


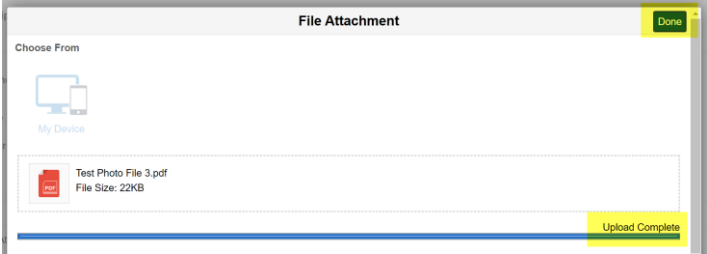




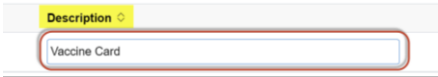
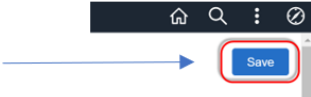

## Employee Self-Service COVID-19 Vaccination Tracking Job Aid

*Purpose: To provide employees with step-by-step instructions on how to update their COVID-19 Tracking Page in HRMS with COVID-19 Vaccination information.*

### I. COVID-19 Vaccination Tracking

If you are vaccinated or have received at least one vaccination dose, follow the steps below to record your COVID-19 vaccination information and to upload your proof of vaccination.

Step	Process
1	Log into HRMS and from the Employee Self Service page click on the <b>COVID-19 Tracking</b> tile.
2	Go to the <b>Covid Vaccine Data</b> section to enter your vaccination information.
3	Begin by selecting the appropriate <b>Vaccine Type</b> from the drop-down menu based on the vaccine type received ( <i>review your proof of vaccination record for details</i> ).
4	Using the Calendar icon, select the date you received your first vaccine dose in the <b>Dose 1 Date</b> field.
5	Next, select the <b>Dose 1 Provider</b> using the drop-down menu. <i>Note: If you received your COVID-19 vaccine outside of the United States, select "International". If none of the options are applicable, select "Other".</i>
6	<p><b>If you received a 1 dose vaccine (i.e. Johnson &amp; Johnson) or have only received the first dose of a 2 dose vaccine, you can move on to Step 7.</b></p> <p>If you received a 2<sup>nd</sup> vaccine dose, continue to complete the <b>Dose 2 Date</b> and <b>Dose 2 Provider</b> fields:</p>  <p><i>*Note: Future dated entries are not permitted in the Covid Vaccine Data section.</i></p>
7	After completing the Covid Vaccine Data section, you must <b>upload your proof of vaccination</b> . To upload, go to the <b>Vaccine Supporting Documentation</b> section, click on the <b>Add Attachment</b> button and select <b>My Device</b> .
8	Next, select your proof of vaccination document or photo from your files and click <b>Open</b> .
9	From the <b>File Attachment</b> window, select the <b>Upload</b> button to attach the file to your COVID-19 Tracking page.
10	Once you receive the <b>"Upload Complete"</b> message, click on the <b>Done</b> button at the top right:

	 <p>Verify your file attached properly by clicking on the file name to open the attachment. If any corrections are necessary, you can delete the attachment by selecting the  icon.</p> <p>▼ Vaccine Supporting Documentation</p> <p>Attachments</p> <p>Add Attachment</p> <table border="1"> <thead> <tr> <th>Attachments</th> <th>Description</th> <th>Attached By</th> <th>Attached</th> <th></th> </tr> </thead> <tbody> <tr> <td>Test_Photo_File_3.pdf</td> <td></td> <td></td> <td>08/15/21 11:49:42 AM</td> <td></td> </tr> </tbody> </table>	Attachments	Description	Attached By	Attached		Test_Photo_File_3.pdf			08/15/21 11:49:42 AM	
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11	<p>Then, enter a description in the <b>Description</b> field:</p> 										
12	<p>Once all Covid Vaccine Data information has been entered and supporting documentation has been attached, click on the <b>Save</b> button located at the top right of the page:</p>  <p>To return to the HRMS main page, click on the <b>Home</b>  icon.</p>										
<p><b>IMPORTANT NOTE:</b> If you have only entered the 1<sup>st</sup> dose of a 2 dose vaccine and will be receiving the 2<sup>nd</sup> dose at a later date, repeat all steps above (under I. COVID-19 Vaccination Tracking) to log Dose 2 when received.</p>											