Employee Remote Status Application Quick Reference Guide

The Employee Remote Status application was developed for HR and HR contacts to check and update an employee’s remote status for COVID-19 testing in accordance with university policy. The following quick reference guide assists HR and HR Contacts in accessing the application and updating employee’s remote status.

General questions regarding the university policy should be directed to the Division of Human Resources. If you are having issues logging in, please call the IT Service Desk at 803-777-1800.

Logging In

1. Open the Employee Remote Status application at [https://www.sc.edu/remotestatus](https://www.sc.edu/remotestatus).
2. Enter your UofSC Network Username and password to log in.

Updating an Employee’s Remote Status

Upon logging in, you will see all employees for whom you are listed as their HR Contact. Each row will include Employee Name, USCID, Employee Class, Department Number, HR Department Name, HR Contact Name, 100% Remote Only status, Notes, History of status updates, and Last Modified.

1. Check/uncheck **100% Remote Only** checkbox beside the employee you would like to change. Changes get saved automatically.
   - Checked = Employee is working 100% remotely AND to the best of your knowledge will not be on campus for any recreational or other activities
   - Unchecked = Employee is working on campus OR will be on campus for any activity
2. Continue updating other employee’s status OR **Logout** application.
Navigating the Employee Remote Status application

Remote Status Filter

The Remote Status Filter allows you to view your employees by

- Yes (Checked = 100% Remote)
- No (Unchecked = On-campus)

Class Filter

The Class Filter allows you to view your employees by Employment Class. The available employment classes are: External Dual (DLE), Full Time Equivalent (FTE), Research Grant Position (RGP), Student (STU), Temporary Faculty (TFC), Time Limited (TML), and Temporary Staff (TSF).

Keyword Search Filter

The Keyword Search Filter allows you to search your list by Employee Name, USCID, Department Number, or HR Contract. Simply begin typing your search and the list is automatically filtered.

Exporting the Employee Remote Status

You can export the data. The export includes HRID, USCID, First Name, Middle Name, Last Name, Employee Class, HR Contact USCID, Manager First Name, Manager Middle Name, Manager Last Name, Department Number, Department Name, Remote Status (1=Yes, 0=No).

1. Click the Export Records link in the upper right corner
2. Open the CSV file from downloads.

Checking the History of the Employee Remote Status

You can check the history of an employee’s remote status. This log will display all changes to status with time stamp and username of the individual

1. Click the Hourglass icon beside the employee.
2. Click Close.

Adding Notes to the Employee Remote Status

You can add notes regarding the employee’s remote status.

1. Click the Notes icon beside the employee.
2. Enter the notes.
3. Click Create Note or Update Note.