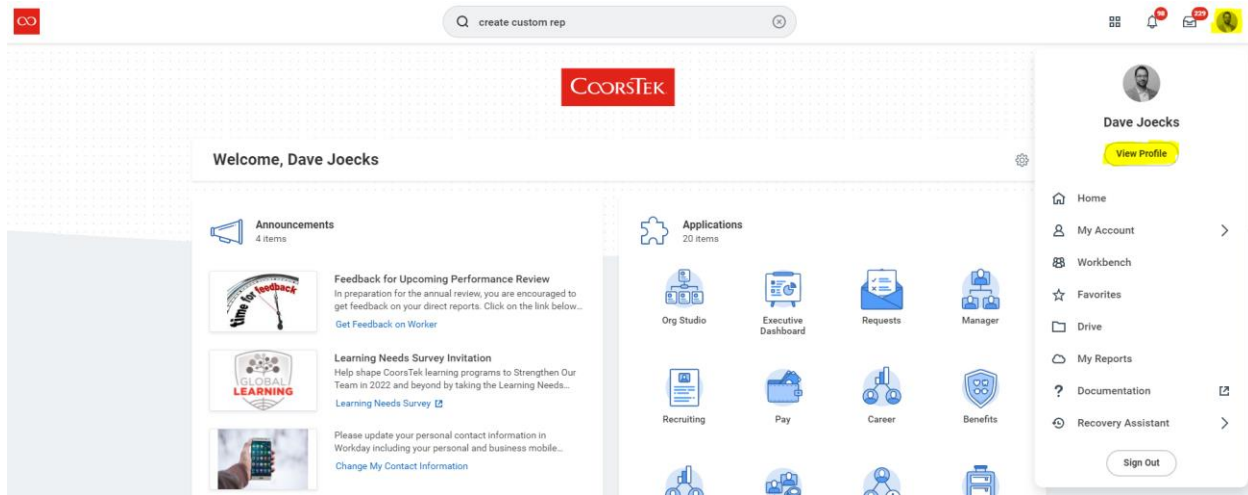


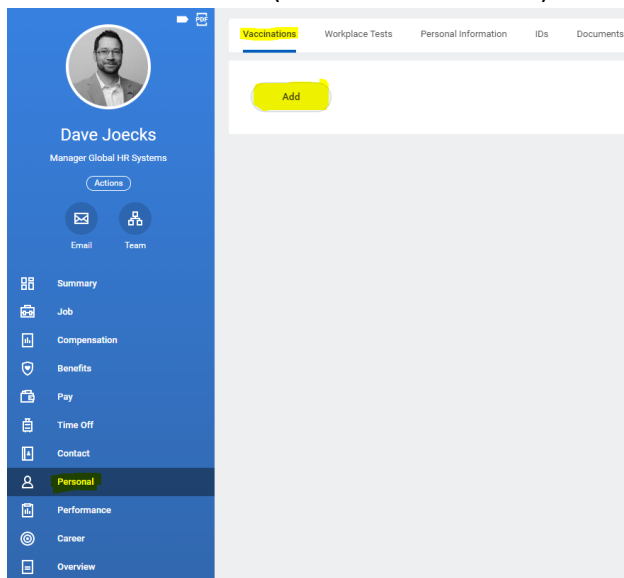
How to Add Your Vaccination Status



1. Log into Workday and click on your picture in the upper right corner of the screen, then select 'View Profile' (See screenshot below)



2. When viewing your Workday profile, click on 'Personal' on the left side of the screen, then select 'Add' under the 'Vaccinations' tab (See screenshot below)



3. Add your vaccination details – this should include the following information: (See screenshot below – please note: Vaccine Type and Vaccination Status MUST be completed *before* you will have the option to add the remainder of the data). This does not include any booster or third shots you may have received.
 - a. Vaccine Type (This should be COVID-19)
 - b. Vaccination Status (Select the status that represents your personal situation)
 - c. Vaccine (Moderna, Pfizer, etc.)
 - d. Vaccination Event Type (First Dose or Second Dose)

How to Add Your Vaccination Status



- e. Vaccination Event Date (The date you received your most recent vaccination – excluding booster/third shot)
- f. Attach a copy of your vaccination card
 - Have a copy of your vaccination card on your desktop or available in a file to upload
 - Click on 'Select Files' then select the appropriate file (your card)
 - Add a 'Description' (Vaccination Card)
 - Select the 'Category' 'Vaccination Data/Information'
- g. Click 'Submit'

Vaccine Type *


Vaccination Status *

Vaccination Details

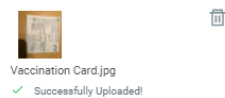
Vaccine

Vaccination Event Type

Vaccination Event Date *



Attachments



Description

Category *

Upload

Submit

Save for Later

Cancel

4. You will now see your vaccination information in your 'Profile' view (See screenshot below)

The screenshot shows the Workday profile page for Dave Joecks, Manager of Global HR Systems. The 'Vaccinations' tab is selected, displaying a table with one entry:

Vaccine Type	Vaccination Status	Fully Vaccinated	Vaccine	Vaccination Event	Vaccination Event Date	Document	Business Process	Completed On
COVID-19	Fully Vaccinated (after 2 week wait)	Yes	Moderna	Second Dose	12/13/2021	Vaccination Card.jpg	Add Vaccination: Dave Joecks	12/30/2021 01:54:23.390 PM