

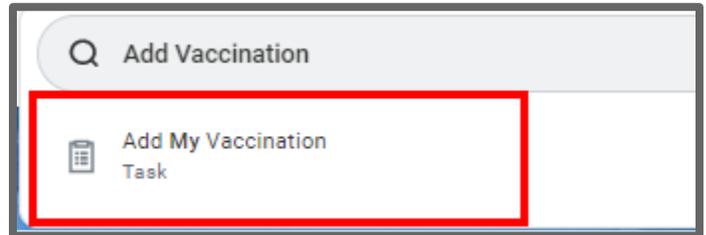
For Academic Division Faculty and Staff, there is one step to the vaccination documentation process to enter your vaccine status and upload a copy of your CDC issued Vaccination Record Card or other supporting documentation. To document all your vaccine information, you may need to do this process multiple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

Tasks

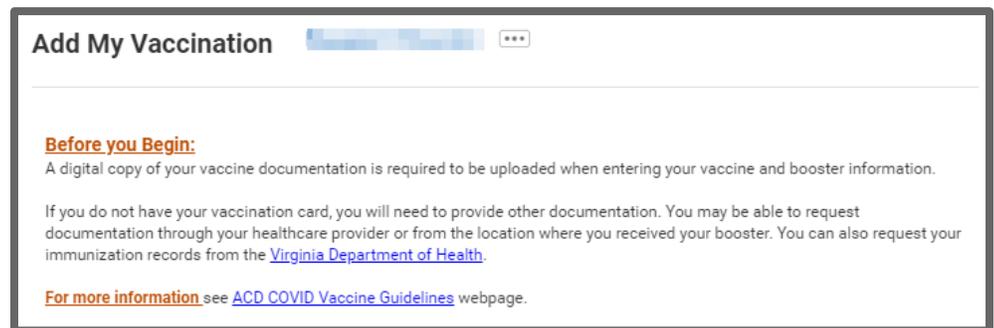
- [Update Your Vaccination Status](#)
- [Modify Your Vaccination Status](#)
- [View Your COVID-19 Vaccination Status](#)

Update Your Vaccination Status

1. From the Workday search feature, enter 'Add My Vaccination' and select the **Add My Vaccination** task from the drop-down.



2. First, review the information at the top before proceeding.



3. Use the prompt  in the **Vaccine Type** field to select COVID-19.
4. Use the prompt  in the **Vaccination Status** field to select your vaccine status.



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

5. If you selected 'I prefer not 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.

8. Use the prompt  in the **Vaccine** field to select the type of vaccine you received.

9. Use the prompt  in the **Vaccination Event Type** to select which vaccine you received.

10. Use the calendar  icon in **Vaccination Event Date** to enter the date you received your vaccine.

11. For the **Attestation**, click the **Confirm** checkbox.

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.

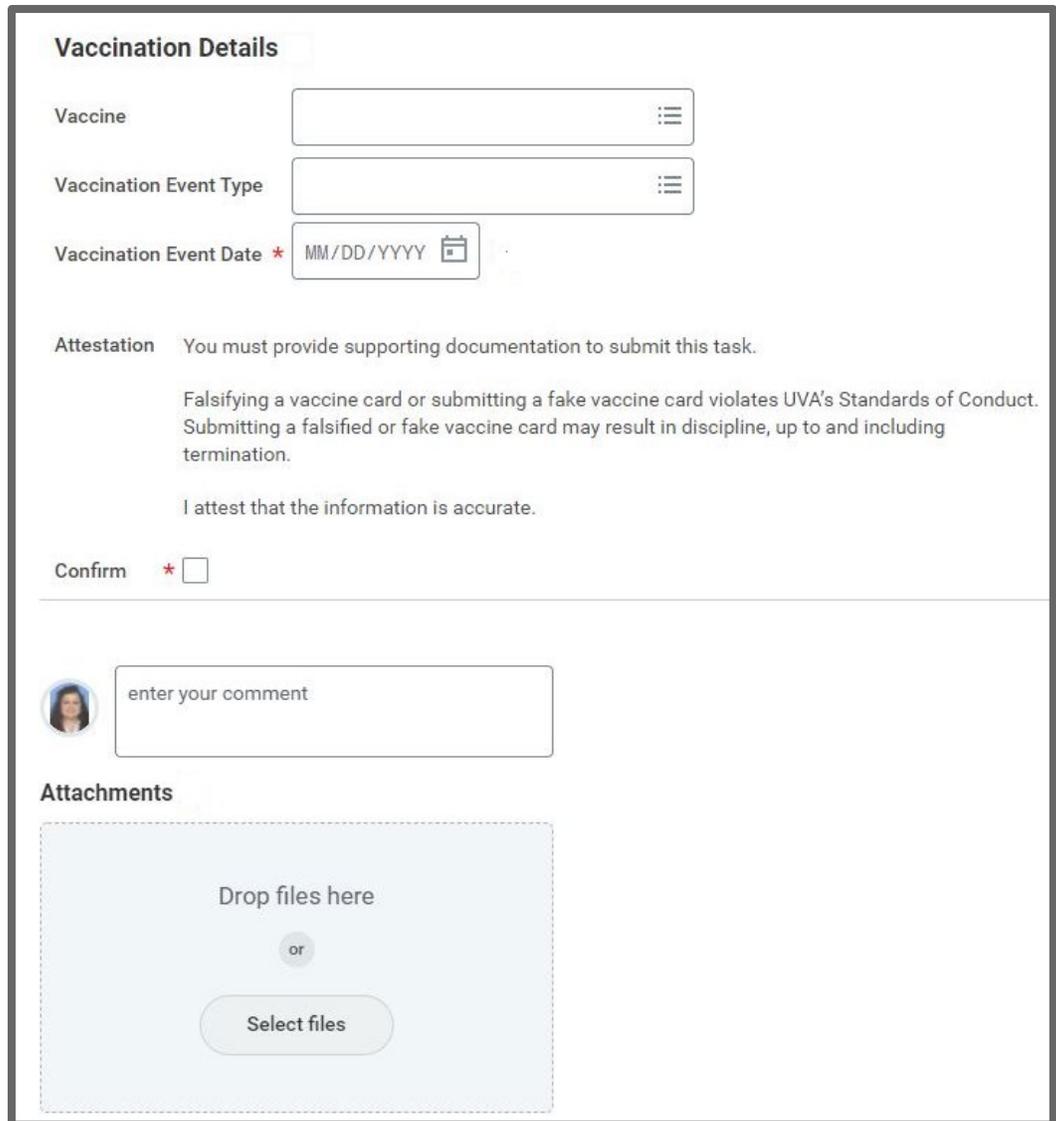
Note: Workday allows the following document types: GIF, IEF, JPG, PNG, TIFF, BMP, XWD and PDF.

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**.

15. Click **Submit**.

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



Vaccination Details

Vaccine

Vaccination Event Type

Vaccination Event Date * MM/DD/YYYY 

Attestation You must provide supporting documentation to submit this task.

Falsifying a vaccine card or submitting a fake vaccine card violates UVA's Standards of Conduct. Submitting a falsified or fake vaccine card may result in discipline, up to and including termination.

I attest that the information is accurate.

Confirm *

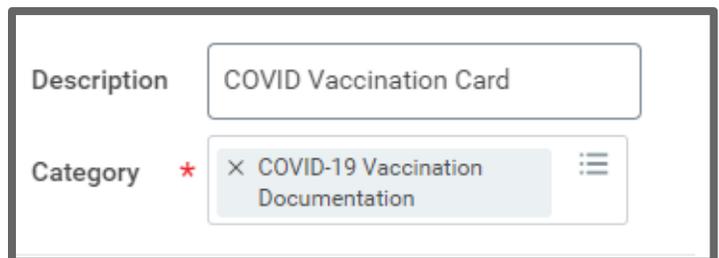
 enter your comment

Attachments

Drop files here

or

Select files

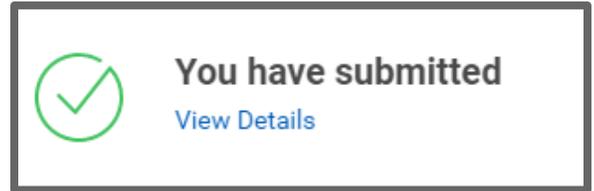


Description COVID Vaccination Card

Category * COVID-19 Vaccination Documentation

17. Click **Done**.

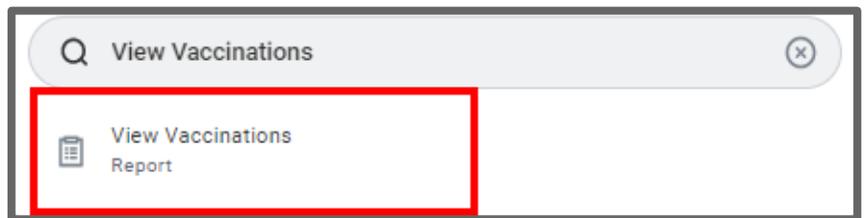
18. You will see a 'You have submitted' confirmation. If you click **View Details**, you will see



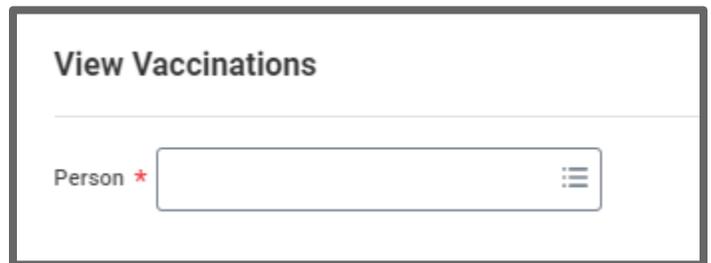
Modify Your Vaccination Status

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 **View Vaccinations** report from the drop-down.



2. Enter your name in the **Person** field and click the **Enter** button.

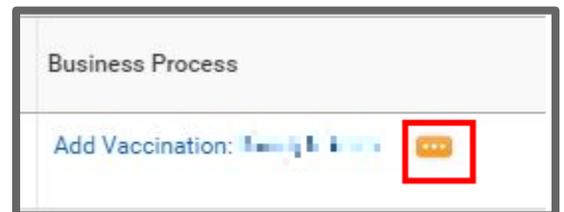


3. Click **OK**.

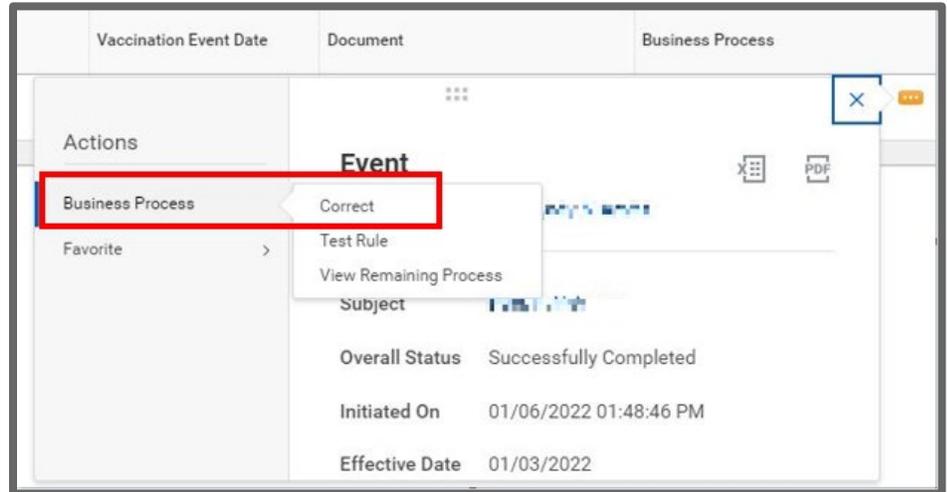
4. Your vaccine information displays.

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		Add Vaccination:	01/06/2022 10:24:36.257 AM

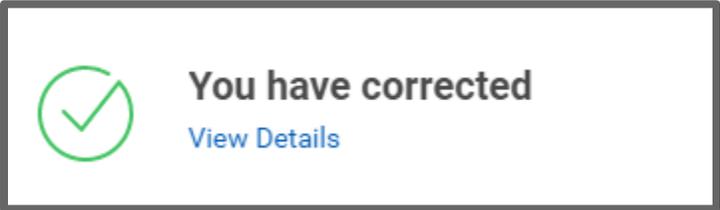
5. In the **Business Process** column, click the **related actions** button beside your name.



- 6. Hover over **Business Process**, then select **Correct**.



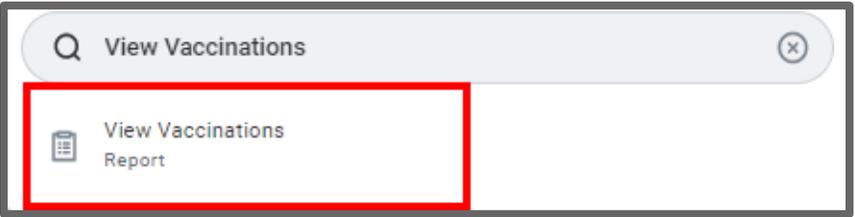
- 7. Edit the fields as needed.
- 8. When you are finished editing, re-select the Attestation **Confirm *** checkbox.
- 9. Enter a **Comment** in the Comment field that describes your change(s).
- 10. Optional: Under Attachments, use the delete  button to delete the image, Description, and Category, 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.

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



PI: Update COVID-19 Vaccination Status

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



- 4. Your COVID-19 vaccine information displays.



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		Add Vaccination: 	01/06/2022 10:24:36.257 AM