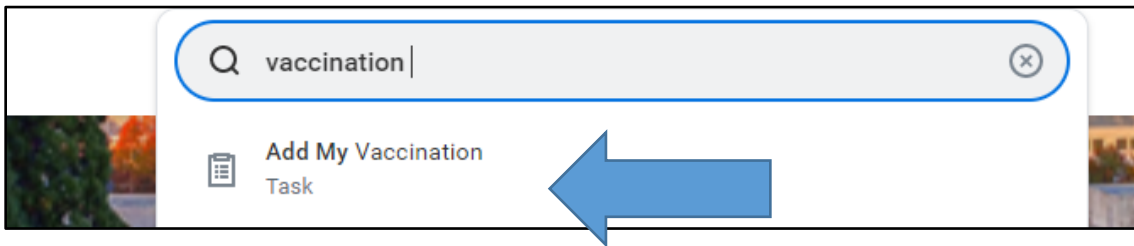
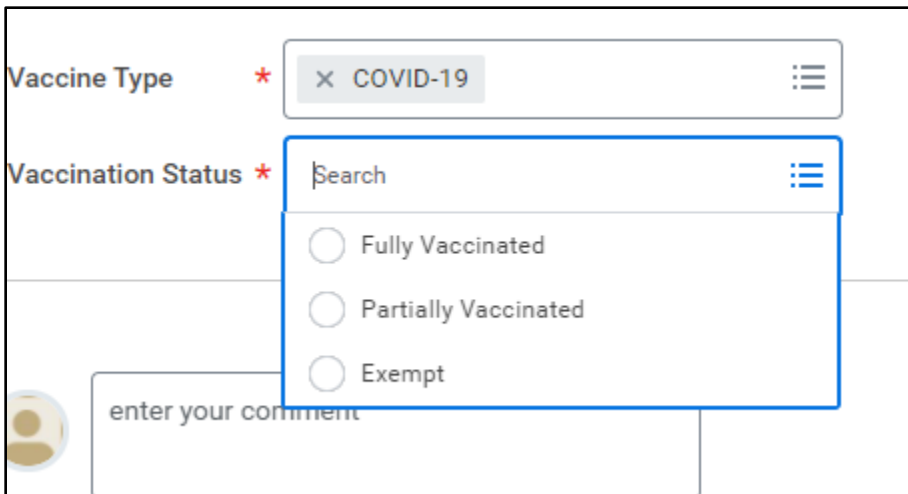


Faculty and staff must record Covid-19 vaccination information, including boosters, in Workday. This information is visible only to the employee and Human Resources.

1. From the Workday main page, search “vaccination” in the search bar and choose “Add My Vaccination.”



2. Select your vaccination type and status from the drop down menus. Choose “COVID-19” for vaccine type. When recording a booster, choose “Fully Vaccinated.”




3. Once you have selected the vaccine type and vaccination status, a second set of drop down menus will appear.

**Vaccination Details**

Vaccine

Vaccination Event Type

Vaccination Event Date \*  

**Attestation** I declare (or certify, verify, or state) that this statement about my vaccination status is true and accurate. I understand that knowingly providing false information regarding my vaccination status on this form may subject me to criminal penalties.

Confirm \*

Select the vaccine you received (Pfizer, Moderna, Johnson&Johnson, etc.), the type of event (booster, second dose, etc.), and the date you received the vaccination. You will be asked to confirm that the information you are providing is true. Please select the “Confirm” checkbox.


Vaccine Type \*

Vaccination Status \*

**Vaccination Details**

Vaccine

Vaccination Event Type

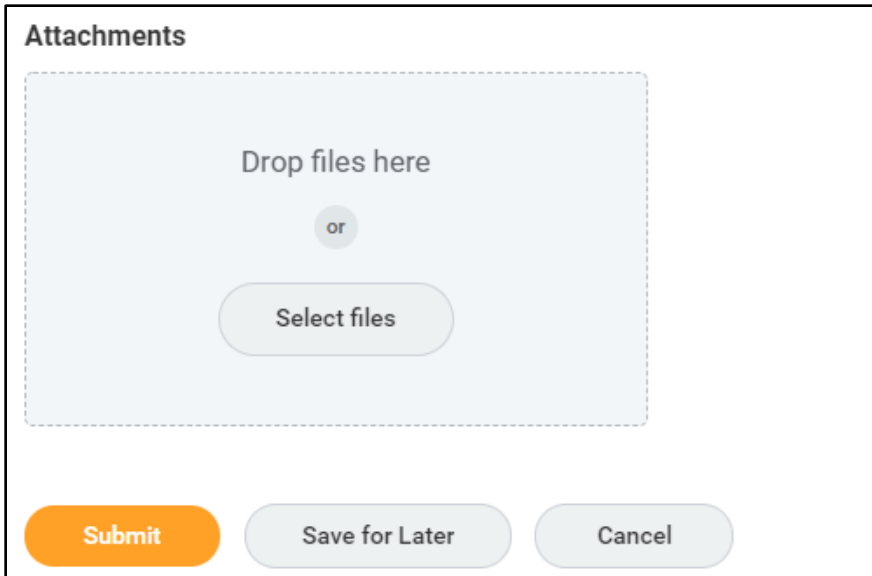
Vaccination Event Date \*  

**Attestation** I declare (or certify, verify, or state) that this statement about my vaccination status is true and accurate. I understand that knowingly providing false information regarding my vaccination status on this form may subject me to criminal penalties.

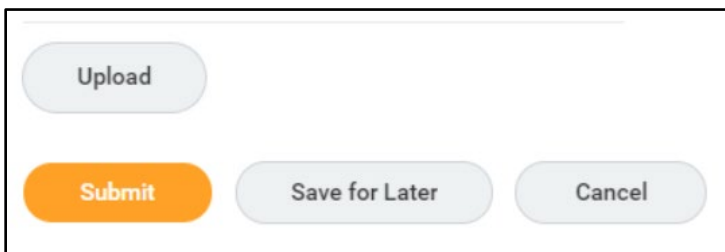
Confirm \*

- Willamette also requires proof of vaccination, i.e. as a vaccine card. You will attach an image of your proof of vaccine at the bottom of the screen. Click the “Select files” button

and choose the file to upload. When adding a file, select “Vaccination Record” as the document category.



5. When you have filled out the information and uploaded proof of vaccination, click the orange “Submit” button.



**\*\*Please note: if you are recording more than one vaccination event, each event must be reported separately. For example, if you received both a first and second dose of the Moderna vaccine, record your first dose using the instructions above, and then repeat the process to record the second dose.\*\***