

Personal Data: Covid-19 Vaccination Verification via Desktop



This job aid details how to enter your Covid-19 Vaccination verification data into Workday via desktop access.

There are two steps to entering your verification:

- 1) Upload pictures of the front and back your Covid-19 Vaccine Card.
- 2) Enter the details of the Covid-19 vaccine you received into your **Profile**.



Note: Details regarding the exemptions can be downloaded or requested via the Office of Human Resources.

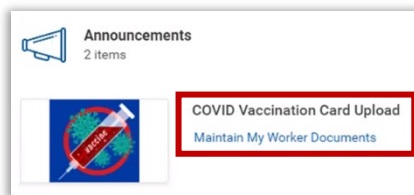
STEP 1: UPLOAD COVID-19 VACCINATION VERIFICATION

To upload the picture of your Covid-19 vaccination card into Workday using the desktop application, use the link provided in the **Announcement** section on your **Home Page**.

UPLOAD IMAGE OF YOUR COVID-19 VACCINATION CARD

From your **Home Page Announcement** section:

1. Click the link in the **Covid – Vaccination Card Upload** announcement.



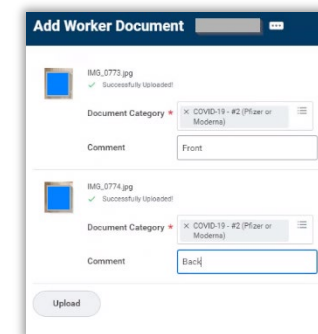
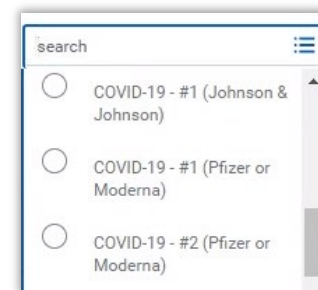
2. If the pop-up window appears, click **Add Documentation** below the graphic.

The **Maintain My Worker Documents** screen appears.

3. Click **Add**.
4. Attach pictures of the **front and back** of your vaccination card:
 - Drag and drop files into the **Attachments** box or Click **Select files** to navigate to the correct files to attach.
 - Click **Upload** to attach additional pictures as needed. (ex. back of card)

For each picture attached enter the following information:

5. Click **Document Category** and scroll to select the category:
 - *Please be sure to select the correct dose for the Pfizer or Moderna vaccine.*
 - *Be sure to select the same category for the front and back of the card.*
 - a. COVID-19 - #1 (Johnson & Johnson)
 - b. COVID-19 - **#1** (Pfizer or Moderna)
 - c. COVID-19 - **#2** (Pfizer or Moderna) You should also select this option if this is the first time uploading your documentation and you have already received the second dose.
6. **Description:** Enter **2021 COVID Vaccine Card: Front.** (or **Back**)
7. Click **Ok**.
8. The details of your submission are displayed. Click **Edit** or **Delete** the submission to modify information as needed.
9. Click **Done**.



STEP 2: ENTER COVID-19 VACCINATION INFORMATION

In this step you will enter the specific details of the COVID vaccination received into Workday using the desktop application.

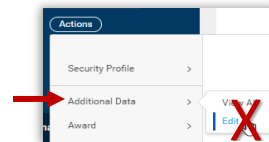
ENTER VACCINE INFORMATION IN YOUR PROFILE

From the **Home Page** navigate to your **Profile**:

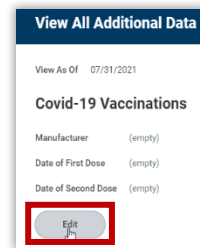
- Click your picture in the upper right corner of the **Home Page** then click **View Profile** or enter your name in the **Search** bar.

10. Click **Actions**  under your name and title.

11. Scroll the menu list to **Additional Data**. Important: **DO NOT** select the Edit option that appears when you hover over the Additional Data menu option.



12. Click **Additional Data**. The **View All Additional Data** screen appears.

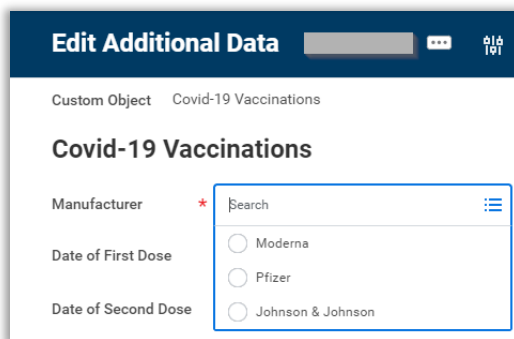



13. Click **Edit**.

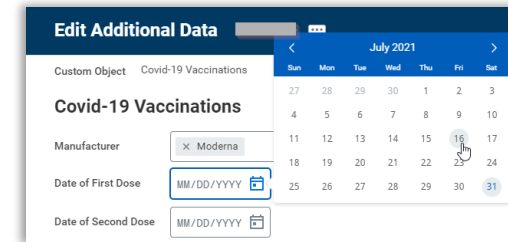
The **Edit Additional Data** screen appears. Here you can enter the COVID vaccine manufacturer and the date(s) you received the vaccine.

14. Complete the required fields:

- Manufacturer:** Click Prompt  to select the vaccine manufacturer from the drop-down list.



- Date of First Dose:** Enter or select date of first dose of the vaccination. Click **Calendar**  to select a date.



- Date of Second Dose:** Enter or select date of the second dose of the vaccination when received.



Note: The date for the second dose must be entered after it has been received. You can not enter a date in the future. Instructions on entering the second dose information separately after it has been received are below.

15. Click **OK**.

16. Click **Done**.

ADD SECOND DOSE INFORMATION ONCE RECEIVED

From the **Home Page** navigate to your **Profile**:

- Click your picture in the upper right corner of the **Home Page** then click **View Profile** or enter your name in the **Search** bar.

17. Follow Steps 10 through 13.

18. Click **Date of Second Dose** to enter or select date vaccination was received.

19. Click **OK**.

20. Click **Done**.