Getting Started:

Uploading Vaccination Record

Employee

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 finalvaccination 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.

Announcemen 3 items	nts
	Upload proof of COVID-19 vaccination Fully Vaccinated employees are required to upload proof of vaccination by January 31, 2022. Add My Vaccination
In the vaccine type	e field, select COVID-19.
Vaccine Type * ×	covip -19 ∷≡
	Lam fully vaccinated + Rooster
	I am fully vaccinated
Vaccine Type *	I am not fully vaccinated
Vaccination Status *	Search :=
1	

 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 Filesbutton to locate the document saved on your computer.





<u>Note</u>: 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.

Attachments	
PDF	
COVID-19 Vaccination Record Card 2.pdf	
✓ Successfully Uploaded!	
Category * COVID -19 Vaccinations	
Upload	
Submit Cancel	