

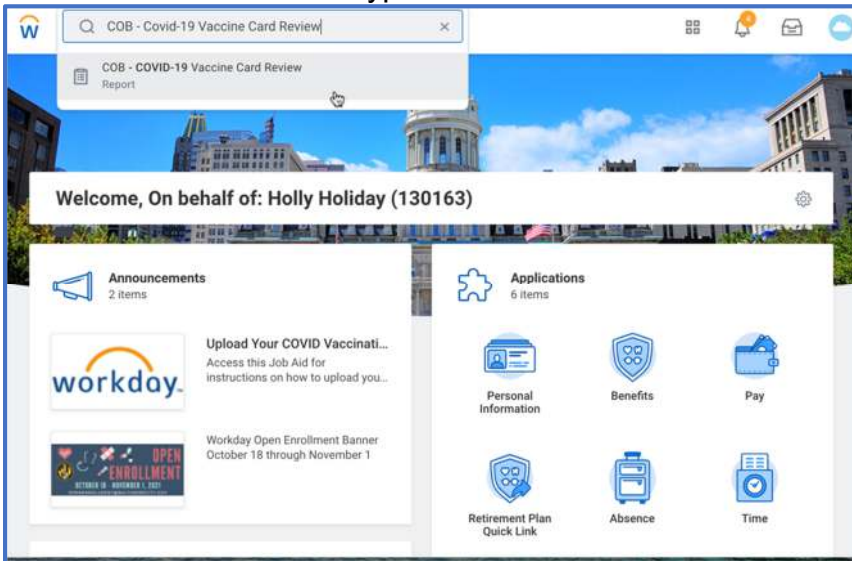
OBJECTIVE

Use the below instructions to:

- Run a status report to review which employees have uploaded their COVID-19 vaccination card.
- Enter vaccination confirmation for employees that have uploaded their COVID-19 vaccination card.
- Run a report to view the vaccinated population in your organization.

COVID-19 VACCINATION CARD STATUS REPORT

1. Log into your Workday account.
2. Click on **Search** bar and type **COB – COVID-19 Vaccine Card Review**. Select the report.



3. Type the name of your organization in the **Supervisory Organization and Subordinates** field or type the location of your organization in the **Location** field.



4. Click the **OK** button. **Note:** The report may take some time to process. You may select **Notify Me Later** to continue working while the report runs in the background, and you will be notified once it's ready.
5. The report will show a table with the names of the employees who have uploaded their COVID-19 vaccination card and are pending to be confirmed by the respective HR Practitioner/Partner.

Note: The **COVID-19 Vaccine Date** and **Vaccine Type** columns will remain blank until the vaccination confirmation is entered in the employee's profile. Only employees that have not had their vaccination documentation reviewed and confirmed will appear in this report. Once an employee's vaccination status is confirmed and entered, they will no longer appear in the report.

Worker	Employee ID	Supervisory Organization	Employee Type	[CF] Payroll Agency	Location	COVID-19 Vaccine Date	Vaccine Type	Worker Documents	
								Worker Document Category	Worker Document
Kris Kringle (130165)	130165	Office of Holiday Readiness	Regular	Mayor's Office	7 E Redwood St			COVID-19 Vaccination Card	KrisKringle Vaccination Record.png

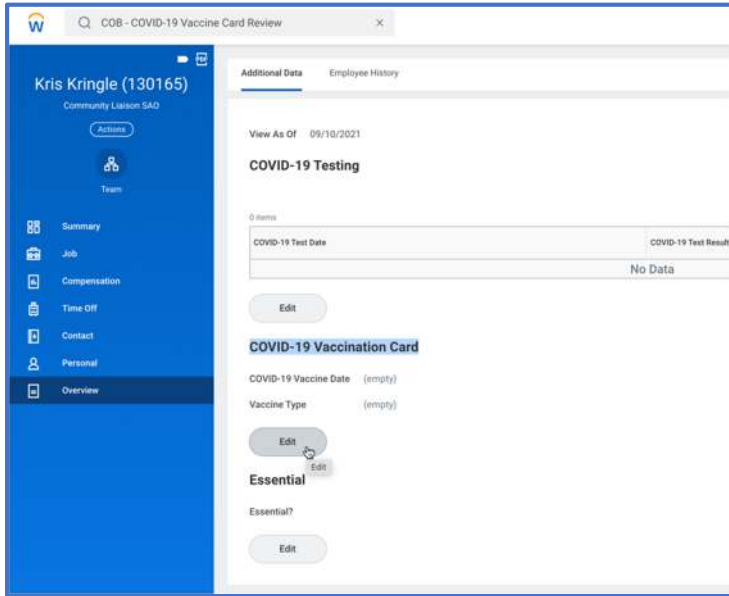
6. Select the document highlighted in blue in the **Worker Document** column to review that the uploaded vaccination card has the required COVID-19 vaccination doses.
7. Follow the next set of instructions to enter the COVID-19 vaccination date and vaccine type to an employee's profile and complete the vaccination status confirmation process.

ENTERING AND CONFIRMING COVID-19 VACCINATION STATUS IN AN EMPLOYEE RECORD

8. Click the name of the employee for which you are ready to confirm the vaccination details.

Tip: The report will highlight the employee's name in blue on the report. Hover over the blue link and "right-click" to open and see the employee's profile in a new tab on your web browser.
9. Click the **Overview** tab located at the left-hand blue column of the employee profile page.

10. Locate the **COVID-19 Vaccination Card** section located in the **Additional Data** tab and click the **Edit** button.



11. Enter the date in which the employee obtained the completed dose(s) of the vaccine in the **COVID-19 Vaccine Date** field and select the **Vaccine Type**. If the employee uploaded an incorrect vaccination record, select the **Entered in Error – Not a Valid Vaccine Card** option. Employees with an incorrect document will continue to appear in the report until the correct vaccination record is uploaded and confirmed.



Note: Employees should only upload documentation that shows that they are fully vaccinated against COVID-19. The HR Practitioner/Partner must contact those employees who have provided an incomplete or incorrect record and request them to upload the completed vaccination record.

If an employee uploaded a non-vaccine related document or selected an incorrect document category, the HR Practitioner/Partner will have the ability to use the **“Edit”** button on the **Document** section of the employee’s profile to recategorize the document as needed.

If an employee indicates that they uploaded a completed vaccination card but is being asked to undergo COVID-19 testing, the HR Practitioner/Partner will be able to view the worker’s documents to ensure that the vaccination record has been correctly categorized and confirmed.

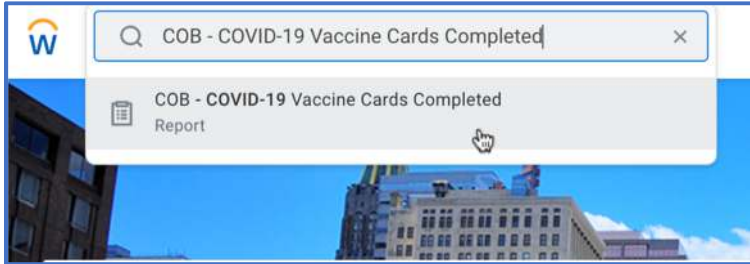
12. Click the **OK** button.

13. Verify that the information entered is accurate and click the **Done** button.

14. You have now completed the COVID-19 vaccination confirmation process. Repeat all steps for all other employees that appear in your report.

COVID-19 COMPLETED VACCINATION POPULATION REPORT

1. Return to your Workday homepage.
2. Click on **Search** bar and type **COB – COVID-19 Vaccine Cards Completed**. Select the report.



3. The report will show all employees that have uploaded a COVID-19 vaccination card and have the vaccine confirmation entered by the HR Practitioner/Partner in the employee's profile.

Worker	Employee ID	Vaccine Type	COVID-19 Vaccine Date	Worker Documents		Bonus & One-Time Payments - All Statuses	
				Worker Document Category	Worker Document	Date	One-Time Payment Plan
Kris Kringle (130165)	130165	Pfizer - COVID 19 Vaccination - 2 dose	08/23/2021	COVID-19 Vaccination Card	KrisKringle Vaccination Record.png		