# Getting Started: Uploading Your Booster Vaccination Record

## Employee

### OVERVIEW

Worker \*

W

Below are the steps to upload your booster vaccination card in Workday. All vaccination records will be stored confidentially in Workday.

| UPLOAD YOUR BOOSTER VACCINATION CARD |  |  |  |  |  |
|--------------------------------------|--|--|--|--|--|
| 1.                                   | Select   | Select the Personal Information application. |  |  |  |
| 2.                                   | Click c  | k on Update Vaccination Data link.           |  |  |  |
|                                      | Ext  | ernal Links                                  |  |  |  |
|                                      |  | Update Vaccination Data                      |  |  |  |
| 3.                                   | Type your name in the Worker field and click OK. |  |  |  |  |
|                                      |  | Edit Worker Effective-Dated Custom Object    |  |  |  |
|                                      |  |  |  |  |  |

4. Use the calendar icon to enter today's date in the Effective Date field and click OK.

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 You will receive a 'You have submitted' confirmation with an Edit Additional Data button. Click on the blue Edit Additional Data button, or you can click on the Edit Worker Additional Data Event in your inbox.

| 5        | You have submitted       |                      |  |
|----------|--------------------------|----------------------|--|
|          | Up Next:<br>View Details | Edit Additional Data |  |
| $\frown$ | Edit Addition            | al Data              |  |
| orkday.  | EDUC                     | ATION                |  |

6. Using the calendar enter the date of your booster shot dose for the **Booster Shot Date** field.

| Update Vaccination Booster Information Edit Worker Additional Data Event:   | 01/06/2022 ••• | 1 Alert |  |  |  |  |  |
|---|----------------|---------|--|--|--|--|--|
| Custom Object COVID19 Vaccination Booster Data 50 second(s) ago - Effective 01/06/2022  |                |         |  |  |  |  |  |
| Instructions  |                |         |  |  |  |  |  |
| Worker Vaccination Booster Data   |                |         |  |  |  |  |  |
| Please fill out the fields of this form and submit  |                |         |  |  |  |  |  |
| Note  When you fill out the Booster Date and Submit, you will be asked to upload a scanned copy of your CDC Vaccination card or Booster Card as a next step. You will find an inbox item awaiting ac- tion once you submit this task. When you submit this task and complete uploading your CDC Card or Booster Card in the next step, your vaccination status in the Workday System will automatically change from 'I am Fully Vaccinated' to 'I am Fully Vaccinated and I have received my Booster Shot'. Please acknowledge this change by checking the Signature box in the below form. |                |         |  |  |  |  |  |
| COVID19 Vaccination Booster Data  |                |         |  |  |  |  |  |
| Signature *<br>Act:<br>Act:<br>Bit a calknowledge that, upon completion of this process, my vaccination status in the Workday system will change from 'I am fully Vaccinated' to 'I am fully Vaccinated and I have received my<br>Booster Shot:<br>Booster Shot: 12/17/2021   |                |         |  |  |  |  |  |

- 7. Please read and acknowledge the notes and click on the **Signature** check box and click **Submit**.
- You will receive a 'Success! Event submitted' confirmation with a Review Documents button. Part 2 starts by clicking the blue Review Documents button, or you can click on the Event in your inbox.

| Success! Event submitted |                  |  |  |  |  |
|--------------------------|------------------|--|--|--|--|
| Up Next:                 | Review Documents |  |  |  |  |
| View Details             |                  |  |  |  |  |
| Review Docum             | ents             |  |  |  |  |

9. You will now upload a copy of your CDC issued Booster

#### Uploading Your Booster Vaccination Record **Getting Started:**

Vaccination Card or other card/information indicating the date of your booster. Either drag and drop a copy of your vaccination card in the Drop files here or click the Select Files button to locate the document saved on your computer.



Note: Workday allows the following document types: GIF, IEF, JPG, PNG, TIFF, BMP, XWD and PDF.

- 10. Read and acknowledge the Signature Statement by selecting the l agree check box.
- 11. After verifying your document 
  Successfully Uploaded! click the Submit button.
- 12. You will see a 'You have submitted' confirmation.



You have submitted View Details

If you click View Details, you will see





workday.

Note: If you have submitted and still see the Edit Additional Data task in your inbox you can refresh your web browser.

**EDUCATION** 

Employee