Employee Incident Reporting on Peoplesoft
Occupational Injury Management (OIM)
When you should report an incident

An incident report is required for all workplace injuries, illnesses and exposures (e.g., blood and body fluid and animal exposures). Some examples include:

• sticking yourself with a needle after a procedure,

• falling while on the job, injuring your back, or

• getting a skin irritation from an exposure to something in your work environment.
Employee Incident Reporting has moved from STARS to Peoplesoft/Self Service

Advantages:

• Ease of Use

• Familiarity with Peoplesoft Self-Service

**Note: Employee Incident Reporting on STARS will be retired in June**
Peoplesoft Log On Screen
# Accident/Injury Entry

![](image)

**Self Service**
- Self Service
  - HR Service Center
  - Employee Benefits
  - Payroll
  - Training
  - Travel
- Employee Education Plan
- Influenza Vaccine Registration
- Identify
- Learning and Development
- Personal Information
- Payroll
- Personal Information
- Paid Time Off
- Personal Benefits
- Disability
- Personal Information
- Payroll
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Submitting an employee incident report on Peoplesoft

Occupational Accident Injury Reporting
Submitting an Incident Report on Peoplesoft
In Summary: How to report a work related injury or Illness

- Go to Peoplesoft Self Service [http://leo.cc.emory.edu](http://leo.cc.emory.edu)
- Select Accident/Injury Entry
- Complete Incident Report and submit
- OIM will contact the injured employee after submission