



Quick Reference Guide Supervisor Incident Entry

Introduction:

This is a quick reference guide to **submit incident and injury detail reports in iPeople**.

Contact:

If you are unable to log in, contact the **Technology Support Center (TSC)**:

Phone: (309) 438-HELP (4357)

Email: supportcenter@illinoisstate.edu

Website: Help.IllinoisState.edu

Log In:

To sign in to iPeople, go to hcm.illinoisstate.edu. Once there, click the **sign in using Central Login** link. Then, you will be prompted to log in with your ULID and password.

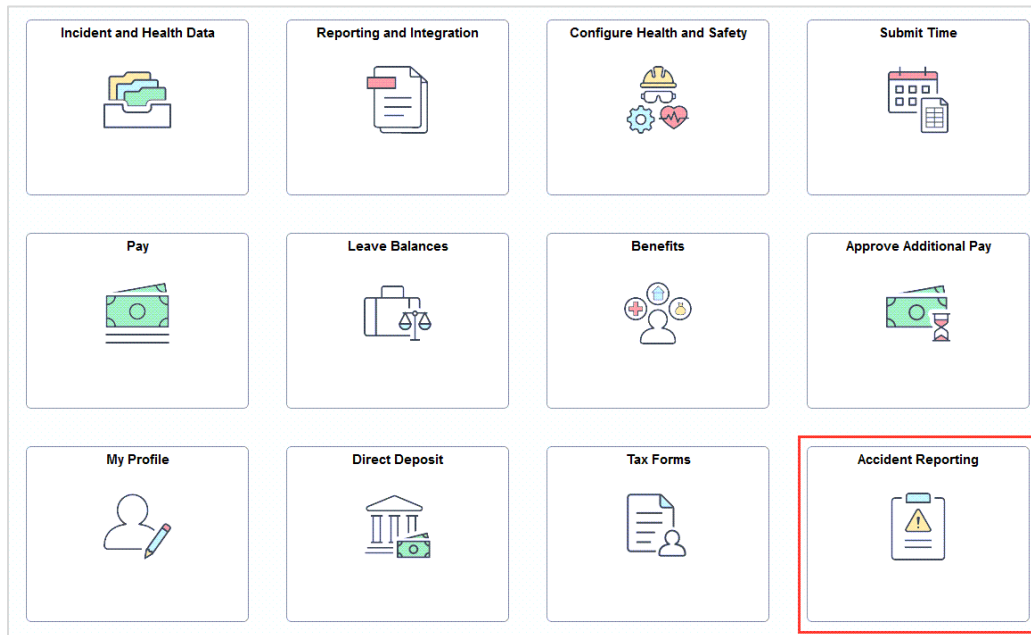
Once you log in, the options on your screen will depend on your security access.



Incident Details

Navigate:

1. After logging in, your homepage will open. Click the **Accident Reporting** tile.



2. This will automatically open the **Incident Details** page.

ISU Accident Reporting

Incident Details

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Search Criteria

Incident Number begins with

Incident Type =

Incident Date =

Reported To Empl ID begins with

Reported By Empl ID begins with

Reported By Non-Empl ID begins with

Non-employee Name begins with

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)



Add a New Value:

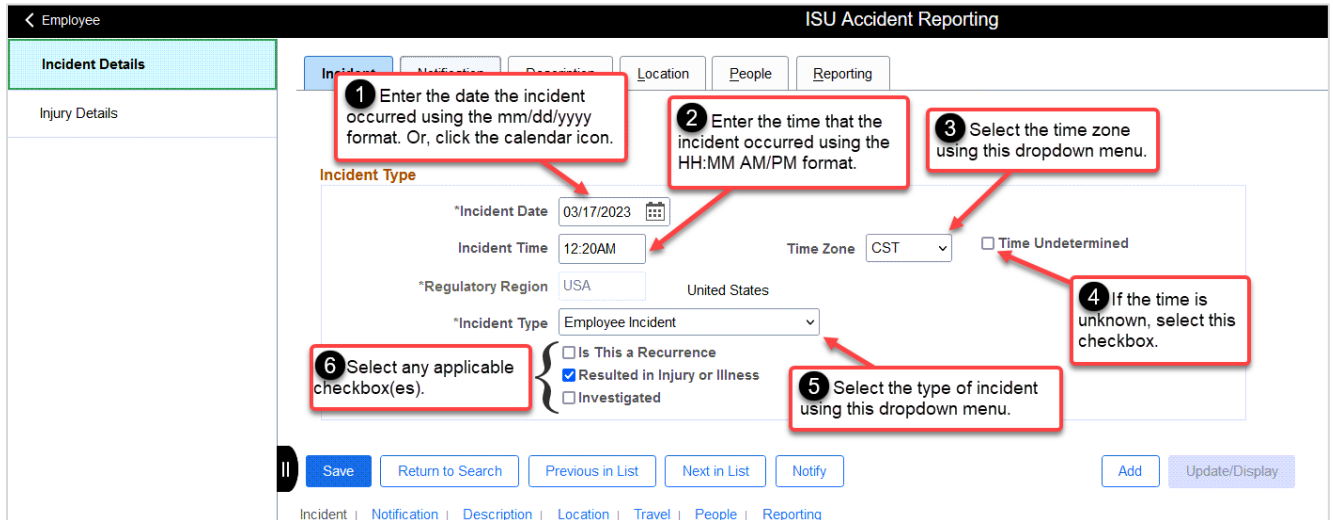
Click the **Add a New Value** tab. The Incident Number will first be displayed as all zeroes. Click the **Add** button.

After a minimum amount of information is entered, the system will allow the incident details to be saved. Then, the incident number will be generated.

Complete Each Tab:

Complete the fields in each tab: **Incident**, **Notification**, **Description**, **Location**, and **People**. Fill out all tabs **except** for the **Reporting** tab.

Incident Tab:



1 Enter the date the incident occurred using the mm/dd/yyyy format. Or, click the calendar icon.

2 Enter the time that the incident occurred using the HH:MM AM/PM format.

3 Select the time zone using this dropdown menu.

4 If the time is unknown, select this checkbox.

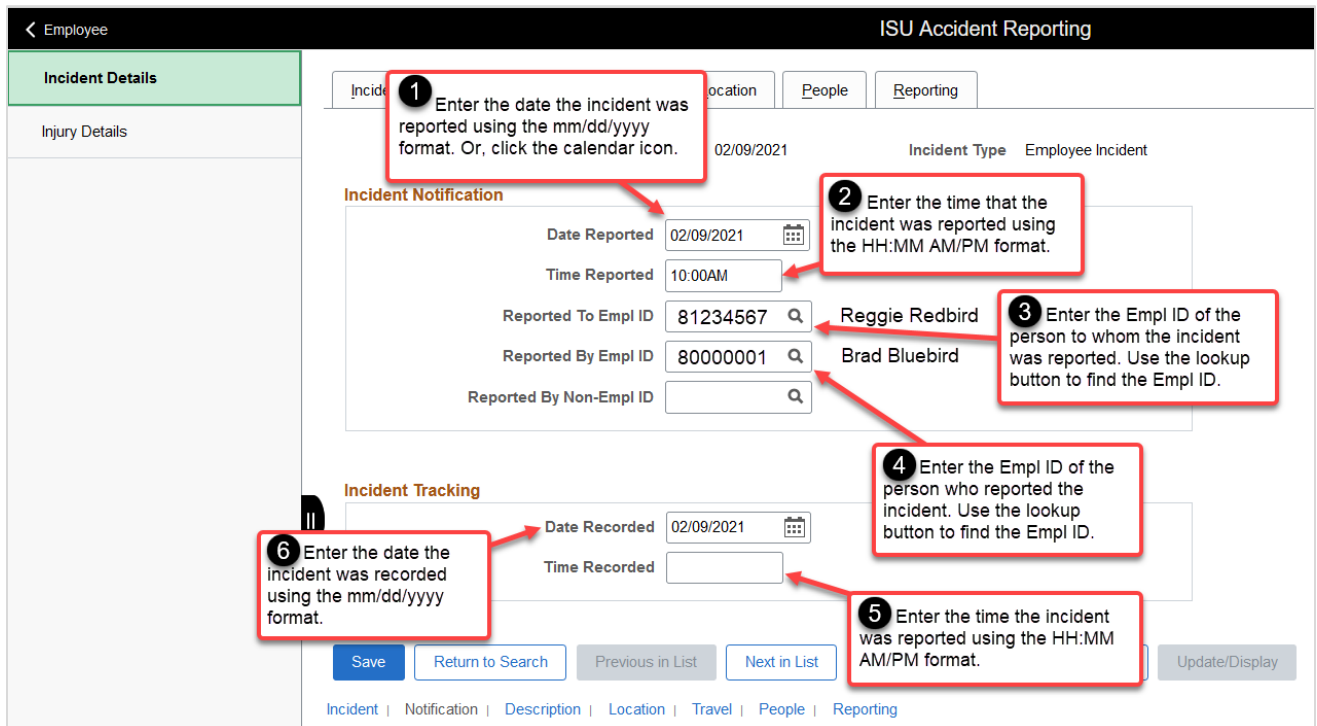
5 Select the type of incident using this dropdown menu.

6 Select any applicable checkbox(es).

Incident Date: 03/17/2023
 Incident Time: 12:20AM
 Time Zone: CST
 Time Undetermined
 *Regulatory Region: USA
 *Incident Type: Employee Incident
 Is This a Recurrence
 Resulted in Injury or Illness
 Investigated

***Note:** A space is **NOT** required between the time and the AM/PM distinction. For example: “10:30AM,” not “10:30 AM.”

Notification Tab:



1 Enter the date the incident was reported using the mm/dd/yyyy format. Or, click the calendar icon.

2 Enter the time that the incident was reported using the HH:MM AM/PM format.

3 Enter the Empl ID of the person to whom the incident was reported. Use the lookup button to find the Empl ID.

4 Enter the Empl ID of the person who reported the incident. Use the lookup button to find the Empl ID.

5 Enter the time the incident was reported using the HH:MM AM/PM format.

6 Enter the date the incident was recorded using the mm/dd/yyyy format.

Date Reported: 02/09/2021
 Time Reported: 10:00AM
 Reported To Empl ID: 81234567 (Reggie Redbird)
 Reported By Empl ID: 80000001 (Brad Bluebird)
 Reported By Non-Empl ID: [lookup]
 Date Recorded: 02/09/2021
 Time Recorded: [lookup]

***Note:** A space is **NOT** required between the time and the AM/PM distinction. For example: “10:30AM,” not “10:30 AM.”

Description Tab:

ISU Accident Reporting

Incident | Notification | **Description** | Location | People | Reporting

Incident Number [] Date 02/09/2021 Incident Type Employee Incident

Dangerous Occurrence

Code []

Description

Employee tripped on a box and sprained ankle.

Enter a description of the incident.

Save Return to Search Previous in List Next in List Notify Add Update/Display

Incident | Notification | Description | Location | Travel | People | Reporting

Location Tab:

ISU Accident Reporting

Incident | Notification | Description | **Location** | People | Reporting

Incident Number [] Date 02/09/2021 Incident Type Employee Incident

Incident Location Data

Occurred on Employer Premises

Location Set ID ILSTU

Location ISU

Establishment ID ILSTU

Illinois State University

[View Address](#)

Building/Space Name Julian Hall

Room Location display name 0123-OFFICE, ADMINISTRATIVE

Exact Location NEAR THE DOOR

194 characters remaining

1 Location Set ID: This is a static field that should not be changed. ILSTU is the default.

Location: Choose the location in this field. The chosen location will feed into the choices in the Building and Room fields.

Establishment ID: This is a static field that should not be changed. ILSTU is the default.

2 Choose the building and space name.

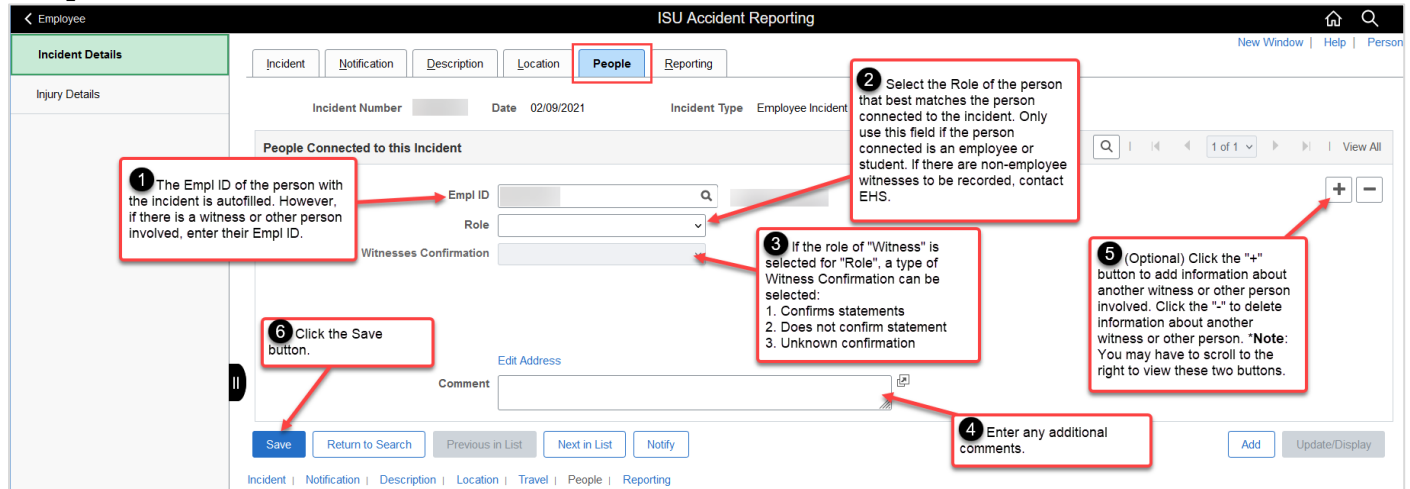
3 Choose the room location display name.

4 Enter the exact location of the incident in the building and room.

Save Return to Search Previous in List Next in List Notify Add Update/Display

Incident | Notification | Description | Location | Travel | People | Reporting

People Tab:



The screenshot shows the 'People' tab in the ISU Accident Reporting system. The interface includes a navigation bar with tabs for Incident, Notification, Description, Location, **People**, and Reporting. The main content area is titled 'People Connected to this Incident' and contains the following fields and controls:

- Empl ID:** A text input field with a search icon. Callout 1: 'The Empl ID of the person with the incident is autofilled. However, if there is a witness or other person involved, enter their Empl ID.'
- Role:** A dropdown menu. Callout 2: 'Select the Role of the person that best matches the person connected to the incident. Only use this field if the person connected is an employee or student. If there are non-employee witnesses to be recorded, contact EHS.'
- Witnesses Confirmation:** A dropdown menu. Callout 3: 'If the role of "Witness" is selected for "Role", a type of Witness Confirmation can be selected: 1. Confirms statements 2. Does not confirm statement 3. Unknown confirmation'
- Comment:** A text area with an 'Add Address' icon. Callout 4: 'Enter any additional comments.'
- Buttons:** '+', '-', 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'. Callout 5: '(Optional) Click the "+" button to add information about another witness or other person involved. Click the "-" to delete information about another witness or other person. *Note: You may have to scroll to the right to view these two buttons.'
- Callout 6:** 'Click the Save button.'

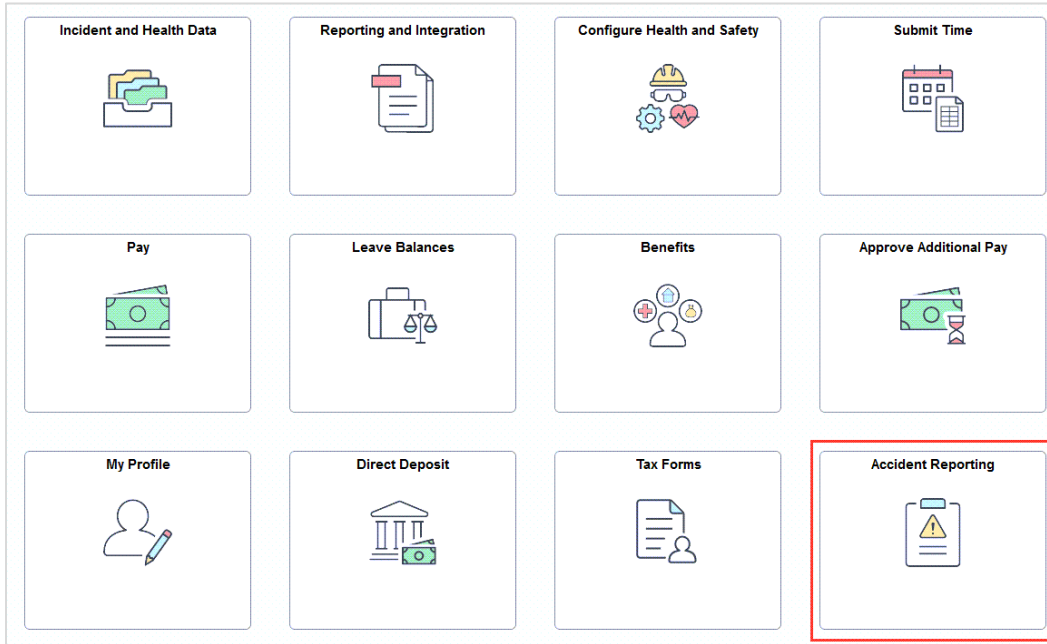
After completing all the necessary fields in this tab, click the **Save** button to save your changes.

After entering information into the incident details report, navigate to the **Injury Details** report page to fill out the report and link it to the incident details report that was just completed.

To learn how to enter information into the injury details report, scroll down to the "Injury Details" section.

Editing the Incident Details Report

1. Click the **Accident Reporting** tile.



2. This will automatically open the **Incident Details** page.

< Employee
ISU Accident Reporting

Incident Details

Injury Details

Incident Details

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
Add a New Value

Search Criteria

Incident Number begins with

Incident Type =

Incident Date =

Reported To Empl ID begins with Q

Reported By Empl ID begins with Q

Reported By Non-Empl ID begins with Q

Non-employee Name begins with

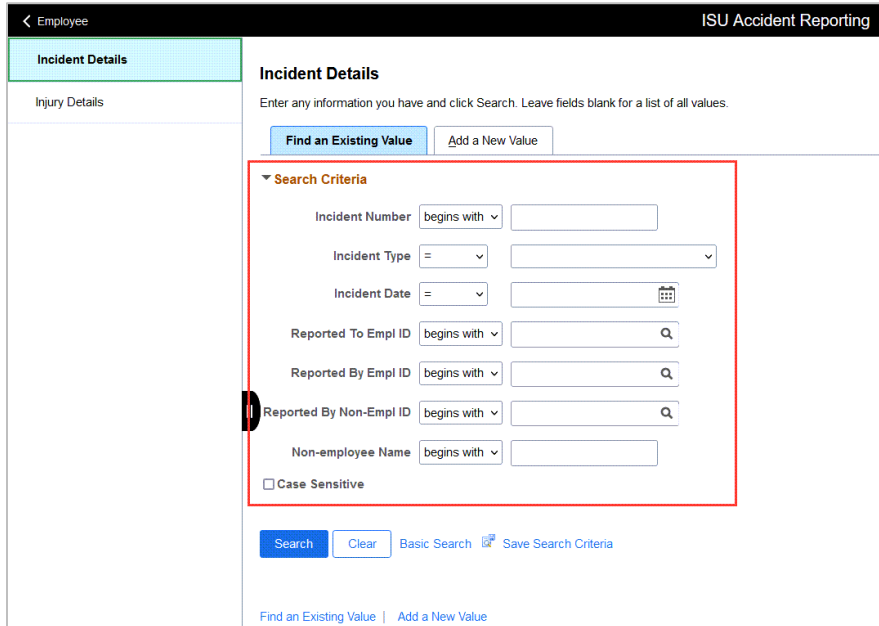
Case Sensitive

Search
Clear
Basic Search
Save Search Criteria

Find an Existing Value | Add a New Value

Search:

Search for the incident to update using the search fields in the **Find an Existing Value** tab.



ISU Accident Reporting

Employee >

Incident Details

Injury Details

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

Incident Number begins with []

Incident Type = []

Incident Date = []

Reported To Empl ID begins with []

Reported By Empl ID begins with []

Reported By Non-Empl ID begins with []

Non-employee Name begins with []

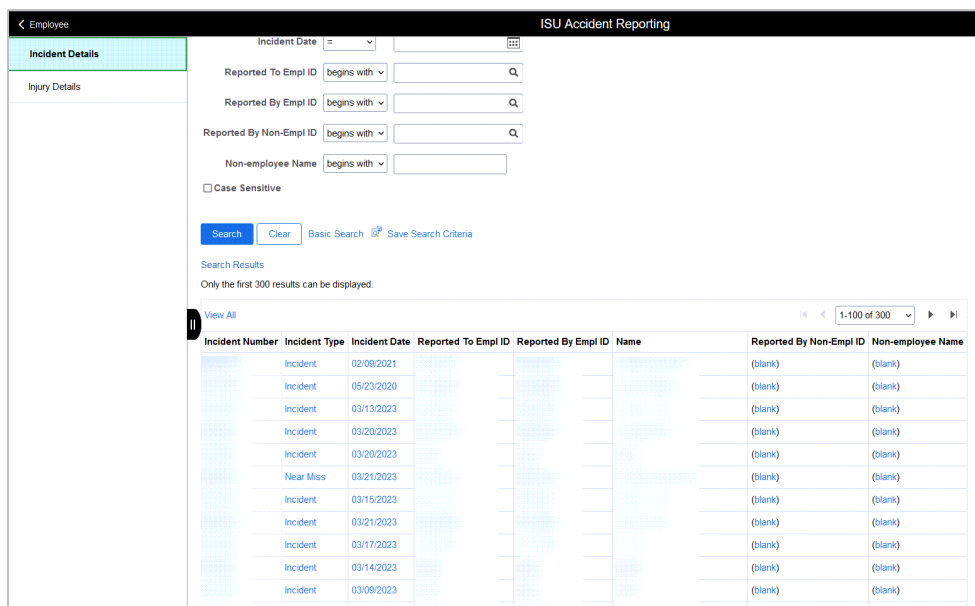
Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

[Find an Existing Value](#) | [Add a New Value](#)

Search and Select:

A list of incidents will appear in the **Search Results** field. Click on the row of the incident to edit.



ISU Accident Reporting

Employee >

Incident Date = []

Reported To Empl ID begins with []

Reported By Empl ID begins with []

Reported By Non-Empl ID begins with []

Non-employee Name begins with []

Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

Search Results

Only the first 300 results can be displayed.

View All | 1-100 of 300

Incident Number	Incident Type	Incident Date	Reported To Empl ID	Reported By Empl ID	Name	Reported By Non-Empl ID	Non-employee Name
	Incident	02/09/2021				(blank)	(blank)
	Incident	05/23/2020				(blank)	(blank)
	Incident	03/13/2023				(blank)	(blank)
	Incident	03/20/2023				(blank)	(blank)
	Incident	03/20/2023				(blank)	(blank)
	Near Miss	03/21/2023				(blank)	(blank)
	Incident	03/15/2023				(blank)	(blank)
	Incident	03/21/2023				(blank)	(blank)
	Incident	03/17/2023				(blank)	(blank)
	Incident	03/14/2023				(blank)	(blank)
	Incident	03/09/2023				(blank)	(blank)



Edit and Save:

Update this page with any edits or changes as needed. Once completed, click the **Save** button to save your changes.

< Employee ISU Accident Reporting

Incident Details | Incident | Notification | Description | Location | Travel | People | Reporting

Injury Details

Incident Number

Incident Type

*Incident Date

Incident Time Time Zone Time Undetermined

*Regulatory Region United States

*Incident Type

Is This a Recurrence
 Resulted in Injury or Illness
 Investigated

Incident | Notification | Description | Location | Travel | People | Reporting



Injury Details

Navigate:

Navigate to the **Injury Details** page. This will link to the **Incident Details** report that was just completed.

In the upper left of the screen, click **Injury Details**.

The screenshot shows the 'Incident Details' page with the 'Injury Details' tab selected in the left sidebar. The main content area has three tabs: 'Injury', 'Description', and 'Details'. The 'Injury' tab is active. The form displays the following information:

- Incident Number: [Redacted]
- Date: 02/09/2021
- Incident Type: Employee Incident
- Person Involved: [Search icon] | 1 of 1 | View All
- Empl ID: [Redacted] | Empl Record: 0
- Date of Death: [Redacted]
- Gender: Female
- Employee Data at Incident Date:
 - Business Unit: ILSTU | Illinois State University
 - Department: 09020000 | Janitorial
 - Job Code: 004502 | Building Service Worker
 - Location: ISU | Illinois State University | Active
- Notification - This Person:
 - Date Reported: 02/09/2021
 - Time Reported: 10:00AM | CST

Buttons at the bottom: Save, Return to Search, Previous in List, Next in List, Notify.

Complete Each Tab:

Complete the fields in each tab: **Injury**, **Description**, and **Details**.

This screenshot is identical to the previous one, but with a red box highlighting the 'Injury', 'Description', and 'Details' tabs at the top of the main content area. Below the form, a breadcrumb trail is visible: Injury | Description | Statements | Details | 1st Aid | Diagnoses | Work-Related | Reporting.



Injury Tab:

ISU Accident Reporting

Employee

Incident Details

Injury Description Details

Incident Number [] Date 02/09/2021 Incident Type Employee Incident

Person Involved [] 1 of 1 View All

1 The Empl ID is auto-filled with the Empl ID of the linked Incident Details report.

Empl ID [] Date of Death [] Empl Record 0 [] Gender Female

3 These fields will be auto-filled based on the value in the Empl Record field.

Employee Data at Incident Date

Business Unit	ILSTU	Illinois State University
Department	09020000	Janitorial
Job Code	004502	Building Service Worker
Location	ISU	Illinois State University

Active

4 Enter the date that the injury was reported using the MM/DD/YYYY format. Alternatively, use the calendar icon to select the date.

Notification - This Person

Date Reported 02/09/2021 []

6 Enter the time the injury was reported using the HH:MM AM/PM format.

Time Reported 10:00AM [] CST []

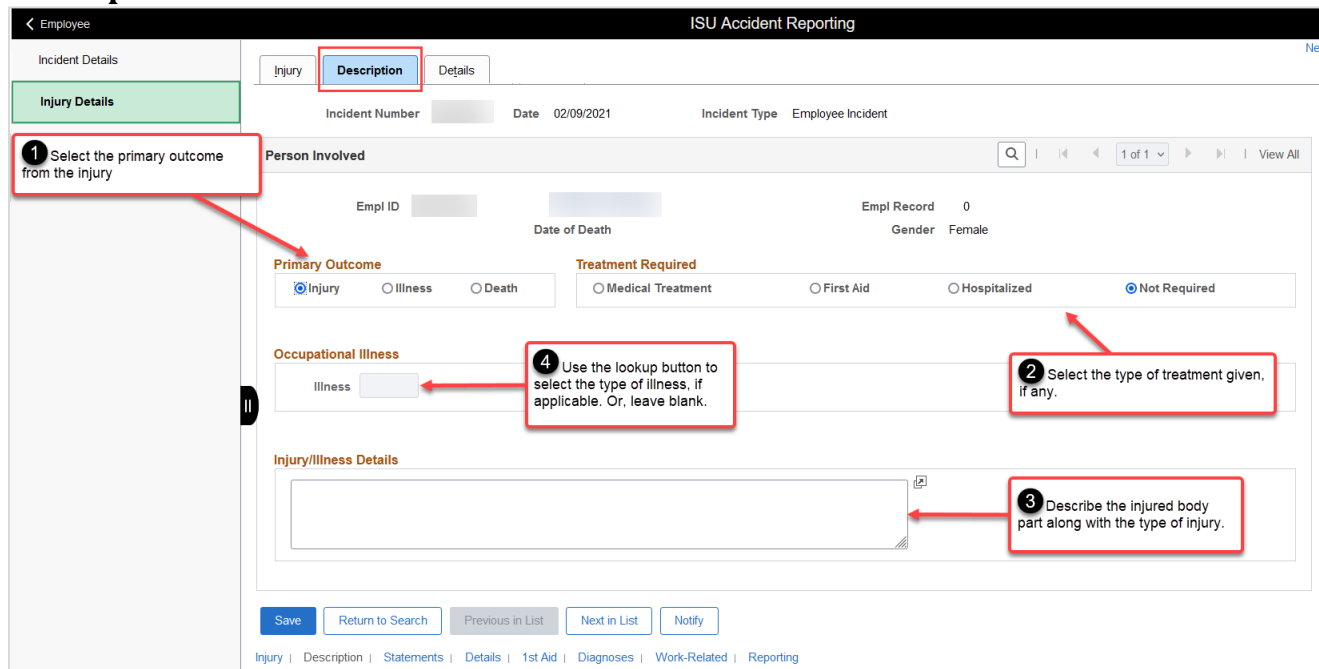
5 Use the dropdown menu to select the time zone.

2 Click in this field to auto-fill the Business Unit, Department, Job Code, and Location. If the employee has a secondary University position and the incident was not experienced during the primary job, click the lookup button and select the correct position.

Save Return to Search Previous in List Next in List Notify

Injury | Description | Statements | Details | 1st Aid | Diagnoses | Work-Related | Reporting

Description Tab:



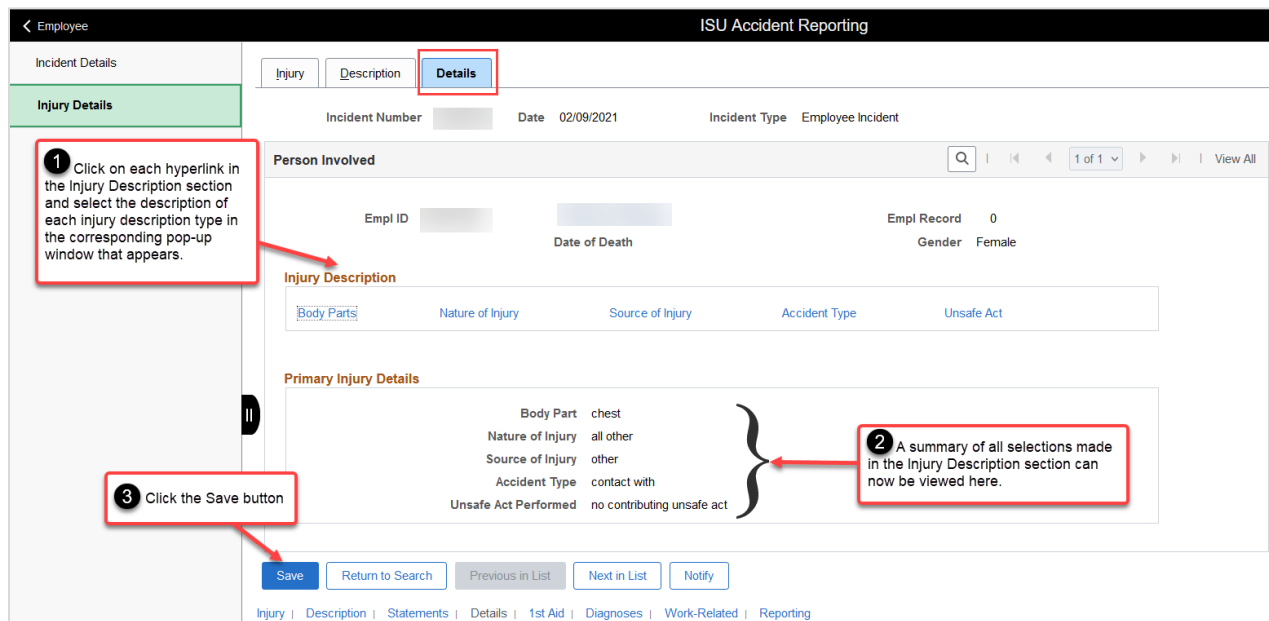
1 Select the primary outcome from the injury

2 Select the type of treatment given, if any.

3 Describe the injured body part along with the type of injury.

4 Use the lookup button to select the type of illness, if applicable. Or, leave blank.

Details Tab:



1 Click on each hyperlink in the Injury Description section and select the description of each injury description type in the corresponding pop-up window that appears.

2 A summary of all selections made in the Injury Description section can now be viewed here.

3 Click the Save button

Body Parts	Nature of Injury	Source of Injury	Accident Type	Unsafe Act

Primary Injury Details	
Body Part	chest
Nature of Injury	all other
Source of Injury	other
Accident Type	contact with
Unsafe Act Performed	no contributing unsafe act

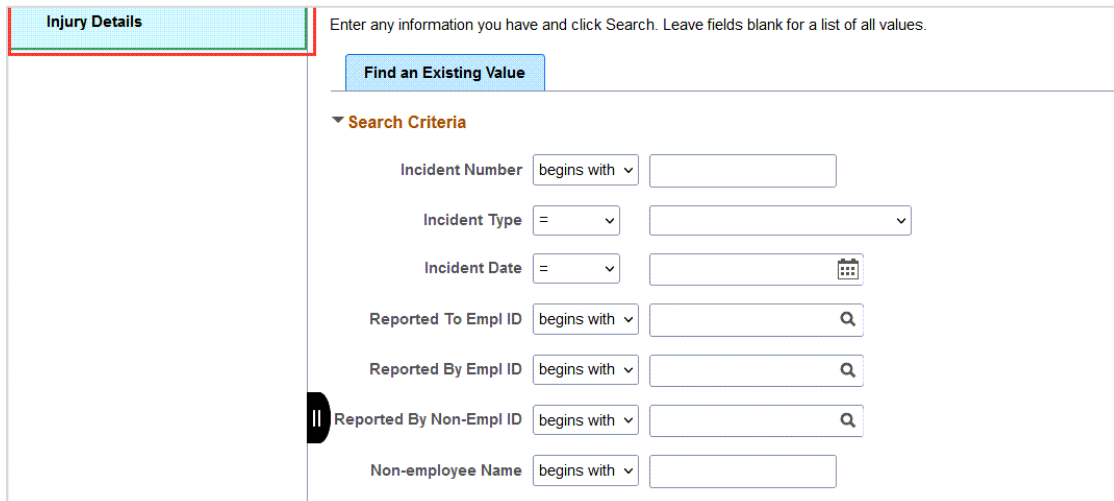
The supervisor incident entries have now been completed. Additionally, a report has been submitted to the proper EHS representative.

Editing the Injury Details Report

If an **Injury Details** report needs to be edited or updated after being saved, follow these next steps.

Navigate:

In the upper left of the screen, click **Injury Details**.



Injury Details


Enter any information you have and click Search. Leave fields blank for a list of all values.


Find an Existing Value


▼ **Search Criteria**


Incident Number begins with

Incident Type =

Incident Date = 

Reported To Empl ID begins with 

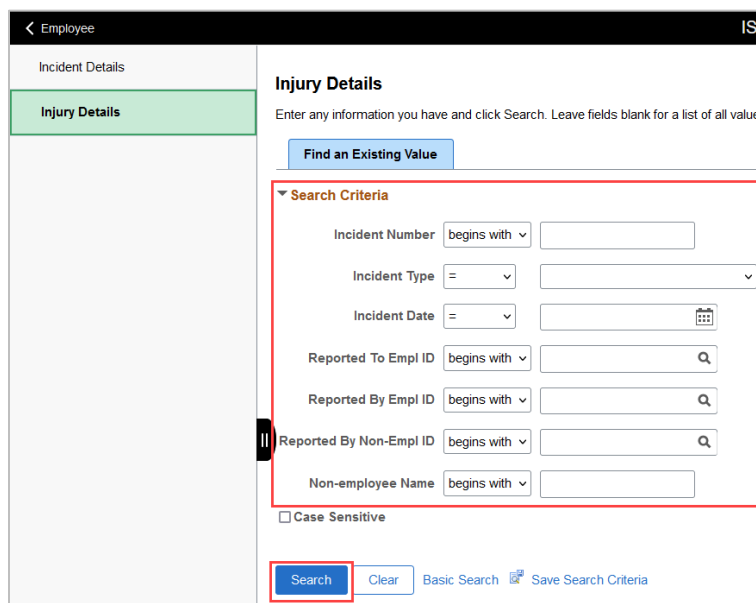
Reported By Empl ID begins with 

Reported By Non-Empl ID begins with 

Non-employee Name begins with

Search:

Search for the incident that to update using the search fields in the **Find an Existing Value** tab. Then, click the **Search** button.



Employee ISU

Incident Details

Injury Details


Enter any information you have and click Search. Leave fields blank for a list of all values.


Find an Existing Value


▼ **Search Criteria**


Incident Number begins with

Incident Type =

Incident Date = 


Reported To Empl ID begins with 

Reported By Empl ID begins with 

Reported By Non-Empl ID begins with 

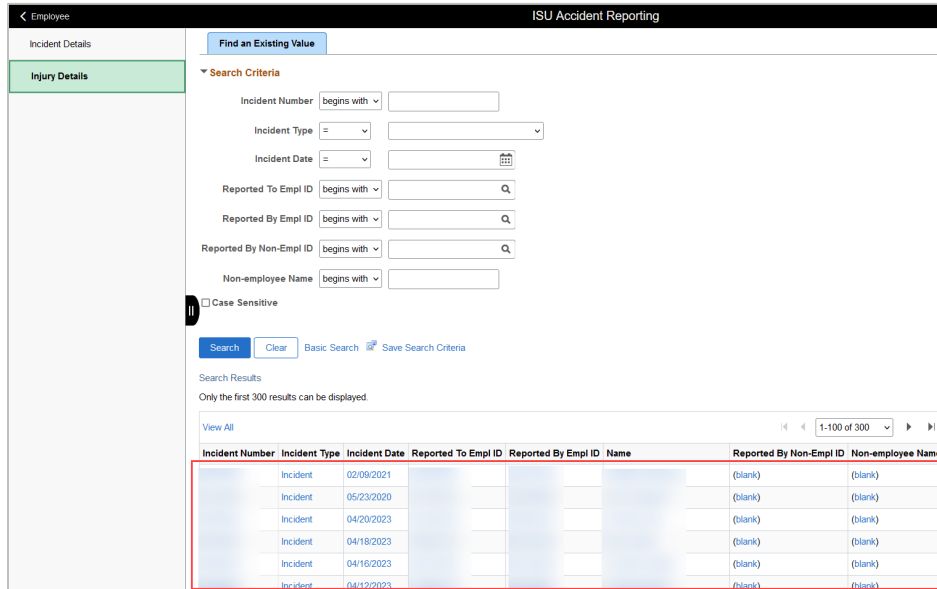
Non-employee Name begins with

Case Sensitive

Search Clear Basic Search  Save Search Criteria

Search and Select:

A list of incidents will appear in the **Search Results** field. Click on the row of the incident to edit. This will open the incident's page.



ISU Accident Reporting

Find an Existing Value

Search Criteria

Incident Number begins with

Incident Type =

Incident Date =

Reported To Empl ID begins with

Reported By Empl ID begins with

Reported By Non-Empl ID begins with

Non-employee Name begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

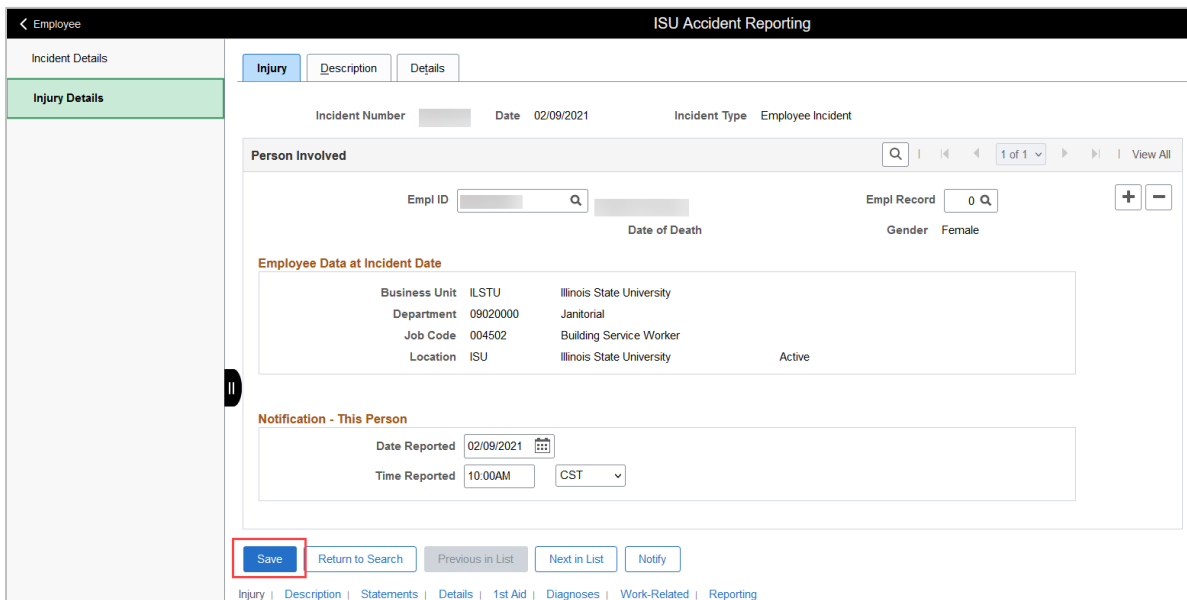
Only the first 300 results can be displayed.

View All 1-100 of 300

Incident Number	Incident Type	Incident Date	Reported To Empl ID	Reported By Empl ID	Name	Reported By Non-Empl ID	Non-employee Name
Incident	Incident	02/09/2021				(blank)	(blank)
Incident	Incident	05/23/2020				(blank)	(blank)
Incident	Incident	04/20/2023				(blank)	(blank)
Incident	Incident	04/18/2023				(blank)	(blank)
Incident	Incident	04/16/2023				(blank)	(blank)
Incident	Incident	04/12/2023				(blank)	(blank)

Edit and Save:

Update this page with any edits or changes as needed. Once completed, click the **Save** button to save your changes.



ISU Accident Reporting

Incident Details

Injury Description Details

Incident Number Date 02/09/2021 Incident Type Employee Incident

Person Involved 1 of 1 View All

Empl ID Empl Record 0

Date of Death Gender Female

Employee Data at Incident Date

Business Unit ILSTU Illinois State University

Department 09020000 Janitorial

Job Code 004502 Building Service Worker

Location ISU Illinois State University Active

Notification - This Person

Date Reported 02/09/2021

Time Reported 10:00AM CST

Save Return to Search Previous in List Next in List Notify

Injury | Description | Statements | Details | 1st Aid | Diagnoses | Work-Related | Reporting