

## OVERVIEW

Below are the steps to upload your vaccination card in Workday. All vaccination records will be stored confidentially in Workday.

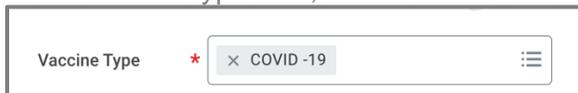
**Fully Vaccinated** is defined as two weeks after the completion of final vaccination dose. You **can submit** your vaccination data as soon as **you have received your final dose**.

## UPLOAD YOUR VACCINATION CARD

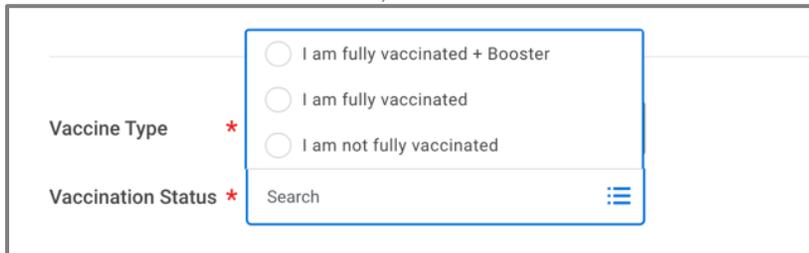
1. [Log in to USFWorks](#)
2. Click the **Add my Vaccination** hyperlink in the announcements section of the home page.



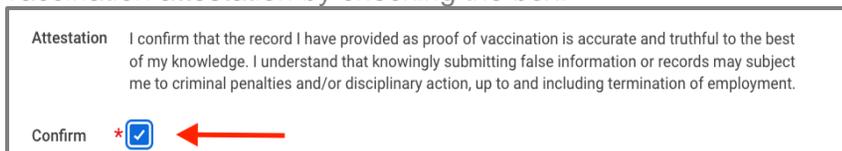
3. In the vaccine type field, select **COVID-19**.



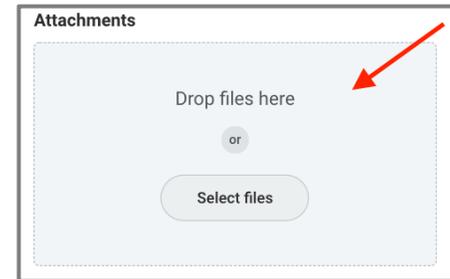
4. In the vaccination status field, select one of the three statuses:



5. If you selected **I am fully vaccinated (or +Booster)**, confirm the vaccination attestation by checking the box.



6. If you selected **I am not fully vaccinated**, click on the **Submit** button. **You have completed the process**.
7. If you selected **I am fully vaccinated (or +Booster)** and have confirmed your attestation, 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.

8. Once the document is attached, select **COVID-19 Vaccinations** as the document type and then click **Submit**. The process is now complete.

