

OVERVIEW

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

Fully Vaccinated is defined as two weeks after the completion of final vaccination dose. You **can submit** your vaccination data as soon as **you have received your final dose**.



Note: If you have submitted your Vaccination Card information in the VAX Verify system, you won't see the "Update Vaccination Data" link.

UPLOAD YOUR VACCINATION CARD

1. Select the Personal Information application.
2. Click on **Update Vaccination Data** link.



Personal Information

External Links

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

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

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.

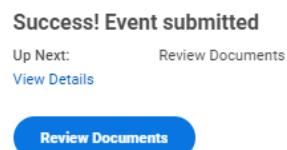
You have submitted

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

6. Using the calendar enter the date of your **FINAL(2nd shot)** dose (*NOT your first dose*) for the **Last Vaccination Date** field.

If you received Moderna or Pfizer then it is the date of the second shot. If you received Johnson & Johnson, then it is the date of your only shot.

7. Using the prompt _____ in the **Vaccination Declaration** field, choose "I am fully vaccinated".
8. Click on the **Signature** check box and click **Submit**.
9. 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.



10. You will now upload a copy of your CDC issued COVID-19 Vaccination Record Card. 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.

Review Documents

Review Documents for Edit Worker Additional Data Event

on 07/27/2021

Documents

Document: Uploading Your Vaccination Card

Instructions: Please upload the scanned copy of your CDC Vaccination Card

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

Drop file here

or

Select files

Submit Save for Later Cancel

11. Read and acknowledge the Signature Statement by selecting the **I agree** check box.

12. After verifying your document **Successfully Uploaded!** click the **Submit** button.

13. 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.