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This job aid details how to enter your Covid-19 Vaccination verification data **AND test results (pg. 3)** into Workday via desktop access.

There are two steps to entering your VACCINE verification:
1) Upload pictures of the front and back your Covid-19 Vaccine Card.
2) Enter the details of the Covid-19 vaccine you received into your **Profile**.

Note: Details regarding the exemptions can be downloaded or requested via the Office of Human Resources.

STEP 1: UPLOAD COVID-19 VACCINATION VERIFICATION

To upload the picture of your Covid-19 vaccination card into Workday using the desktop application, use the link provided in the **Announcement** section on your **Home Page**.

UPLOAD IMAGE OF YOUR COVID-19 VACCINATION CARD

From your **Home Page Announcement** section:

1. Click the link in the **Covid – Vaccination Card Upload** announcement.
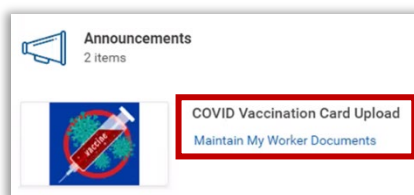
📢 Announcements
2 items

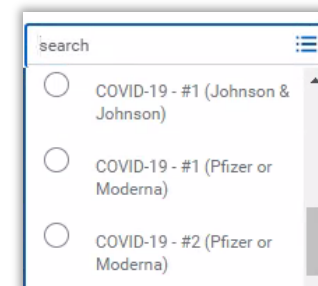COVID Vaccination Card Upload
Maintain My Worker Documents

2. If the pop-up window appears, click **Add Documentation** below the graphic.

   The **Maintain My Worker Documents** screen appears.

3. Click **Add**.   `Add`

4. Attach pictures of the *front and back* of your vaccination card:
   - Drag and drop files into the **Attachments** box or Click **Select files** to navigate to the correct files to attach.
   - Click **Upload** `Upload` to attach additional pictures as needed. (ex. back of card)

For each picture attached enter the following information:

5. Click **Document Category** and scroll to select the category:

   - *Please be sure to select the correct dose for the Pfizer or Moderna vaccine*.
   - *Be sure to select the same category for the front and back of the card.*

   search ☰
   ○ COVID-19 - #1 (Johnson & Johnson)
   ○ COVID-19 - #1 (Pfizer or Moderna)
   ○ COVID-19 - #2 (Pfizer or Moderna)

   a. COVID-19 - #1 (Johnson & Johnson)
   b. COVID-19 - **#1** (Pfizer or Moderna)
   c. COVID-19 - **#2** (Pfizer or Moderna) You should also select this option if this is the first time uploading your documentation and you have already received the second dose.
   d. COVID-19-**Booster** (Pfizer or Moderna) You should also select this option if this is the first time uploading your documentation and you have already received your booster.
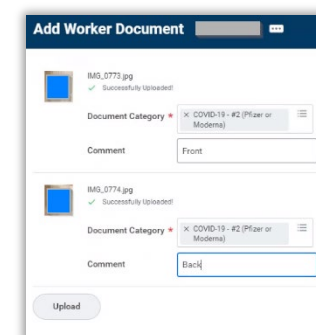
6. **Description:** Enter **2021 COVID Vaccine Card: Front. (or Back or Booster)**

7. Click **Ok.**

8. The details of your submission are displayed. Click **Edit** or **Delete** the submission to modify information as needed.

9. Click **Done**.

Add Worker Document ▪▪▪
IMG_0773.jpg ✓ Successfully Uploaded!
Document Category ✱ ✕ COVID-19 - #2 (Pfizer or Moderna) ☰
Comment: Front
IMG_0774.jpg ✓ Successfully Uploaded!
Document Category ✱ ✕ COVID-19 - #2 (Pfizer or Moderna) ☰
Comment: Back
Upload

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STEP 2: ENTER COVID-19 VACCINATION INFORMATION

In this step you will enter the specific details of the COVID vaccination received into Workday using the desktop application.

ENTER VACCINE INFORMATION IN YOUR PROFILE

From the **Home Page** navigate to your **Profile**:

- Click your picture in the upper right corner of the **Home Page** then click **View Profile** or enter your name in the **Search** bar.

10. Click **Actions** Actions under your name and title.

11. Scroll the menu list to **Additional Data**. Important: DO NOT select the Edit option that appears when you hover over the Additional Data menu option.
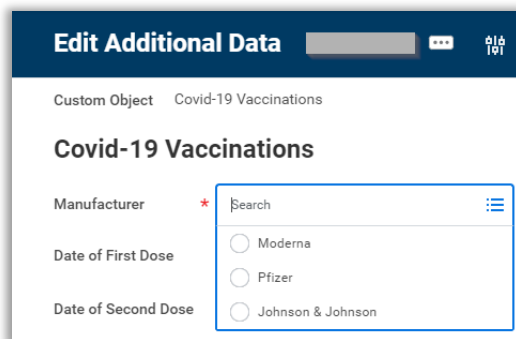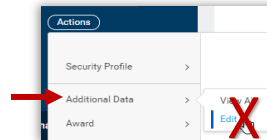
12. Click **Additional Data**. The **View All Additional Data** screen appears.
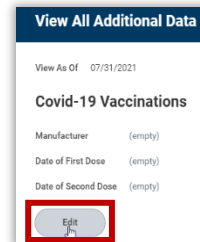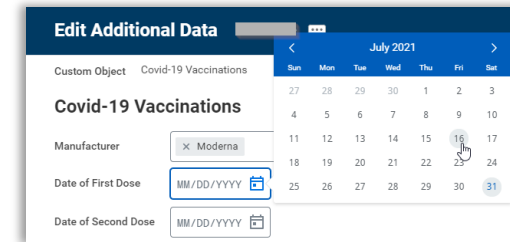
13. Click **Edit**.

14. Complete the required fields:

b. **Date of First Dose:** Enter or select date of first dose of the vaccination. Click **Calendar** 📅 to select a date.

c. **Date of Second Dose and/or Booster:** Enter or select date of the second dose of the vaccination when received.

Note: The date for the second dose/booster must be entered after it has been received. You cannot enter a date in the future. Instructions on entering the second dose information separately after it has been received are below.

15. Click **OK**.

16. Click **Done**.

ADD SECOND DOSE AND BOOSTER INFORMATION ONCE RECEIVED

From the **Home Page** navigate to your **Profile**:

- Click your picture in the upper right corner of the **Home Page** then click **View Profile** or enter your name in the **Search** bar.

17. Follow Steps 10 through 13.

18. Click **Date of Second Dose or Date of Booster** to enter or select date vaccination was received.

19. Click **OK.**

20. Click **Done**.

This job aid details how to enter your Covid-19 Test Result verification data into Workday via desktop access.

Test Result Verification Process

Note: Details regarding the exemptions can be downloaded or requested via the Office of Human Resources.

STEP 1: UPLOAD COVID-19 TEST RESULTS

To upload the picture of your Covid-19 test results into Workday using the desktop application, use the link provided in the **Announcement** section on your **Home Page**.

UPLOAD IMAGE OF YOUR COVID-19 VACCINATION CARD

From your **Home Page Announcement** section:

21. Click the link in the **Covid – Vaccination Card Upload** announcement.

Announcements
2 items

COVID Vaccination Card Upload
Maintain My Worker Documents
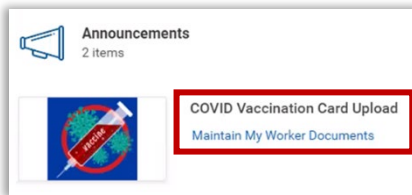
22. If the pop-up window appears, click **Add Documentation** below the graphic.

   The **Maintain My Worker Documents** screen appears.

23. Click **Add**.   [Add]

24. Attach pictures of your covid-19 test results.
   - Drag and drop files into the **Attachments** box or Click **Select files** to navigate to the correct files to attach.
   - Click **Upload** [Upload] to attach additional pictures as needed. (ex. back of card)

For each picture attached enter the following information:

25. Click **Document Category** and scroll to select the category:
   - *Please be sure to select COVID-19 Test Results.*
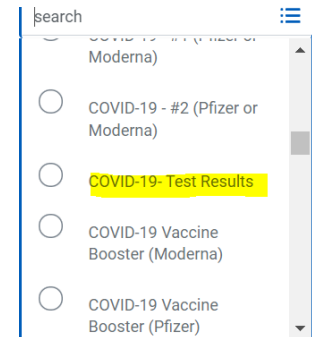
26. **Description:** Enter **2021 COVID Test Results (MM/DD/YY)**

27. Click **Ok.**

28. The details of your submission are displayed. Click **Edit** or **Delete** the submission to modify information as needed.

29. Click **Done.**

search
- COVID-19 - #1 (Pfizer or Moderna)
- COVID-19 - #2 (Pfizer or Moderna)
- COVID-19- Test Results
- COVID-19 Vaccine Booster (Moderna)
- COVID-19 Vaccine Booster (Pfizer)