

Business Process

5) If an entry is sent back for you to correct, it will appear in the **Awaiting Your Action** section on your Workday home screen when you log on.

Awaiting Your Action

You can also find it in your Inbox. You can click on the inbox icon located at the top right corner (it is the middle icon).

 **Add Workplace Test: Riley Raptor**
Inbox - 38 second(s) ago



6) Click on item that got sent back. Scroll down and look for the comment box. Underneath the comment box, the reason(s) the item got sent back will be under **View Comments**. Review the reason(s), make the correction(s), and hit the submit button.



enter your comment

View Comments (1)



Riley Raptor

9 minutes ago

Send Back Reason: Please send weekly test showing your name, test day, and test result.

Resubmit once changes have been made.

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7) The questionnaire pop-up comes up again. Complete required missing information and click submit.