

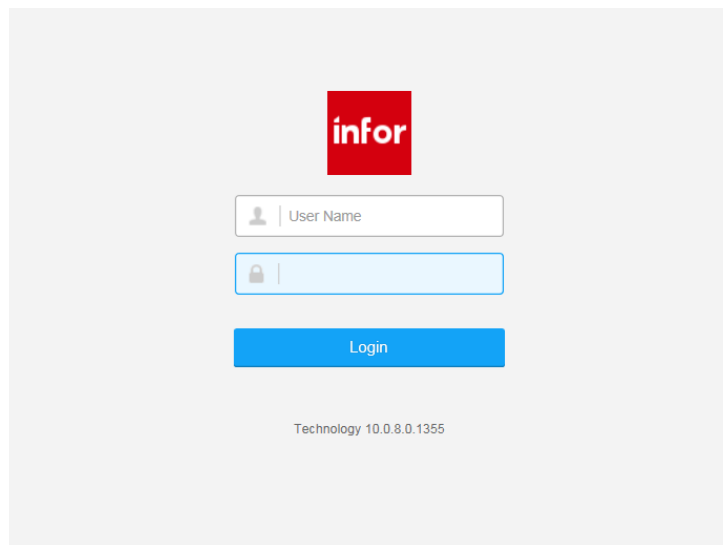
Upstate leader flu compliance report instructions

Upstate based leaders can access the flu shot compliance report in Lawson by following the below instructions. The report is updated daily. There is a 48-72 hour delay from when the flu shot is administered and when the record is updated in the system.

Email EmployeeHealth.Upstate@PrismaHealth.org with questions.

To access Lawson:

- Begin on the home page of Plexus
- Select eNet
- Log in to eNet with your network information



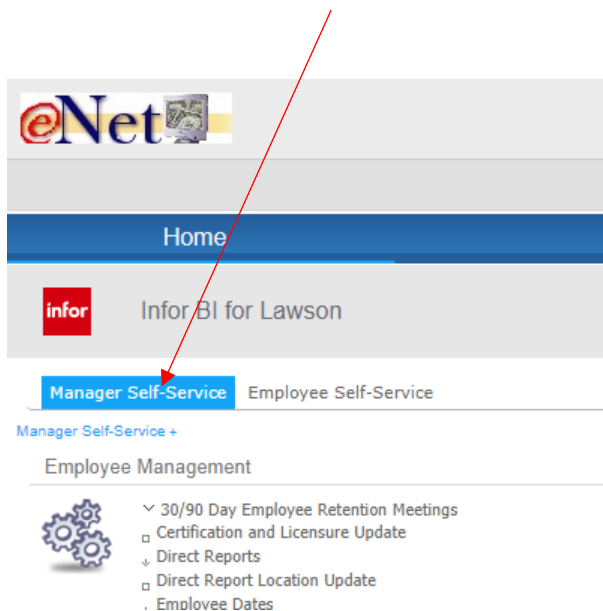
infor

User Name

Login

Technology 10.0.8.0.1355

Once logged in, if you aren't automatically routed to Manager Self-Service, select the tab on the top left.



The flu shot reports are found under the HR Management Reports section of Manager Self-Service.

HR Management Reports



- Annual Service Awards
- Birthday List
- Compliance - Employee Evaluations
- Compliance - Licensure Report
- Compliance - Past Due PPDs
- Compliance - Supervisor Audit Overview
- Employee Budget Information
- Flu Vaccine Audit
- Flu Vaccine Exemptions
- Health Plan Eligibility Audit
- Market Adjustments
- MVR Approved GHS Drivers
- Nursing Competency Hours
- Open Enrollment Audit
- Position Control Report
- PTO Hours Report
- Respiratory Fit Testing
- RN Education Report



The *Flu Vaccine Audit*, displays any team member who has not had a flu shot completed for the current flu season. Team members who have completed their flu shot will not be listed.

Outstanding Flu Vaccines

October 25, 2019

The following employees do not have an influenza vaccination on record for the 2019-2020 flu season. For questions related to the influenza vaccine, please call the Prisma Health-Upstate Flu Line at 454-2FLU. Due to volume issues, you will be directed to leave a message, but a staff member from Employee Health & Wellness should respond to your inquiry by the next business day.

Supervisor	Employee	Job Title	Hos / Dept	Employment Status
Direct Reports				
DUMBLEDORE, ALBUS	HARRY POTTER	STUDENT	10101 / 9008	ACTIVE FULL-TIME
DUMBLEDORE, ALBUS	HERMIONE GRANGER	LEAD STUDENT	10101 / 9008	ACTIVE FULL-TIME
DUMBLEDORE, ALBUS	RON WESLEY	STUDENT	10101 / 9008	ACTIVE FULL-TIME

The *Flu Vaccine Exemption* report displays any team member with an active flu shot exemption. These team members have been approved to not receive a flu shot.

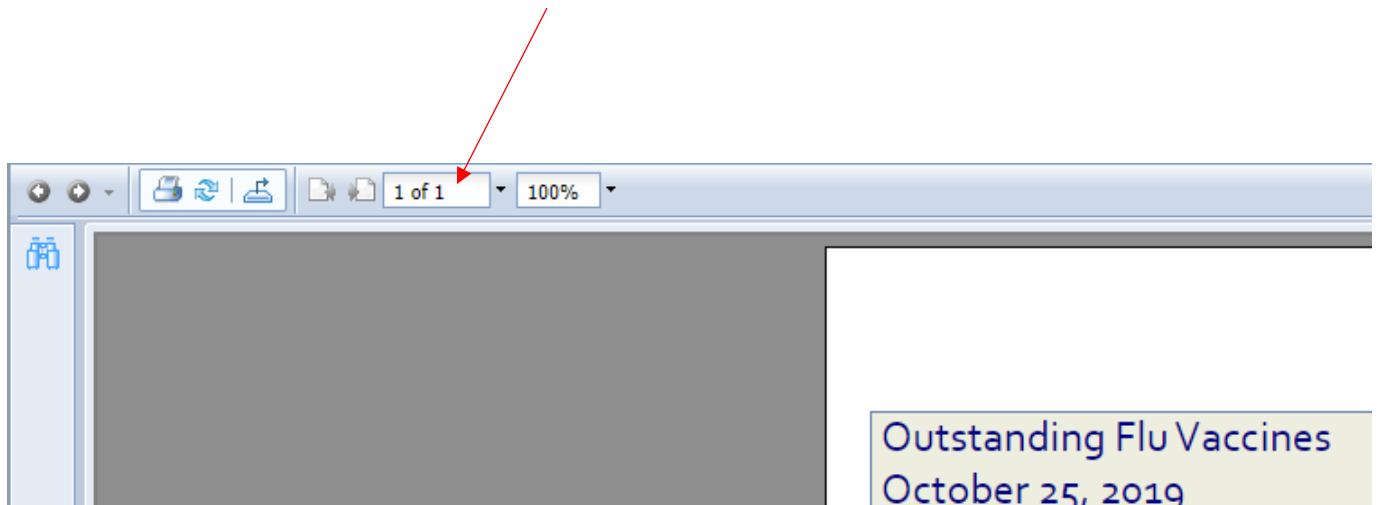
Flu Vaccine Exemptions

October 25, 2019

The following employees have received an exemption from the influenza vaccination requirement. Per Prisma Health-Upstate Policy S-106-10, employees who work in clinical settings or patient care areas and receive an exemption are required to wear a face mask while on duty throughout the influenza season (as determined by the Infection Prevention department). Please contact your HR Manager if you have any questions on the policy or exemption.

Supervisor	Employee	Job Title	Hos / Dept	Employment Status
Direct Reports				
DUMBLEDORE, ALBUS	SEVERUS SNAPE	PROFESSOR - POTIONS	21596 / 9501	ACTIVE FULL-TIME

Notice on the top left corner of both reports, the page numbers are listed as "1 of 1+" or "2 of 2+". If you have multiple direct reports, you may have multiple pages to review. Select the arrows to the left of this page listing to navigate between pages.



Reports can be exported by clicking the following icon.

