

Overview:

This document explains how employees can add and view their vaccination status.

- The recommended browser for accessing Workday is Google Chrome. However, Mozilla Firefox and Apple Safari may also be used.
- For assistance or training using these procedures, email hr@findlay.edu

Icons referred to in this document



Add Row



Prompt



Related Actions



Required Field

PLEASE READ!

1. Under federal regulation, all employees are required to report their vaccination status and vaccination events (Dose or Booster) if applicable.
2. Each employee will complete the Add My Vaccination a minimum of one time and up to a maximum of three times.
3. Each vaccine event (Dose or Booster) will be reported separately and your vaccination card will need attached as an upload each time.
4. Please have your Vaccination Card saved to your computer or saved on your phone (if completing on a Mobile Device).
5. After reading the definitions below, proceed to the corresponding instructions.

Definitions:

Fully Vaccinated (Requires proof of vaccination):

- You have had the second dose in a 2-dose series, such as Pfizer-BioNTech or Moderna vaccines, or
- You have had your first dose in a single-dose vaccine, such as Johnson & Johnson Janssen vaccine.

Partially Vaccinated (Requires proof of vaccination):

- You have had only the first dose in a 2-dose series, such as the Pfizer-BioNTech or Moderna vaccines

Not Vaccinated:

- You have not yet had any doses of any COVID-19 vaccine.
- You have a vaccine scheduled in the future but have not yet had a single dose.

Workday allows for various ways to access “Add My Vaccination”. The instructions in this document will be using the Workday Inbox.

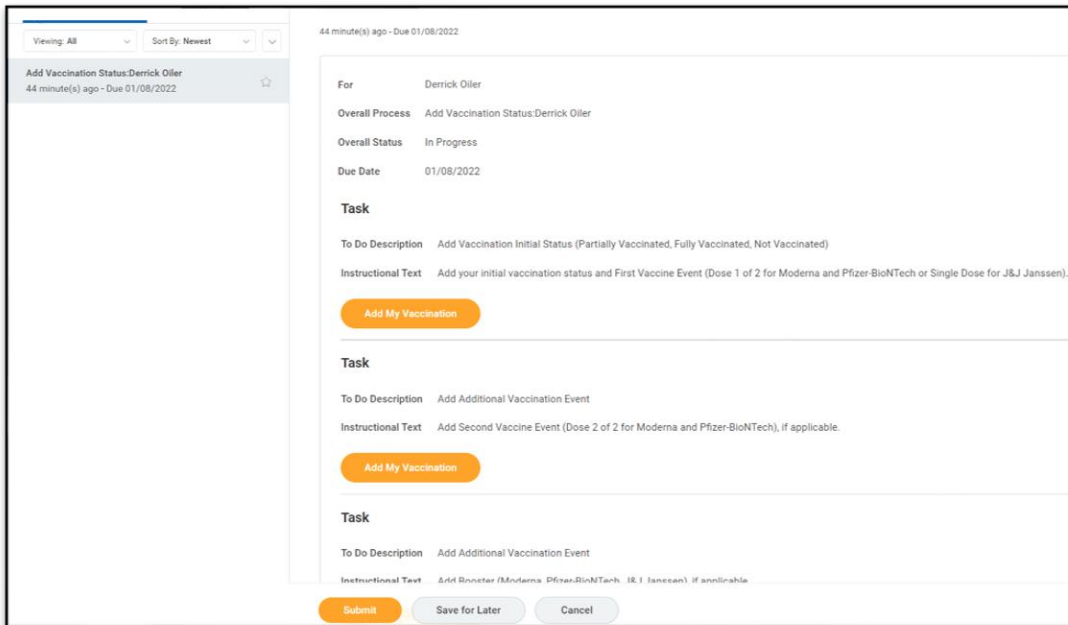
How to access Add My Vaccination	Description
Workday Inbox	A task to report up to three events have been generated to all employee Workday Inbox. Submit the Inbox item once all events have been reported.
Employee Profile	Access your employee photo>View Profile>Personal>Vaccinations>Add Vaccination
Search Bar	Enter “Add My Vaccination”

Fully Vaccinated (Requires proof of vaccination):

- You have had the second dose in a 2-dose series, such as Pfizer-BioNTech or Moderna vaccines, or
- You have had your first dose in a single-dose vaccine, such as Johnson & Johnson Janssen vaccine.

Notes:

- Fully Vaccinated individuals will complete the Add My Vaccination up to three times: First Vaccination Event and/or Second Vaccination Event for Pfizer and Moderna, and, if applicable a Booster Event.
1. From the Workday Inbox Task, navigate to the first Task:
To Do: Add Vaccination Initial Status (Partially Vaccinated, Fully Vaccinated, Not Vaccinated).
Instructions: Add your initial vaccination status and First Vaccine Event (Dose 1 of 2 for Moderna and Pfizer-BioNTech-BioNTech or Single Dose for J&J Janssen).
 2. Select **Add My Vaccination**



3. Select Vaccine Type: **Covid-19**
4. Select Vaccination Status: **Fully Vaccinated**
5. Select Vaccine Manufacturer
6. Select First Vaccine Event: **Moderna or Pfizer-BioNTech, select Dose 1 of 2 or J&J, select Single Dose**
7. From your Vaccination Card, enter the Date of the First Vaccine Event
8. Read the **Attestation** and Check **Confirm**

Add My Vaccination Derrick Oiler ⋮

Fully Vaccinated (Requires proof of vaccination):

- o You have had the second dose in a 2-dose series, such as Pfizer or Moderna vaccines, or
- o You have had your first dose in a single-dose vaccine, such as Johnson & Johnson Janssen vaccine.

Not Vaccinated:

- o You have not yet had any doses of any COVID-19 vaccine.
- o You have a vaccine scheduled in the future but have not yet had a single dose.

Partially Vaccinated (Requires proof of vaccination):

- o You have not yet had only the first dose in a 2-dose series, such as the Pfizer or Moderna vaccines

Vaccine Type *

Vaccination Status *

Vaccination Details

Vaccine

Vaccination Event Type


Vaccination Event Date *

Attestation I declare under penalty of perjury under the laws of the State of Ohio that the information above is true and correct.

Confirm *

9. Upload your Vaccination Card as an **Attachment**
10. Leave description blank
11. From the **Category** drop down menu, select **Add Vaccination** and **Submit**.

Attachments 🗑️

 Vaccine_Screenshot_Generate Task.jpg
✔ Successfully Uploaded!

Description

Category *

12. From the Workday Inbox Task, navigate to the second Task:
To Do: Add Additional Vaccine Event
Instructions: Add Additional Vaccine Event (Dose 2 of 2 for Moderna and Pfizer-BioNTech-BioNTech), if applicable.
13. Select **Add My Vaccination**.

14. Select Vaccine Type: **Covid-19**
15. Select Vaccination Status: **Fully Vaccinated**
16. Select Vaccine Manufacturer
17. Select First Vaccine Event: **Moderna or Pfizer-BioNTech, select Dose 2 of 2**
18. From your Vaccination Card, enter the Date of the Second Vaccine Event
19. Read the **Attestation** and Check **Confirm**
20. Upload your Vaccination Card as an **Attachment**
21. Leave description blank
22. From the **Category** drop down menu, select **Add Vaccination** and **Submit**.

If this completes your vaccination events, **Submit** the Workday Inbox Task.

If you have received a Booster:

1. From the Workday Inbox Task, navigate to the third Task:
To Do: Add Additional Vaccine Event
Instructions: Add Booster (Moderna, Pfizer-BioNTech-BioNTech, J&J Janssen), if applicable.
2. Select **Add My Vaccination**.
3. Select Vaccine Type: **Covid-19**
4. Select Vaccination Status: **Fully Vaccinated**
5. Select Vaccine Manufacturer
6. Select First Vaccine Event: **Booster**
7. From your Vaccination Card, enter the Date of the Booster Vaccine Event
8. Read the **Attestation** and Check **Confirm**
9. Upload your Vaccination Card as an **Attachment**
10. Leave description blank
11. From the **Category** drop down menu, select **Add Vaccination** and **Submit**

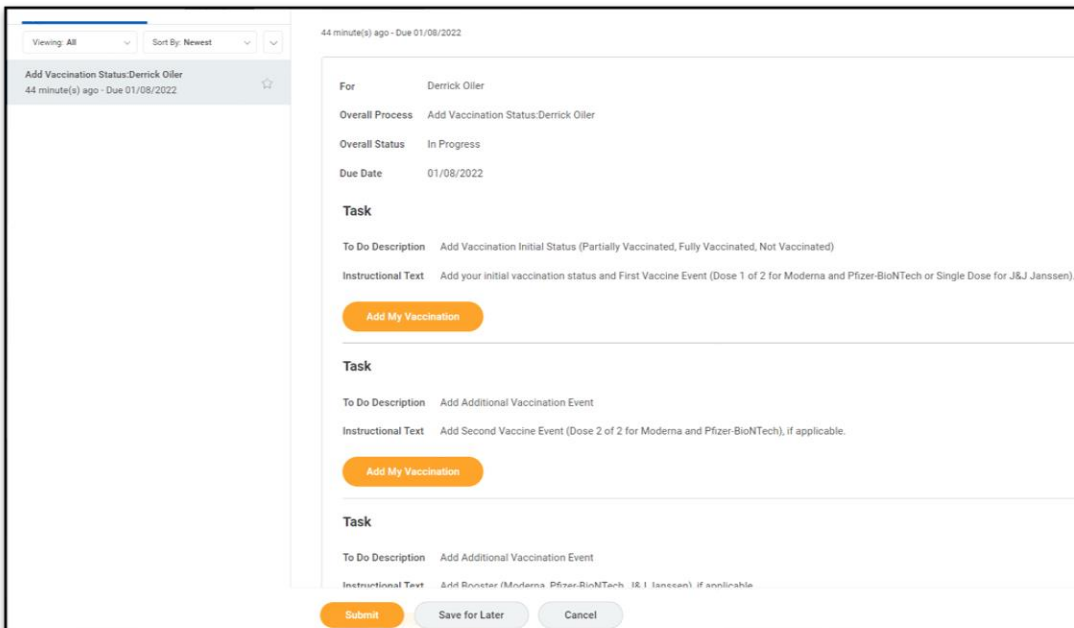
If this completes your vaccination events, **Submit** the Workday Inbox Task.

Partially Vaccinated (Requires proof of vaccination):

- You have had only the first dose in a 2-dose series, such as the Pfizer-BioNTech or Moderna vaccines

Notes:

- Complete Add My Vaccination 1 time, reporting Partially Vaccinated and complete the Questionnaire. After review by HR, an additional Inbox items will generate to report additional vaccine event, if applicable.
- From the Workday Inbox Task, navigate to the first Task:
To Do: Add Vaccination Initial Status (Partially Vaccinated, Fully Vaccinated, Not Vaccinated).
Instructions: Add your initial vaccination status and First Vaccine Event (Dose 1 of 2 for Moderna and Pfizer-BioNTech-BioNTech or Single Dose for J&J Janssen).
 - Select **Add My Vaccination**



Viewing: All | Sort By: Newest

44 minute(s) ago - Due 01/08/2022

Add Vaccination Status:Derrick Oller
44 minute(s) ago - Due 01/08/2022

For: Derrick Oller

Overall Process: Add Vaccination Status:Derrick Oller

Overall Status: In Progress

Due Date: 01/08/2022

Task

To Do Description: Add Vaccination Initial Status (Partially Vaccinated, Fully Vaccinated, Not Vaccinated)

Instructional Text: Add your initial vaccination status and First Vaccine Event (Dose 1 of 2 for Moderna and Pfizer-BioNTech or Single Dose for J&J Janssen).

Add My Vaccination

Task

To Do Description: Add Additional Vaccination Event

Instructional Text: Add Second Vaccine Event (Dose 2 of 2 for Moderna and Pfizer-BioNTech), if applicable.

Add My Vaccination

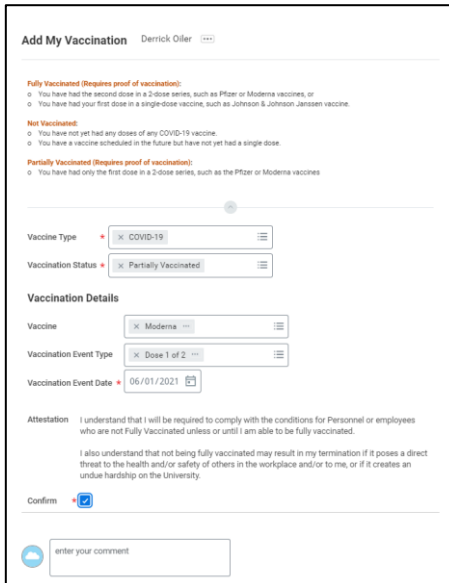
Task

To Do Description: Add Additional Vaccination Event

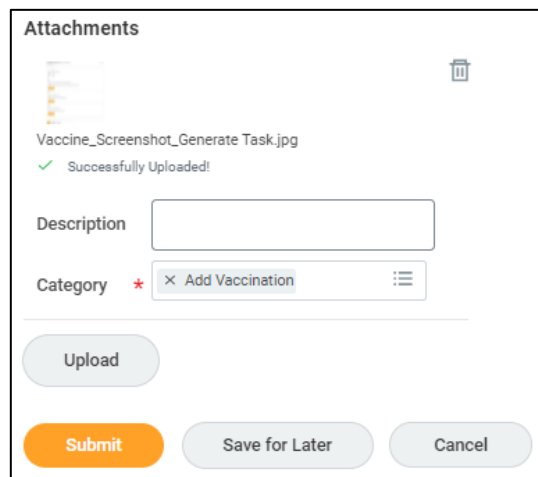
Instructional Text: Add Booster (Moderna, Pfizer-BioNTech, & Janssen) if applicable.

Submit | Save for Later | Cancel

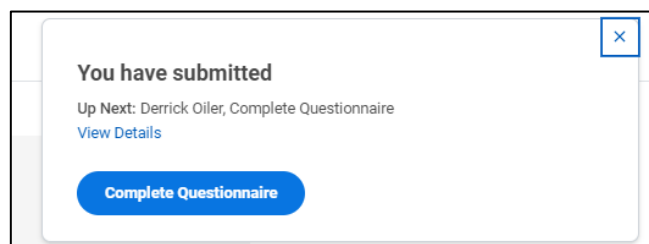
- Select Vaccine Type: **Covid-19**
- Select Vaccination Status: **Partially Vaccinated**
- Select Vaccine Manufacturer
- Select First Vaccine Event: **Moderna or Pfizer-BioNTech, select Dose 1 of 2**
- From your Vaccination Card, enter the Date of the First Vaccine Event
- Read the **Attestation** and Check **Confirm**



9. Upload your Vaccination Card as an **Attachment**
10. Leave description blank
11. From the **Category** drop down menu, select **Add Vaccination** and **Submit**.



12. A Questionnaire will generate, asking for additional information, select **Complete Questionnaire**



13. Questionnaire:

- a. Do you intend to be fully vaccinated for COVID-19? (Yes or No)
- b. If Yes, Have you scheduled a COVID-19 Vaccination?
 - i. If Yes, provide date and Submit Questionnaire
 - ii. If No, Submit Questionnaire
- c. If No, Are you a fully remote worker such that the vaccination requirement does not apply? (Yes or No)
 - i. Submit Questionnaire

Notes:

- If indicated on the questionnaire that you intend to be full Vaccinated, an Additional Task will generate to report Dose 2 of 2.
- If indicated on the questionnaire that you do not intend to be fully vaccinated, but at a later date choose to become fully vaccinated, use the Workday Search and enter “Add My Vaccination” or add a Vaccination Event from your Worker Profile (Access your employee photo>View Profile>Personal>Vaccinations).

If this completes your vaccination events, **Submit** the Workday Inbox Task.

Not Vaccinated

- You have not yet had any doses of any COVID-19 vaccine.
- You have a vaccine scheduled in the future but have not yet had a single dose.

Notes:

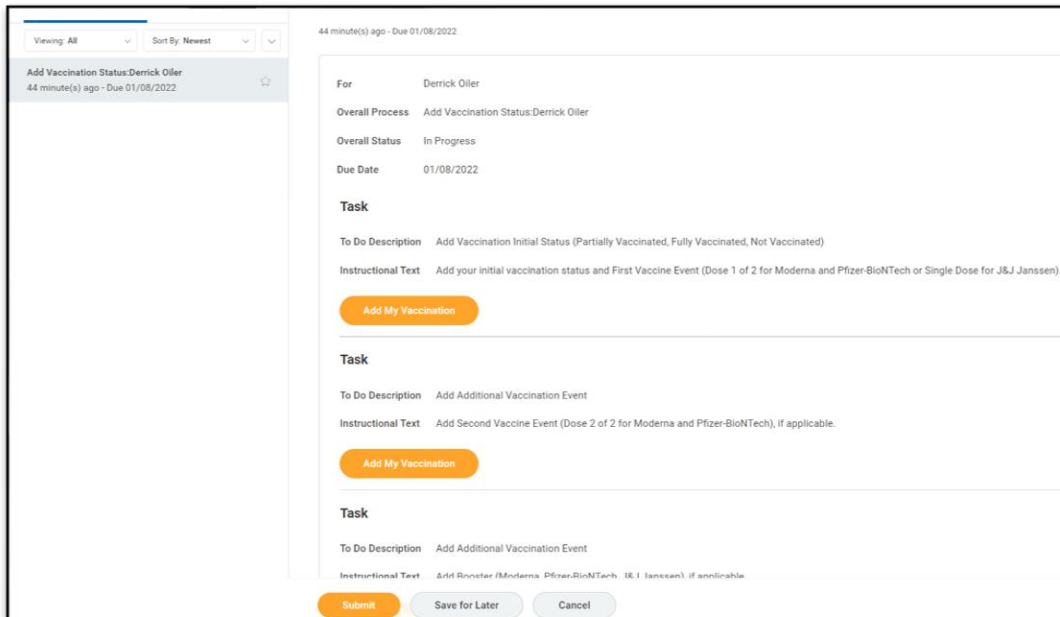
- Complete Add My Vaccination 1 time, reporting Not Vaccinated and complete the Questionnaire.

1. From the Workday Inbox Task, navigate to the first Task:

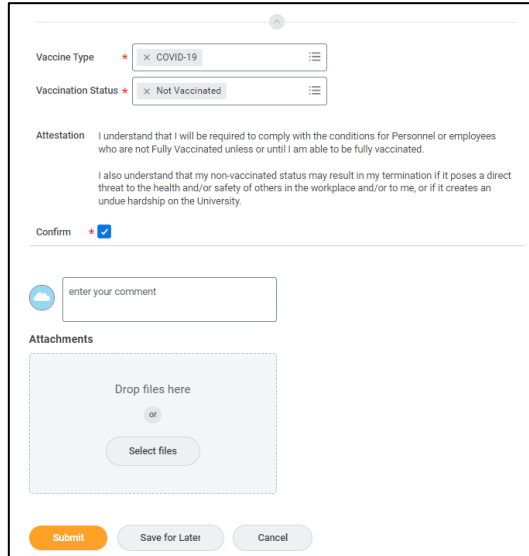
To Do: Add Vaccination Initial Status (Partially Vaccinated, Fully Vaccinated, Not Vaccinated).

Instructions: Add your initial vaccination status and First Vaccine Event (Dose 1 of 2 for Moderna and Pfizer-BioNTech-BioNTech or Single Dose for J&J Janssen).

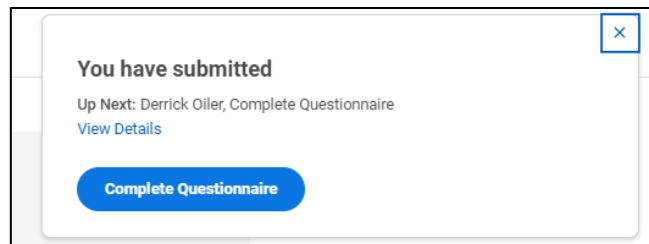
2. Select **Add My Vaccination**



3. Select Vaccine Type: **Covid-19**
4. Select Vaccination Status: **Not Vaccinated**
5. Read the **Attestation** and Check **Confirm** and **Submit**



6. A Questionnaire will generate, asking for additional information, select **Complete Questionnaire**



7. Questionnaire:
- a. Do you intend to be fully vaccinated for COVID-19? (Yes or No)
 - b. If Yes, Have you scheduled a COVID-19 Vaccination?
 - i. If Yes, provide date and Submit Questionnaire
 - ii. If No, Submit Questionnaire
 - c. If No, Are you a fully remote worker such that the vaccination requirement does not apply? (Yes or No)
 - i. Submit Questionnaire

Notes:

- If indicated on the questionnaire that you do not intend to be fully vaccinated, but at a later date choose to become partially or fully vaccinated, use the Workday Search and enter “Add My Vaccination” or add a Vaccination Event from your Worker Profile (Access your employee photo>View Profile>Personal>Vaccinations).

If this completes your vaccination event, **Submit** the Workday Inbox Task.