



How to Answer Health Survey and Upload COVID Test Result

1. Login to HCM <http://hcm.peralta.edu>
2. Enter your User Id and password. Then click "Sign In"

Peralta Human Capital Management (HCM) System

User ID

Password

Sign In

[Forgot Password](#)

3. Employee Health Survey page will show up. Please Read each questionnaire carefully. Simply follow instructions to answer each question.
 - a. If any questions apply to you, please click on the icon ☐ No to change to yes.
 - b. If any questions do not apply to you, you do not need to click on the icon ☐ No.
 - c. When you're done with each question, please click on the "Submit Health Survey" tab highlighted in blue.

Employee Health Survey

COVID-19 Health Screening Questionnaire

Dear [redacted]

Please read each question below carefully. Click the default No to Yes only if applicable. Otherwise, please proceed and click Submit Health Survey.

5 rows

Have you experienced any of the symptoms like Cough, Cold, Fever below in the past 48 hours? ☐ No

Are you isolating or quarantining because you tested positive for COVID-19 or are worried that you may be sick with COVID-19? ☐ No

Have you been in close physical contact in the last 10 days with anyone who is known to have COVID-19 ? ☐ No

Have you traveled internationally in the last 10 days ? ☐ No

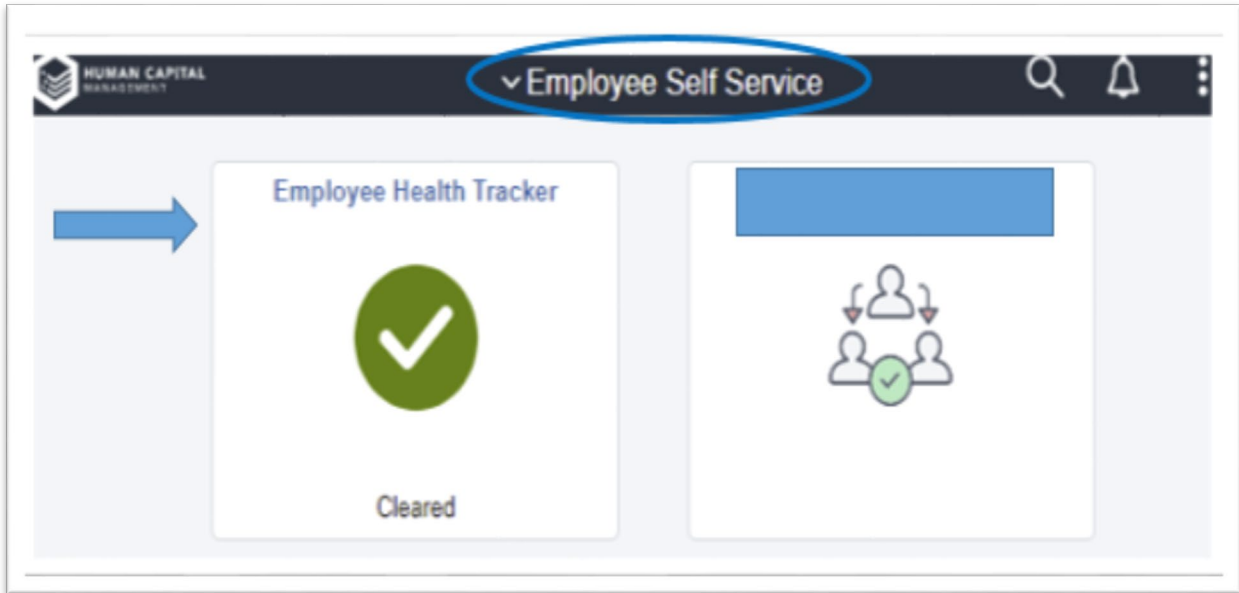
Did you get a negative COVID-19 test result from a test taken at least 5 days after your last exposure to the close contact ? ☐ No

Submit Health Survey



How to Answer Health Survey and Upload COVID Test Result

4. After clicking “Submit Health Survey” icon, go to Employee Self Service home page to view “Employee Health Tracker” tile. This is the place where to upload the COVID Test Result.
5. If you need to upload your COVID Test result, please click on the Employee Health Tracker tile.



6. To start the upload COVID Test Result, click on the “Record Covid Test Result”.

Summary	Updated By	Updated on
Vaccination Data Entry - As Of - 2021-03-16		01/11/22 7:14:40AM
Vaccination Data Entry - As Of - 2021-02-23		01/11/22 7:14:40AM



How to Answer Health Survey and Upload COVID Test Result

- Health Tracker page will appear. Please enter all highlighted boxes for Test Date, Test location, Test Result and Comment, click on Add Attachment and click Save. You can click on Cancel to quit/leave this page.
- To upload the COVID Test Result click on “Add Attachment”.

The screenshot shows the 'Health Tracker' form. At the top left is a 'Cancel' button. The form contains the following fields: 'Employee ID' (highlighted in blue), 'Name' (highlighted in blue), 'Test Date' (with a calendar icon and a blue arrow pointing to it), 'Test Location' (with a blue arrow pointing to it), 'Test Result' (a dropdown menu with a blue arrow pointing to it), and 'Comment' (a text area with a blue arrow pointing to it). At the bottom left is an 'Add Attachment' button with a blue arrow pointing to it.

- File Attachment page will appear. Click on My Device and find the location where the COVID Test Result is located.

The screenshot shows the 'File Attachment' page. It has a header 'File Attachment' and a section 'Choose From'. Below this section are two options: 'My Device' (represented by a computer and smartphone icon) and 'Cloud Storage' (represented by a cloud icon). A large blue arrow points to the 'My Device' option.

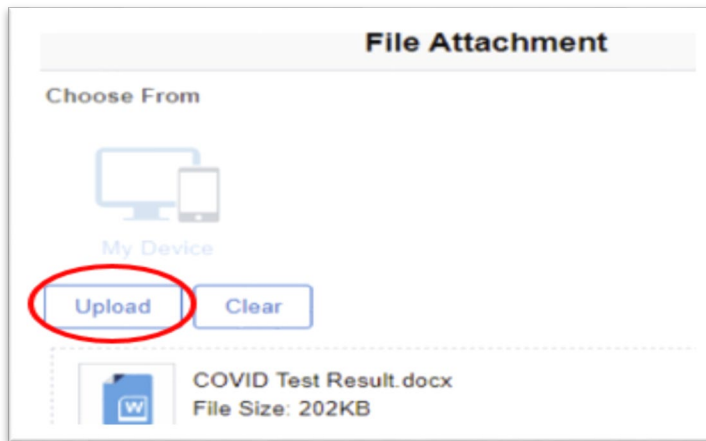


How to Answer Health Survey and Upload COVID Test Result

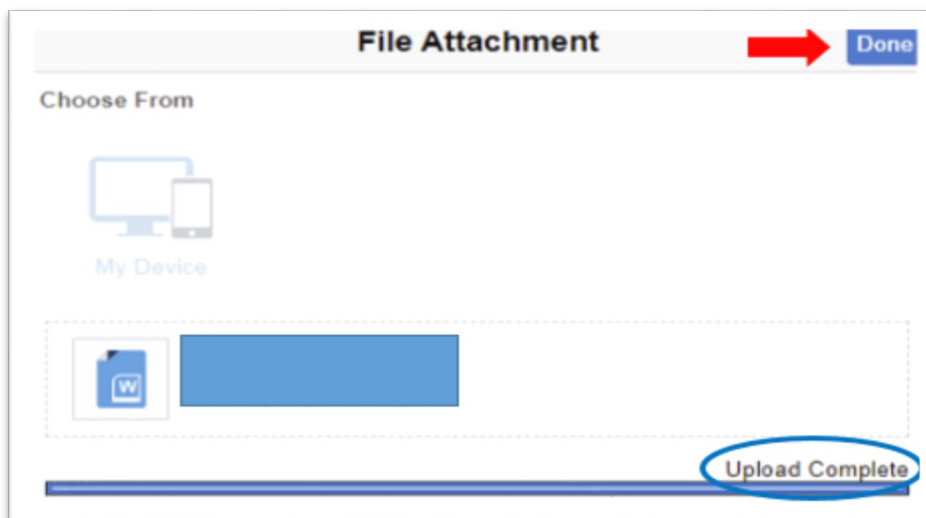
10. Once the file is located, click on Open



11. File attachment page will appear. Click on Upload



12. Click on field name "Done", to complete the upload attachment.





How to Answer Health Survey and Upload COVID Test Result

13. Health Tracker page will appear. Click on Save to complete the upload process.

A screenshot of the "Health Tracker" form. The form has a title bar with "Cancel" on the left, "Health Tracker" in the center, and a red arrow pointing to a "Save" button on the right. The form fields include: "Employee ID" (blue box), "Name" (blue box), "Test Date" (05/27/2022 with a calendar icon), "Test Location" (Oakland), "Test Result" (Negative with a dropdown arrow), and "Comment" (Upload Covid Test Result). A "View Attachment" button is located at the bottom left.

Health Tracker

Cancel Save

Employee ID

Name

Test Date 05/27/2022

Test Location Oakland

Test Result Negative ▾

Comment Upload Covid Test Result

View Attachment