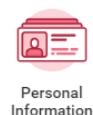


OVERVIEW

Below are the steps to upload the medical or religious exemption in Workday. All vaccination records will be stored confidentially in Workday.

UPLOAD YOUR EXEMPTION FORM

1. Select the Personal Information application.
2. Click on the [Update Vaccination Data](#) link.



External Links

[Update Vaccination Data](#)

3. Type your name in the Worker field and click **OK**.

Edit Worker Effective-Dated Custom Object

Worker *

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

Edit Worker Effective-Dated Custom Object

Effective Date * MM/DD/YYYY

5. 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.

You have submitted

Up Next: [Edit Additional Data](#)
[View Details](#)

[Edit Additional Data](#)

6. Using the prompt _____ in the **Vaccination Declaration** field, choose "I have a vaccine exemption (medical/religious)".

Instructions

Worker Vaccination Data

Please fill out the fields of this form and submit

Note

- If you choose "I am vaccinated" as your declaration, you will be asked to upload a scanned copy of your CDC Vaccination card as a ne
- If you choose "I have a vaccine exemption (medical / religious)", you will be asked to upload a [medical](#) or a [religious](#) exemption form

COVID19 Vaccination Data

Last Vaccination Date

Vaccination Declaration I have a vaccine exemption (medical / religious)

Signature *

Alert: By checking this box, I agree that the information I have furnished above is accurate to the best of my knowledge

enter your comment

[Submit](#)

[Cancel](#)

7. Click on the **Signature** check box and click **Submit**.
8. 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 Documents](#)

Getting Started:

Uploading Vaccination Exemption

Employee

9. You will now upload a copy of your exemption form. Either drag and drop a copy of your completed form in the Drop files here or click the Select Files button to locate the document saved on your computer.

Review Documents

Review Documents for Edit Worker Additional Data Event:
on 07/27/2021

Documents

Document Link	COVID19 Vaccination Exemption Forms
Instructions	Please use the link above to download the exemption form applicable for your declaration (medical or religious), fill it out and upload the document as an attachment below.
Signature Statement	By clicking on I agree, I certify that the information provided is accurate and I acknowledge that the failure to provide accurate information could result in harm to members of the community. I also understand that the failure to provide accurate information may result in disciplinary action. I consent to the university advising my supervisor of my vaccination status and understand my supervisor may ask me about my vaccination status to ensure compliance with health and safety regulations and protocols.
I Agree	<input type="checkbox"/>
<div style="border: 2px solid orange; padding: 10px; text-align: center;"><p>Drop file here or Select files</p></div>	
Submit Save for Later Cancel	



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 **I 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



Process Successfully Completed



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