

# ReadySet – Quick Guide for Supervisors

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This document provides guidelines to help you learn the ReadySet application and its components.

# Overview

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The purpose of the **Supervisor** tab is to enable supervisors (i.e. department leaders) to check the compliance status of their staff (direct reports) for Flu, TB, and Respirator Fit programs that are tracked in ReadySet.

The **Supervisor** tab will display in ReadySet if the supervisor is listed in PeopleSoft as having direct reports. The **Supervisor** tab will only display names of the supervisor's direct reports as identified in PeopleSoft. The data used to populate the **Supervisor** tab is pulled from UTSW HR system (Peoplesoft). Therefore, if there are issues such as accuracy and spelling of staff members' names or direct reports are missing in the **Supervisor** tab, the source for these issues is likely in the HR (PeopleSoft) database. You will need to contact your Peoplesoft administrator for any changes. Occupational Health is unable to make these changes for you.

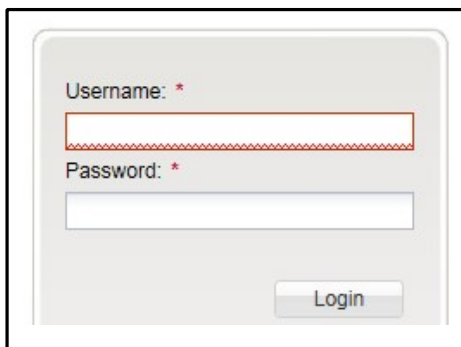
This Quick Guide provides the basic steps for checking employee compliance for the following programs:

- Seasonal Flu
- Respirator Fit Program
- TB Program

## Accessing the **Supervisor** tab

To access the **Supervisor** tab, follow the simple steps below:

1. Visit your URL - <https://utsw.readysetsecure.com/rs/rest/samlssso/requestSSO>
2. Enter your UT Credentials. (This will be your daily login user name and password)

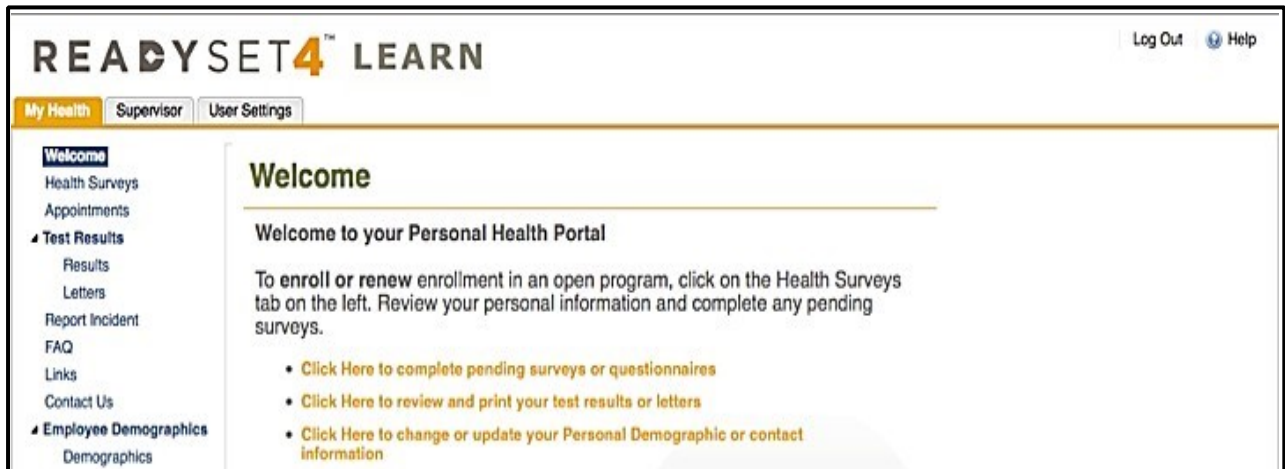


A screenshot of a login form. It features two input fields: 'Username: \*' and 'Password: \*'. The 'Username' field is currently empty and has a red dashed border. Below the 'Password' field is a 'Login' button.

**Login with your UT  
Credentials**

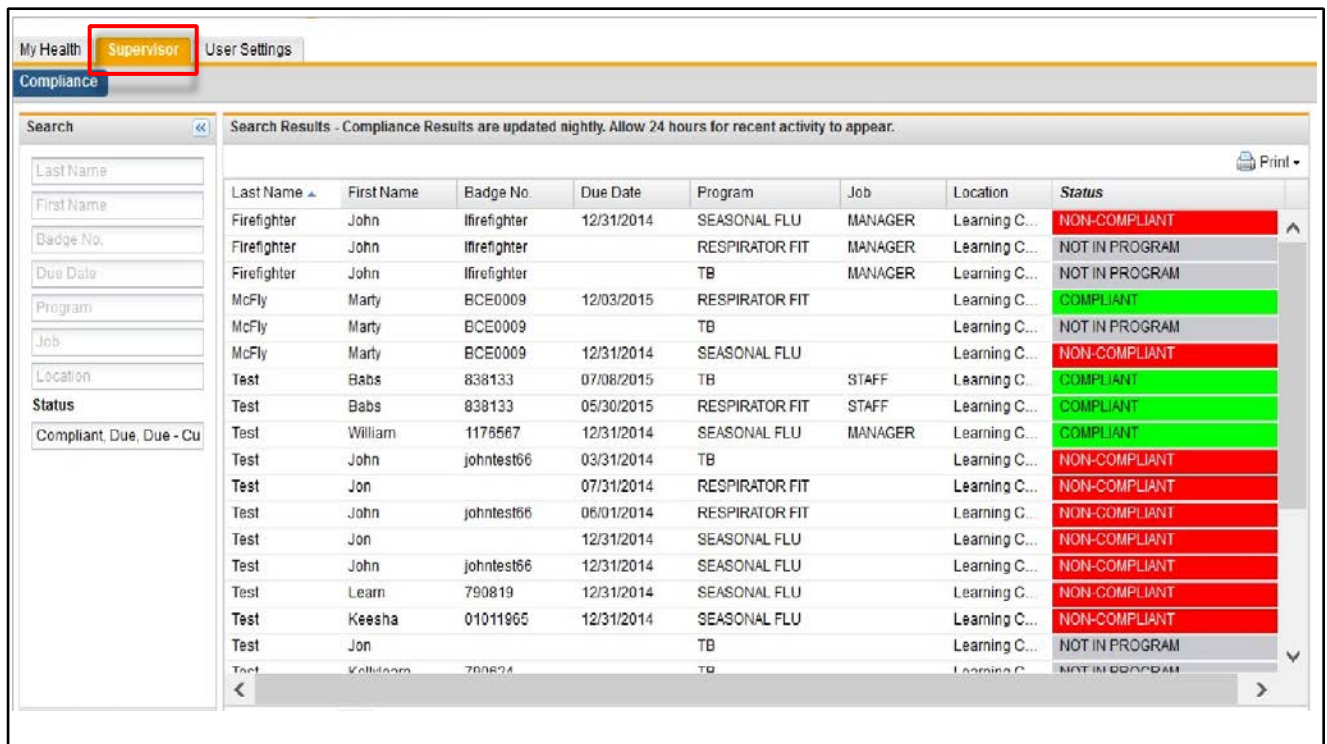


Once you are logged into ReadySet, the following screen is displayed:



3. Click the **Supervisor** tab.

The **Supervisor** work space is displayed, as shown in the following example:



## Using the Supervisor tab

The Supervisor tab displays a list of employees (direct reports) who have either an upcoming or past due date for a flu shot, respirator fit test, or TB visit. The names of these direct reports will display along with their compliance status. To see all your direct reports and their compliance status at one time, use the search status option at the bottom of the page.

### How is Compliance status determined?

Compliance Status is determined based on the due date entered in ReadySet.

**(RECAP) ReadySet displays compliance status information on the screen for the employees who report directly to you.**

**Compliant (Green)** – **COMPLIANT** The direct report has complied with the requirements of the program and the due date is in the future.

**Due Next Month (Green)** – **DUE NEXT MONTH** The direct report's due date is "next month".

**Due Current Month (Yellow)** – **DUE CURRENT MONTH** The direct report's due date is "current month", usually the direct report's birth month.

**Due (Yellow)** – **DUE** The direct report's due date is in a "season" (for flu vaccinations). For example, Seasonal Flu vaccinations are usually given between Fall and Spring. Once the program is completed (e.g. vaccinated or declined), they will become "Compliant" until the next season. This scenario is indicating the direct report is due for flu vaccine (when the flu season begins).

**Non-Compliant (Red)** – **NON-COMPLIANT** The direct report's due date is in the past.

**Not in Program (Gray) – NOT IN PROGRAM**

This could mean that the person has not come through Occ. Health for a mask fit (Respirator Fit) or a QFT (TB) or it might mean that they did come in but we did not perform either one or both because we were not aware that it needed to be done. Solution: If your direct report needs to be in one of these programs please call 214-645-5300 to make an appointment. On the contrary, if your direct report should not be in the program identified please call 214-645-5300 to have them removed.

(See figure below). If you do not see an employee that belongs in your list of direct reports, check with HR to make sure you are listed as their supervisor in PeopleSoft HCM.

**Supervisor Summary - Employee Program Status**

Last Name	First Name	Badge No.	Due Date	Program	Job	Location	Status
McFly	Marty	BCE0009	12/03/2013	SEASONAL FLU		Learning Center 1	COMPLIANT
McFly	Marty	BCE0009		TB		Learning Center 1	NOT IN PROGRAM
McFly	Marty	BCE0009		RESPIRATOR FIT		Learning Center 1	NOT IN PROGRAM
Test	Babs		05/30/2015	RESPIRATOR FIT		Learning Center 1	COMPLIANT
Test	William	00001		TB		Learning Center 1	NOT IN PROGRAM
Test	Keesha			TB		Learning Center 1	NOT IN PROGRAM
Test	Leam			TB		Learning Center 1	NOT IN PROGRAM
Test				RESPIRATOR FIT	MANAGER	Learning Center 1	NOT IN PROGRAM
Test				RESPIRATOR FIT	M	Learning Center 1	NOT IN PROGRAM
Test				RESPIRATOR FIT		Learning Center 1	NOT IN PROGRAM
Test			01/04/2014	TB		Learning Center 1	NON-COMPLIANT
Test			01/03/2013	SEASONAL FLU		Learning Center 1	COMPLIANT
Test	Babs		11/18/2014	TB		Learning Center 1	COMPLIANT
Test				RESPIRATOR FIT		Learning Center 1	DUE - CURRENT MONTH
Test				SEASONAL FLU	MANAGER	Learning Center 1	ERROR IN RESULTS
Test				SEASONAL FLU	M	Learning Center 1	NON-COMPLIANT
Test				SEASONAL FLU		Learning Center 1	NON-COMPLIANT
Test				SEASONAL FLU		Learning Center 1	NON-COMPLIANT
Test			12/03/2013	SEASONAL FLU		Learning Center 1	NON-COMPLIANT
test	john			SEASONAL FLU		Learning Center 1	NON-COMPLIANT
test	john			RESPIRATOR FIT		Learning Center 1	NOT IN PROGRAM
test	kellylearn			RESPIRATOR FIT		Learning Center 1	NOT IN PROGRAM
test	john			TB		Learning Center 1	NOT IN PROGRAM
test	kellylearn			TB		Learning Center 1	NOT IN PROGRAM

## Season Flu Compliance:

My Health **Supervisor** User Settings

**Compliance**

Search Results - Compliance Results are updated nightly. Allow 24 hours for recent activity to appear.

Last Name	First Name	Badge No.	Due Date	Program	Job	Location	Status
McFly	Mary	BCE0009	12/03/2013	SEASONAL FLU		Learning Center 1	COMPLIANT
McFly	Mary	BCE0009		TB		Learning Center 1	NOT IN PROGRAM
McFly	Mary	BCE0009		RESPIRATOR FIT		Learning Center 1	NOT IN PROGRAM
Test	Babs		05/30/2015	RESPIRATOR		Learning Center 1	COMPLIANT
Test	William	00001		TB		Learning Center 1	NOT IN PROGRAM
Test	Keesha			TB		Learning Center 1	NOT IN PROGRAM
Test	Leam			TB		Learning Center 1	NOT IN PROGRAM
Test	William	00001		RESPIRATOR		Learning Center 1	NOT IN PROGRAM
Test	Keesha			RESPIRATOR		Learning Center 1	NOT IN PROGRAM
Test	Leam			RESPIRATOR		Learning Center 1	NOT IN PROGRAM
Test	John		03/31/2014	TB		Learning Center 1	NON-COMPLIANT
Test	Babs		12/03/2013	SEASONAL FLU		Learning Center 1	COMPLIANT
Test	Babs		11/18/2014	TB		Learning Center 1	COMPLIANT
Test	John			RESPIRATOR FIT		Learning Center 1	DUE - CURRENT MONTH
Test	William	00001	12/03/2013	SEASONAL FLU	MANAGER	Learning Center 1	ERROR IN RESULTS
Test	Keesha		12/03/2013	SEASONAL FLU	M	Learning Center 1	NON-COMPLIANT
Test	Leam		12/03/2013	SEASONAL FLU		Learning Center 1	NON-COMPLIANT
Test	John		12/03/2013	SEASONAL FLU		Learning Center 1	NON-COMPLIANT
test	kellyleam		12/03/2013	SEASONAL FLU		Learning Center 1	NON-COMPLIANT
test	john		12/03/2013	SEASONAL FLU		Learning Center 1	NON-COMPLIANT

Seasonal Flu dates will all show the same dates, since they are annual programs.

These programs have been created in ReadySet by an Axion Implementation Manager.

Search: Last Name, First Name, Badge No., Due Date, Program, Job, Location, Status, Due - Current Month, Non

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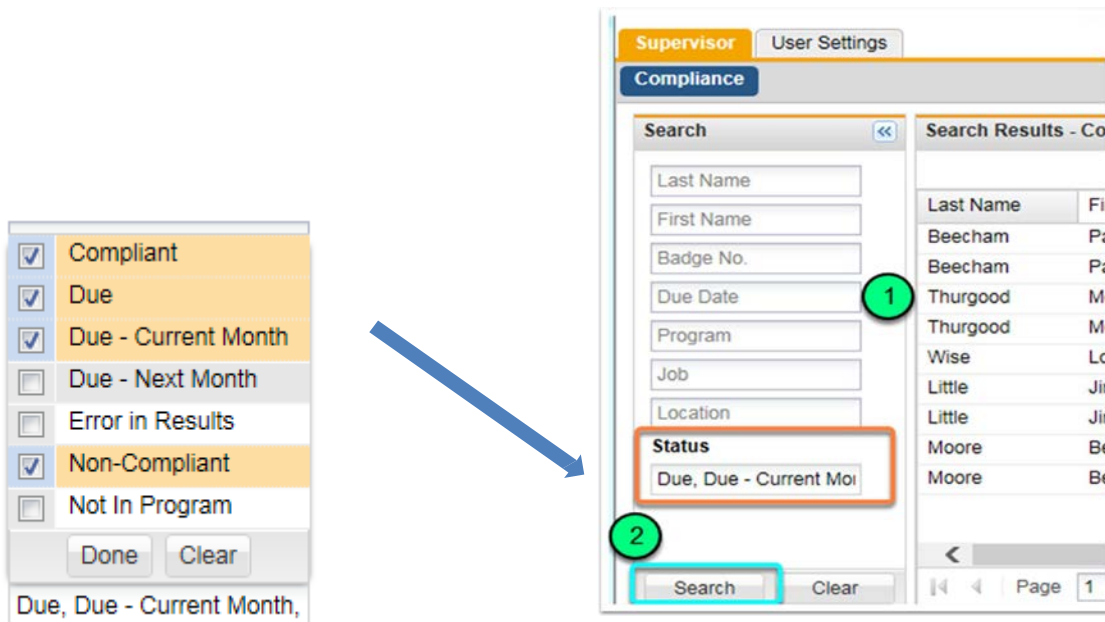
### Checking employee compliance:

1. Use the Search panel, shown in the example below, to view Compliance Status based on any of the following Search criteria:

- Worker Name - You can also limit the employees you want to display in the Supervisor Portal view. You can choose to only see a single employee by typing in their first or last name, or badge number (note that this is not the employee ID).
- Badge Number
- Due Date (month)
- Program Type - You can choose to see a particular "Program", for example the TB program, by typing in TB in the program field.
- Status (Compliant/Non-Compliant, Not In Program, Due-Current Month)

## Searching By Status Categories

- Choose any field, enter ID information or make choices from a drop down list, for searching (1), and then click on the Search field to bring back the results (2)



Last Name	Fi
Beecham	Pz
Beecham	Pz
Thurgood	M
Thurgood	M
Wise	Lc
Little	Jir
Little	Jir
Moore	Be
Moore	Be

You can limit your search results to viewing a particular Status. For example, only viewing everyone who is DUE-CURRENT MONTH. These status filter choices appear in a drop down list when you select "Status" in the search fields. In this example, four statuses will be included in the employee search. Check the statuses you want to view, click Done to secure the search list, and then click Search at the bottom of the search fields (2).

## Frequently Asked Questions (FAQ)

**Q:** I am a Manager, but my employees report to my supervisor in PeopleSoft. How can I see my employees' compliance?

**A:** You (the manager) will only be able to see compliance for employees who report directly to you in PeopleSoft. If you would like to see other employees' compliance in your department you will need to go to their supervisor and have that supervisor look under their **Supervisor** tab in Readyset.

**Q:** Are the same compliance rules that are used for Respirator and TB used for Flu vaccinations?

**A:** No. The "Seasonal Flu End Date" determines seasonal Flu compliance.

**Q:** The direct report shown on the **Supervisor** page is incorrect. What should I do?

**A:** Check with your HR PeopleSoft system administrator to verify that the **Supervisor** is listed correctly in PeopleSoft. Once the changes are made in PeopleSoft, the data feed will update ReadySet in 24 hours. .

**Q:** How often is the **Supervisor** compliant list updated?

**A:** Nightly

**Q:** How are employees notified of their upcoming TB compliance screening?

**A:** Employees will receive an email from ReadySet about a week prior to their birth month to let them know they are due, along with the steps they need to take to become compliant. They will also receive a mid-month reminder email. The direct supervisor is copied on these emails. NOTE: Currently there is not an email sent to the employee for respiratory fit compliance but the employee can have this updated in Occ. Health along with their TB compliance appointment.

**Q:** What is my responsibility?

**A:** Supervisors are responsible and accountable for ensuring their direct reports receive their testing when they are due. A list of noncompliant employees is forwarded to Employee Relations by Occ. Health the first of the month following the employee's due date.