For Academic Division Faculty and Staff, there are two steps to the vaccination documentation process: step 1 is to enter your vaccination status, and step 2 is to upload a copy of your CDC issued Vaccination Record Card or other supporting documentation.

For Academic Division Faculty and Staff, there is one step to the booster documentation process to both enter the booster status and upload a copy of your CDC issued Vaccination Record Card or other supporting documentation.

Tasks

- Update Your Vaccination Status
- Modify Your Vaccination Status
- Update Your COVID-19 Booster Status
- Modify Your COVID-19 Booster Status
- View Your COVID-19 Vaccination Status
- View Your COVID-19 Booster Status

Update Your Vaccination Status

1. From the Workday home page, click on the ‘Update Your Vaccination Status In Workday’ announcement.

2. Once the announcement opens, click the Update COVID-19 Vaccination Status button at the bottom of the announcement.

3. Type your name in the Worker field, and click enter.

4. Click OK.
5. Use the calendar icon to enter today’s date in the Effective Date field.

6. Click OK.

7. You will receive a ‘You have submitted’ confirmation with an Edit Additional Data button. Click on the blue Edit Additional Data button, or you can click on the Edit Worker Additional Data Event in your inbox.

8. Using the prompt in the COVID-19 Vaccination Status field, select your vaccination status from the list of options.

9. Using the prompt in the Vaccine Type field, choose your vaccine type.

10. If you selected ‘Other’ in Step 9, please type the name of the vaccine you received in the ‘If you selected ‘Other’ above, please enter the vaccine type here’ field.

11. Enter the date you received your 1st vaccine in the 1st Vaccination Date field.

   Note: This date is not required for the J & J vaccine.

12. Enter the date you received your 2nd or only vaccine in the 2nd or Only Vaccination Date field.

13. If you are working 100% remotely, check the checkbox.
14. If you've tested positive in the last 150 days, please enter the first positive test date.

15. Click Submit.

16. If you selected you have not received your vaccine, go to step 20. If you selected you have received your vaccine, continue to step 17.

17. You will receive a ‘Success! Event submitted’ confirmation with a Review Documents button. Part 2 starts by clicking the blue Review Documents button, or you can click on the Event in your inbox.

18. Required: You will now upload a copy of your CDC issued COVID-19 Vaccination Record Card. Either drag and drop a copy of your vaccination card in the Drop files here or click the Select Files button to locate the document saved on your computer.

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

19. After verifying your document successfully uploaded!, click the Submit button.

20. You will see a ‘You have submitted’ confirmation. If you click View Details, you will see
Once you’ve completed your vaccination status, if you need to modify any of the details, follow these steps:

1. Click on your picture or cloud in the top right-hand corner and select View Profile.

2. Select Actions, Additional Data, Edit Effective-Dated Custom Object.

3. Enter today’s date in the Effective Date field.

4. You will receive a ‘You have submitted’ confirmation with an Edit Additional Data button. Click on the blue Edit Additional Data button, or you can click on the Edit Worker Additional Data Event in your inbox.
5. Edit the fields that have changed. (e.g., If you’re now working on grounds and need to remove the checkbox)

6. Click Submit.

7. Selected Received Vaccine: You will receive a ‘Success! Event submitted’ confirmation with a Review Documents button. Part 2 starts by clicking the blue Review Documents button, or you can click on the Event in your inbox.

8. If you modified your COVID-19 Vaccination Status or one of the date fields, you must download your vaccination card or supporting documentation by following Steps 17-19 in the previous section. If not, continue below.

9. Click Submit.

10. You will see a ‘You have submitted’ confirmation. If you click View Details, you will see Process Successfully Completed.

Update Your COVID-19 Booster Status

All faculty and staff are required to get the COVID-19 booster. This information must be entered into Workday. For more information, view the UVA COVID-19 Booster Requirement website.

To enter your COVID-19 Booster status in Workday, follow these steps:
PI: Update COVID-19 Vaccination Status

1. From the Workday home page, click on the ‘Enter Booster Information In Workday’ announcement.

2. Once the announcement opens, click on Add My Booster at the bottom of the announcement.

3. Alternatively, you may use the Workday search feature, to enter ‘Add My Vaccination’ and select the Add My Vaccination task from the drop-down.

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

5. Use the prompt in the Vaccine Type field to select COVID-19.

6. Use the prompt in the Vaccination Status field to select your booster status.

Note: If this field appears empty at first, click the prompt again until you see the options display.
7. Use the prompt in the Vaccine field to select the type of booster you received.

8. Use the prompt in the Vaccination Event Type to select ‘Booster.’

9. Use the calendar icon in Vaccination Event Date to enter the date you received your booster.

10. For the Attestation, click the Confirm checkbox.

11. Required: 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.

12. Enter a Description of the document, such as COVID Vaccination Card.

13. Using the prompt, chose the Category list item COVID-19 Vaccination Documentation.

14. Click Submit.

15. Click Done.
Modify Your COVID-19 Booster Status

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

1. From the Workday search feature, enter ‘View Vaccinations for Role’ and select the **View Vaccinations for Role** report from the drop-down.

2. Enter your name in the **Role Secured for Personal Information Edit** field, and click the **Enter** button.

3. Click **OK**.


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

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

7. The **Correct Business Process** screen will display. 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. If you need to upload a new image, use the delete button to delete the old image, and the Upload button to upload the new image. You will re-enter a Description and Category as well.

11. Click Submit.

12. You will receive a ‘You have corrected’ confirmation.
To view your COVID-19 vaccination status in Workday, follow these steps.

1. From the Workday search feature, enter ‘View Selected Additional Data’ and select the View Selected Additional Data report from the drop-down.

2. Type your name in the For field and click enter. Select the radio button in front of your name.

3. Leave the Effective Date blank.

4. Use the prompt ꔤ in the Custom Objects field to select COVID-19 Vaccination; alternatively, you can leave this field blank to see all Custom Objects in your profile.

5. Your COVID-19 Vaccination Status displays.

---

To view your COVID-19 booster status in Workday, follow these steps.
**PI: Update COVID-19 Vaccination Status**

1. From the Workday search feature, enter ‘View Vaccinations for Role’ and select the **View Vaccinations for Role** report from the drop-down.

2. Enter your name in the **Role Secured for Personal Information Edit** field, and click the **Enter** button.

3. Click **OK**.