

Quick Reference: ReadySet for Supervisors

ReadySet is an Employee Health System (EHS). It will contain employee health specific data as managed by our Employee Health department at NCH.

Logging On

You can access ReadySet from home and work.

1. Open your internet browser
2. Enter <http://readysset.nationwidechildrens.org>
You can also select the link if you are viewing this page on your computer
3. Enter the same **User Name** and **Password** you use on your Nationwide Children's computer

View Your Employee's Compliance

The Supervisor tab allows supervisors to check the compliance status of their staff for Flu, TB, and Respirator Fit programs.

1. Select the **Supervisor** tab
If the **Supervisor** tab is not present, contact the IS Support Center
2. Check the **Status** column for the compliance status
 - **NONCOMPLIANT**: If the compliancy deadline has passed the 30---day limit
 - **DUE**: If the compliancy deadline is within the next 30 days
 - If a worker or program is not listed, they are either compliant or not enrolled in the program

NOTE

If you have the wrong direct reports showing up or the supervisor tab is not present, contact the IS Support Center
If your staff has misspelled names or incorrect data, contact HR

My Health **Supervisor** User Settings

Compliance

Search << **1** Results - Compliance Results are updated nightly. Allow 24 hours for recent activity to appear **2** Print ▾

Last Name	First Name	Badge No.	Due Date	Program	Job	Status	Employment Status
Preplacement	Jon	jontest	09/16/2016	TB		COMPLIANT	
Test	Babs	838133	11/02/2016	TB	STAFF	COMPLIANT	
Test	Kellylearn	790624	11/30/2015	SEASONAL FLU		ERROR IN RESULTS	Active
Test99	Barbara		11/30/2015	SEASONAL FLU	STAFF	NON-COMPLIANT	Active
McFly	Marty	BCE0009	11/30/2015	SEASONAL FLU		NON-COMPLIANT	Active
McFly	Marty	BCE0009	12/03/2015	RESPIRATOR FIT		NON-COMPLIANT	Active
Firefighter	John	lfirefighter	11/30/2015	SEASONAL FLU	MANAGER	NON-COMPLIANT	Active

Search Specific Information

The supervisor tab will display information about employees due in the current or next months or are non-compliant. You may use the search panel on the left to change the information that is displayed.

- In the **Status** area at the bottom of the search panel, uncheck the box next to the information you do not want to apply to the new filter
 An example may be unchecking the **Due – Current Month** and **Due – Next Month** check boxes to view all employees regardless of their Due date.
- Select the item you would like to use to limit your results if you would like to limit the number of employees in the view

You may select:

- Last Name
- First Name
- Badge No.
- Due Date
- Program
- Job
- Location

- Enter the information in the text box that appears

An example may be entering an employee's last name in the **Last Name** field to find a specific Employee.

- Select **Search**

The screenshot displays the 'Compliance' search results page. On the left, the search panel includes fields for Last Name, First Name, Badge No., Due Date, Program, Job, and Location. The 'Status' section has checkboxes for 'Compliant', 'Due', 'Due - Current Month', 'Due - Next Month', 'Error in Results', 'Non-Compliant', and 'Not in Program'. The 'Compliant' checkbox is checked and highlighted with a red box labeled '1'. The main table shows search results with columns: Last Name, First Name, Badge No., Due Date, Program, Job, Status, and Employment Status. The 'First Name' column is highlighted with a red box labeled '2'. The table contains 18 rows of data, including entries for 'Preplacement', 'Test', 'Test99', 'McFly', 'Firefighter', 'Test', 'Preplacement', 'Test', 'Test', 'Testsix', 'Testsix', 'Testsix', 'Test', 'Test99', and 'Test99'. The status of these entries varies, with some being 'COMPLIANT' (green) and others 'NON-COMPLIANT' (red) or 'NOT IN PROGRAM' (grey).