For Academic Division Faculty and Staff, there is one step to the vaccination documentation process to enter your vaccine status and upload a copy of your CDC issued Vaccination Record Card or other supporting documentation. To document all your vaccine information, you may need to do this process multiple times.

Tasks

- <u>Update Your Vaccination Status</u>
- <u>Modify Your Vaccination Status</u>
- <u>View Your COVID-19 Vaccination Status</u>

	Update Your Vaccination Status									
1.	From the Workday sear 'Add My Vaccination' an My Vaccination task from	ch feature, e d select the m the drop-c	enter Add Jown.	Q A	dd Vaccination dd My Vaccination ask					
2.	First, review the information at the top before proceeding.	Add My Vaccination Before you Begin: A digital copy of your vaccine documentation is required to be uploaded when entering your vaccine and booster inf If you do not have your vaccination card, you will need to provide other documentation. You may be able to request documentation through your healthcare provider or from the location where you received your booster. You can also immunization records from the Virginia Department of Health. For more information see ACD COVID Vaccine Guidelines webpage.								
3.	Use the prompt ^{i≡} in th Type field to select COVI	e <mark>Vaccine</mark> D-19.	Vaccine Type	*						
4.	Use the prompt ^{i≡} in the Vaccination Status field	Vaccination St	atus *		:=					

Note: If this field appears empty at first, click the prompt again until you see the options display.

- 5. If you selected 'I prefernot to disclose', click the Submit button.
- 6. If you selected' I have NOT received my COVID-19 Vaccine,' select the Confirm checkbox, and click the Submit button.
- 7. If you selected 'I have received my COVID-19 vaccine,' continue to step 10.



your vaccine status.

8. Use the prompt Vaccination Details in the Vaccine field to Vaccine i select the type of vaccine you Vaccination Event Type :== received. MM/DD/YYYY Vaccination Event Date * 9. Use the prompt in the Attestation You must provide supporting documentation to submit this task. Vaccination Falsifying a vaccine card or submitting a fake vaccine card violates UVA's Standards of Conduct. Event Type to Submitting a falsified or fake vaccine card may result in discipline, up to and including select which termination. vaccine you I attest that the information is accurate. received. Confirm * 10. Use the calendar 🖻 icon in enter your comment Vaccination **Event Date** to enter the date Attachments you received your vaccine. Drop files here 11. For the Attestation. click or the **Confirm** checkbox. Select files 12.Under attachments.

you will upload a copy of your COVID-19 Vaccination Record Card You may drag and drop the document saved to your computer, or you can click on **Select files** and find the document on your computer After uploading the file go to the next step.

Note: Workday allows the following document types: GIF, IEF, JPG, PNG, TIFF, BMP, XWD and PDF.

- **13.** Enter a **Description** of the document, such as COVID Vaccination Card.
- 14. Using the prompt, chose the Category list item COVID-19 Vaccination Documentation.

Description	COVID Vaccination Card	
Category *	× COVID-19 Vaccination Documentation	:=

15.Click Submit.

16. Go back to step 3, to enter additional vaccinations.



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17.Click Done.

 You will see a 'You have submitted' confirmation. If you click View Details, you will see





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Modify Your Vaccination Status

Once you've completed your vaccination status, if you need to modify any of the details, follow these steps:

1.	From the Workday search feature, enter 'View Vaccinations' and select the	Q	Vie	w Vaccinations		\otimes
	View Vaccinations report from the drop-down.	report from Report	v Vaccinations ^{ort}			
2.	Enter your name in the Person field click the Enter button.	d and		View Vaccinations		
3.	Click <mark>OK</mark> .			Person *	:=	

4. Your vaccine information displays.

Vaccinations 1 item	acchatons 1 item								
Vaccine Type	Vaccination Status	Fully Vaccinated	Vaccine	Vaccination Event	Vaccination Event Date	Document	Business Process	Completed On	
COVID-19	I have received my COVID-19 booster		Pfizer	Booster	01/03/2022	Barris and a	Add Vaccination:	01/06/2022 10:24:36:257 AM	
4								8	

5. In the **Business Process** column, click the **related actions** button beside your name.

Business Process	
Add Vaccination:]



 Hover over Business Process, then select Correct.

Vaccination Event Date	Document		Business	Process
Actions	::: Event			XIII POP
Business Process	Correct	and the	A BOOK	
Favorite >	Test Rule View Remaining Proc	cess		
	Subject Overall Status	Successful	ly Completed	
	Initiated On	01/06/2022	2 01:48:46 PM	
	Effective Date	01/03/2022	2	

- 7. Edit the fields as needed.
- 8. When you are finished editing, re-select the Attestation **Confirm *** checkbox.
- 9. Enter a **Comment** in the Comment field that describes your change(s).
- 10. Optional: Under Attachments, use the delete button to delete the image, Description, and Category, and upload the new image.
- 11. Click Submit.
- 12.You will receive a 'You have corrected' confirmation.



View Your COVID-19 Vaccination Status

To view your COVID-19 vaccination status in Workday, follow these steps.

 From the Workday search feature, enter 'View Vaccinations' and select the View Vaccinations report from the drop-down.

٩	View Vaccinations	\otimes
111	View Vaccinations Report	



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- 2. Enter your name in the **Person** field and click the **Enter** button.
- 3. Click OK.

View Va	accinations	
Person *	=	

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4. Your COVID-19 vaccine information displays.

Vacchattors 1 item 년 명 후 급 대								
Vaccine Type	Vaccination Status	Fully Vaccinated	Vaccine	Vaccination Event	Vaccination Event Date	Document	Business Process	Completed On
COVID-19	I have received my COVID-19 booster		Pfizer	Booster	01/03/2022	D	Add Vaccination: 🖩 • 📲 🖉 – • •	01/06/2022 10:24:36:257 AM
4			07.					÷

