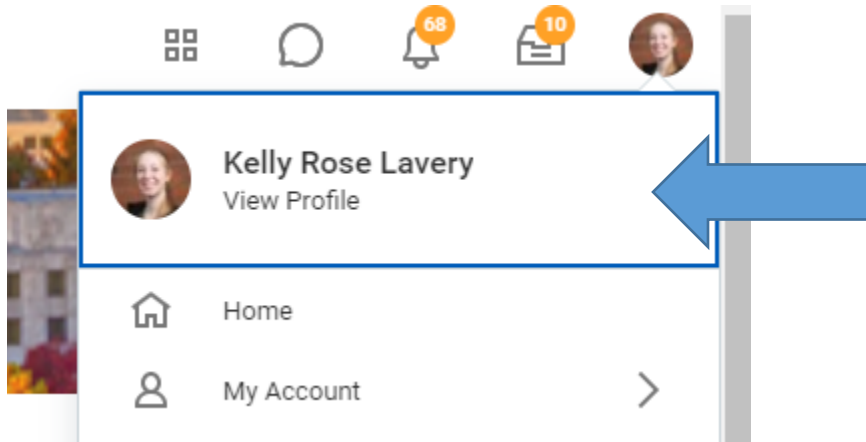


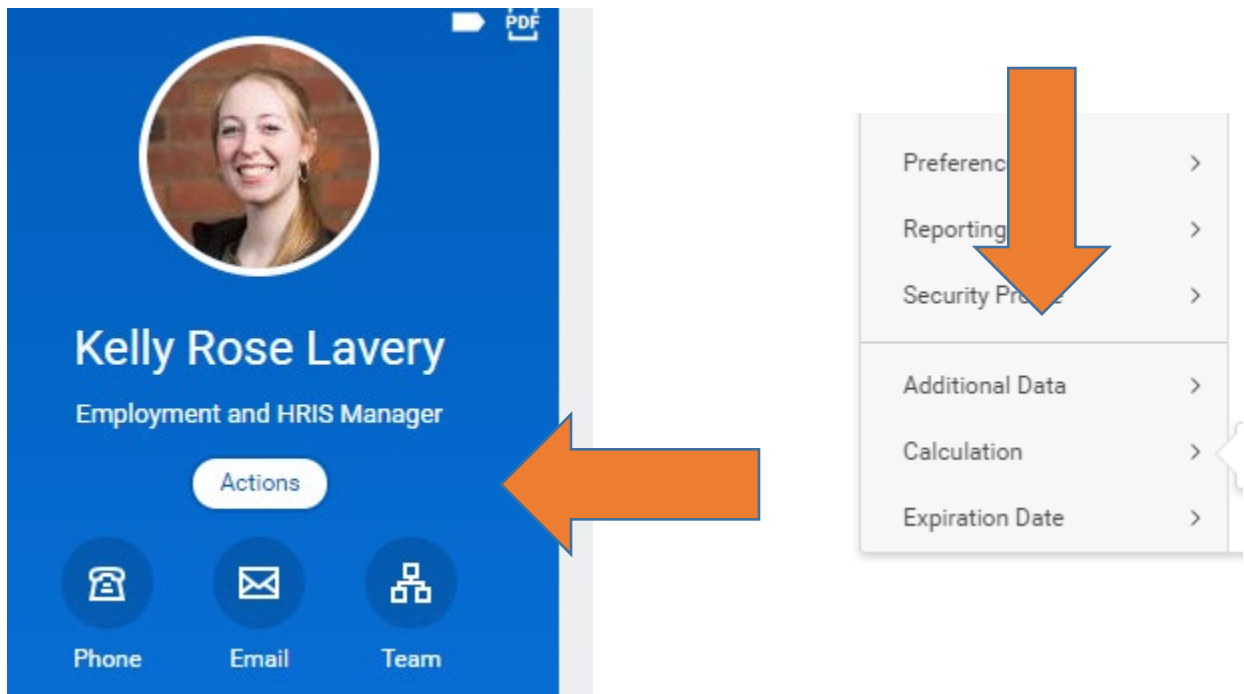
Covid-19 Vaccination Reporting

You can record your Covid-19 vaccination information in Workday. This information is visible only to you and Human Resources.

From the Workday main page, click your photo in the upper right corner, then choose “View Profile.”



Click the “Actions” button under your picture and scroll to the bottom of the menu; click on “Additional Data.”



Click the “Edit” button under the “Covid-19 Vaccines” section and input the information relevant to your vaccine.

Instructions

Select the manufacturer of the Covid-19 vaccine you received.
Fill in the date you received your first dose of vaccine. If applicable, fill in the date of your second dose.

Note: you may set the date of your second dose if you received it and completed the reporting process.

Covid-19 Vaccines

Manufacturer *

Pfizer/BioNTech
 Moderna
 Johnson & Johnson

Search

X Johnson & Johnson

Date of First Dose

MM/DD/YYYY 

Date of Second Dose

MM/DD/YYYY 

OK

Cancel

When you have selected the manufacturer and entered the date(s) of your first and/or second dose, click “OK” to finish.

The Pfizer/BioNTech and Moderna vaccines require two doses. You may enter the dates of both doses at one time, or you may record the date of the first dose now and the date of the second dose after you receive it. The Johnson & Johnson vaccine requires one dose; you do not need to fill in the date of the second dose if you receive this vaccine.