OBJECTIVE

Use the steps below to upload your proof of COVID-19 vaccination through the Workday mobile app in an iOS (Apple) device.

**Note****:** Employees should only upload documentation that shows they have received all doses of the COVID-19 vaccination. If you have not received all required doses of the COVID-19 vaccine, do not upload the documentation until the vaccination process has been completed and recorded on the vaccination card.

UPLOADING PROOF OF COVID-19 VACCINATION THROUGH AN IOS (APPLE) DEVICE

1. Open the Workday app on your mobile device. If you have not downloaded the Workday mobile app, follow the **Installing the Workday Mobile App Job Aid** for instructions on how to download the Workday app to your mobile device.

2. Sign into your Workday account. Upon login, you will land on your Workday home screen.

3. Tap the **Profile** 👤 icon located on the top right-hand corner of the home page and select the **View Profile** option below your name.
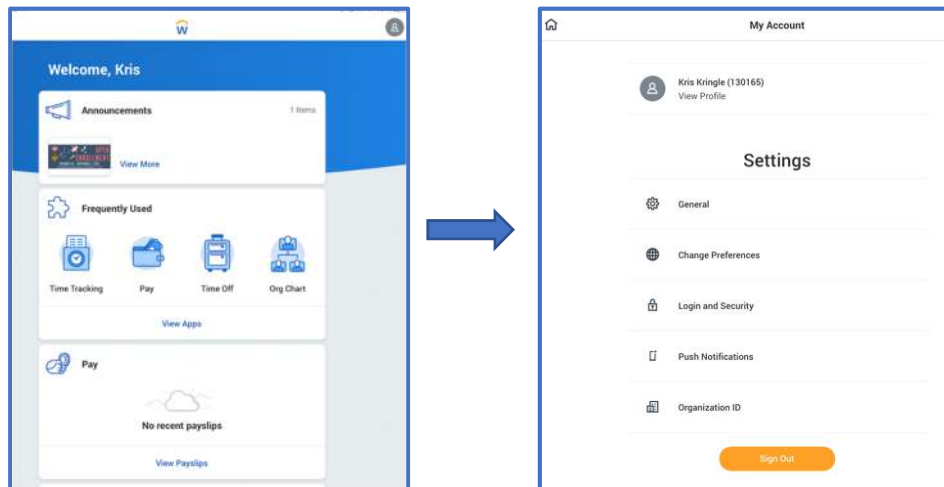

4. Tap the **Personal** tab located at the bottom of the profile page. If you cannot see the **Personal** tab, scroll down or tap on **More** to view additional options.
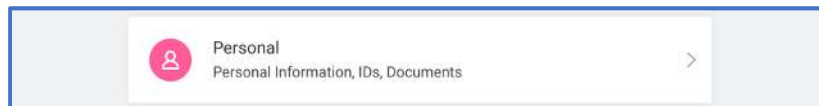
5. Tap the **Documents** tab and then tap the **Add** option to go the **Add Worker Document** page.

6. Tap the **Add Attachments** paperclip icon 📎 to locate and upload a photo your COVID-19 vaccination card from your mobile device. Here you will be able to take a photo of your COVID-19 vaccination card, choose/import an existing photo of the COVID-19 vaccination card from your mobile device.
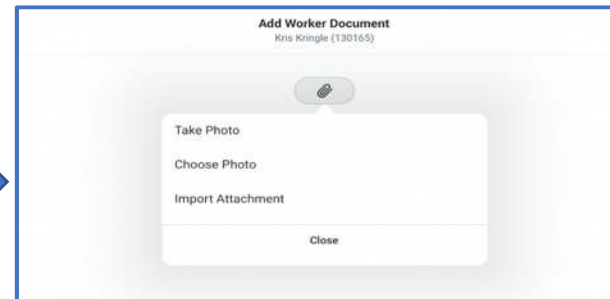
7. Once the file has been selected, tap on the **Document Category** field, and select **"COVID-19 Vaccination Card"** from the list of options. *Optional*: Type any comments regarding your vaccination card in the **Comment** field. Your Agency HR Practitioner will be able to view comments added in this field.

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Transforming · Engaging · Automating · Modernizing
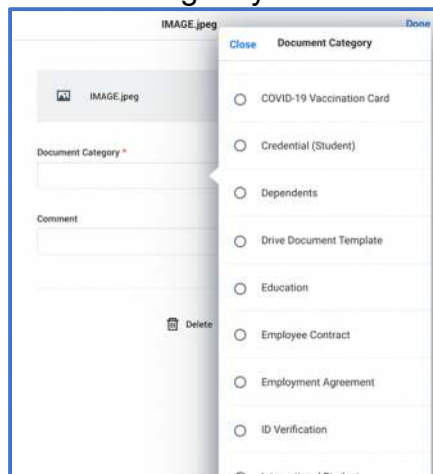
8. Tap the **Done** button located on the top right-hand corner to continue or **Delete** if you are not ready to upload your vaccination card.

Review the uploaded document by tapping the name of the image located in the **Worker Document** column.

Tap the **Done** button located at the bottom of the page to complete uploading your Covid-19 vaccination card.

Once the upload is completed, you will be returned to the **Documents** page.

Note: Employees will not be able to delete or edit a document after it is uploaded. If you have uploaded an incorrect document or selected an incorrect document category, you must notify your HR Practitioner/Partner to delete the document and/or modify document category.

9. You have completed uploading your proof of Covid-19 vaccination. Tap the back arrow ← in the top left to return to the **Personal** section of your employee profile. Tap the back arrow ← (top left) again to return to the home page and/or logout.

STILL HAVE QUESTIONS OR NEED TECHNICAL ASSISTANCE?
For questions regarding the COVID-19 Vaccination Policy, contact your HR Practitioner/Partner.
For technical assistance or issues accessing Workday, contact the BCIT Service Desk at 410-396-6648.