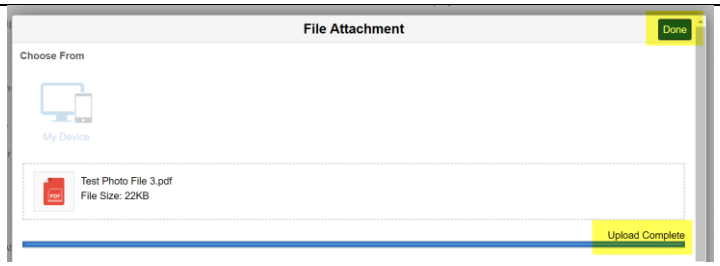
Employee Self-Service
COVID-19 Vaccination Tracking Job Aid

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.

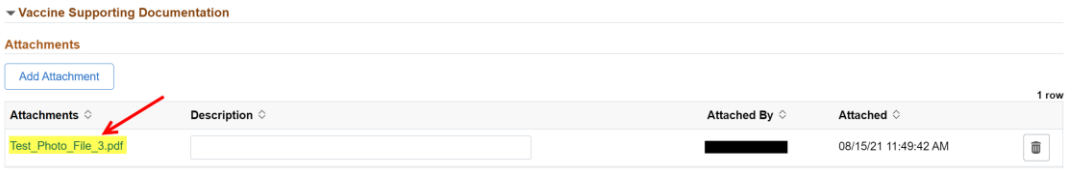
I. COVID-19 Vaccination Tracking

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.

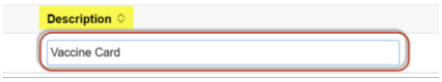
Step	Process
1	Log into HRMS and from the Employee Self Service page click on the **COVID-19 Tracking** tile.
2	Go to the **Covid Vaccine Data** section to enter your vaccination information.
3	Begin by selecting the appropriate **Vaccine Type** from the drop-down menu based on the vaccine type received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



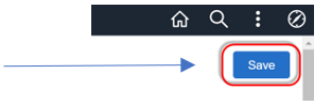
Verify your file attached properly by clicking on the file name to open the attachment. If any corrections are necessary, you can delete the attachment by selecting the icon.



11 Then, enter a description in the **Description** field:



12 Once all Covid Vaccine Data information has been entered and supporting documentation has been attached, click on the **Save** button located at the top right of the page:



To return to the HRMS main page, click on the **Home** icon.

IMPORTANT NOTE: If you have only entered the 1st dose of a 2 dose vaccine and will be receiving the 2nd dose at a later date, repeat all steps above (under I. COVID-19 Vaccination Tracking) to log Dose 2 when received.