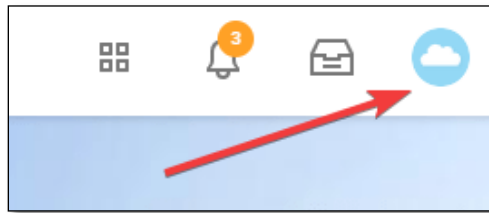


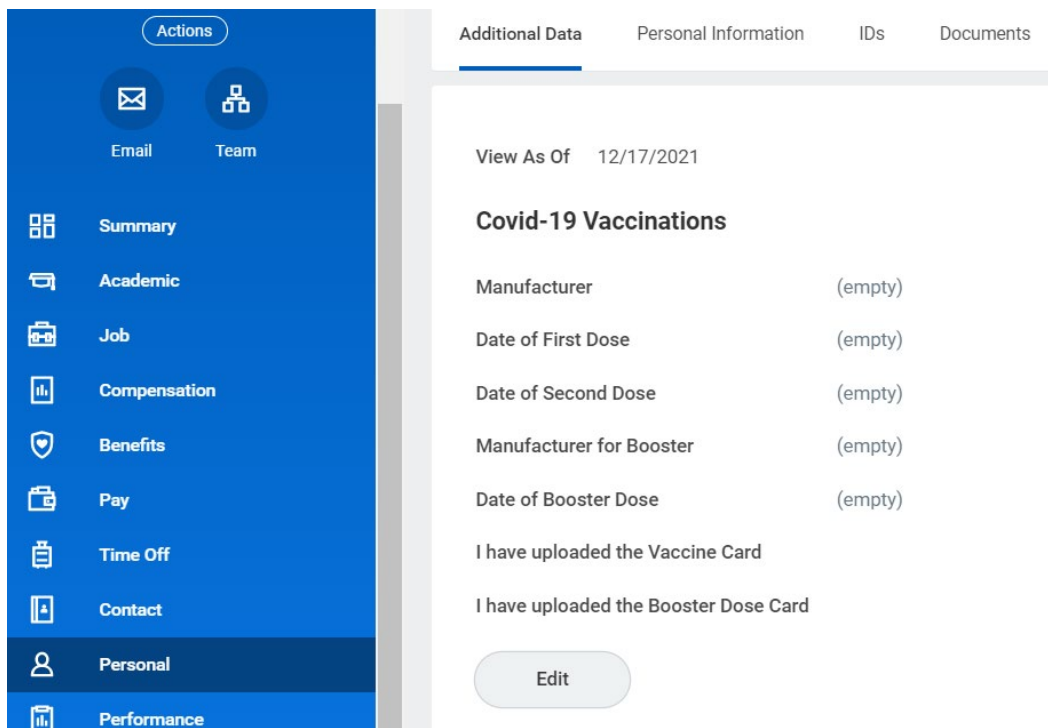
Job Aid – on updating vaccine information and uploading the Vaccine Card

In Workday, click on the Profile Icon (cloud/Photo) and choose “**View Profile**”.



In the left navigation bar, click “**Personal**”.

Under **Additional Data**, click **Edit**.



Instructions are available for your reference.

Choose the “**Manufacturer**”

Enter the “**Date of First Dose**”.

Enter the “**Date of Second Dose**”.

Choose the “**Manufacturer for Booster**”.

Enter the “**Date of Booster Dose**”.

Select the check box for “**I have uploaded the Vaccine Card**” and “**I have uploaded the Booster Dose Card**” and upload the vaccine card and the booster vaccine card under the documents tab. (Example, it may be one card that contains all vaccine information or two cards).

1. Select the "Manufacturer" from the dropdown.
2. Enter "Date of First Dose".
3. Enter "Date of Second Dose". Please note, (For J&J vaccine leave this field blank).
4. Select the "Manufacturer for Booster" from the dropdown.
5. Enter "Date of Booster Dose"
6. Select the check box "I have uploaded the Vaccine Card", and upload the vaccine card under documents tab.
7. Select the check box "I have uploaded the Booster Dose Card", and upload the vaccine card under documents tab.
8. Click "OK".

Please note,

1. The document needs to be uploaded under the documents tab.
2. Please upload your vaccine card(s) that includes the booster. (Example, it may be one card that contains all vaccine information or two cards).

Covid-19 Vaccinations

Manufacturer *

Date of First Dose

Date of Second Dose

Manufacturer for Booster

Date of Booster Dose

I have uploaded the Vaccine Card

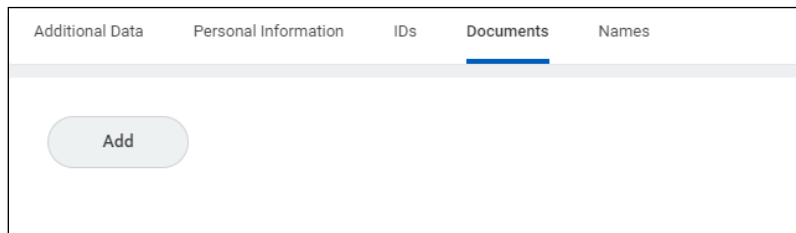
I have uploaded the Booster Dose Card

Click "Okay" and next "Done".

Steps to Upload Vaccine Card

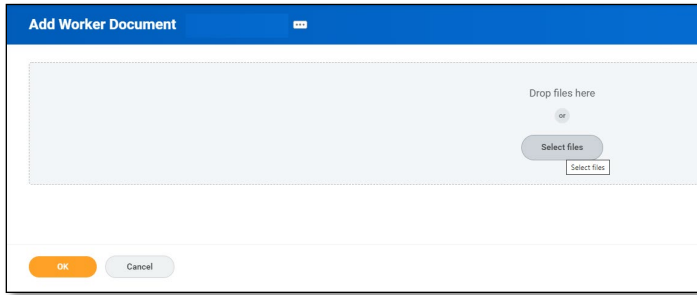
In the left navigation bar, click "Personal".

Under "Documents", click Add.



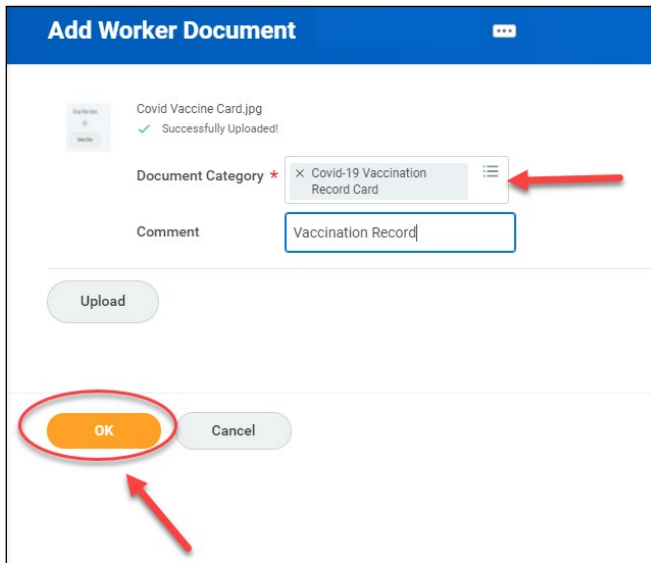
Next click select and navigate to the document that needs to be uploaded. (Please note if you need to upload a second vaccine card to verify your booster dose, complete this step again).

Click "Ok".

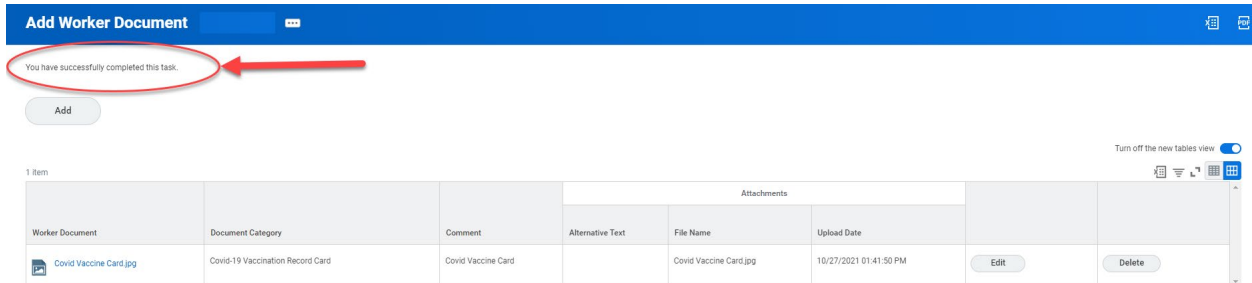


Under “**Document Category**”, select “**Covid-19 Vaccination Record Card**”. Comment is optional.

Click OK.



Once uploaded the below message will be displayed this completes the process.



Click “**Done**”.