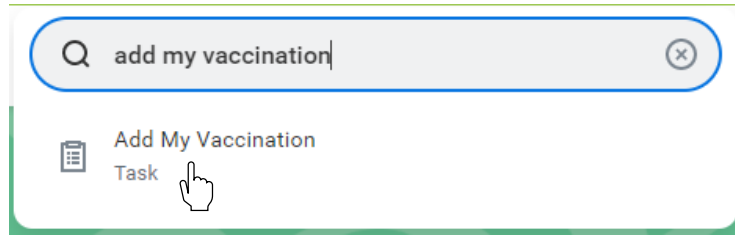


COVID VACCINATIONS - WORKDAY

Type *add my vaccination* in the Workday search bar and select the task that appears below the search bar.



Complete the required fields on the Vaccination page according to your vaccination status

Page 2 – Vaccinated

Page 3 – Choose not to receive the vaccine

Page 4 – Choose not to receive a booster

A screenshot of the "Add My Vaccination" form in Workday. The form has a title "Add My Vaccination" and a close button in the top right corner. Below the title, there is a section for uploading documents to verify vaccination status. A note states: "Please indicate the highest level of dosage of the COVID vaccine you have received as of today's date." Below this, there is a section for selecting the appropriate option if not receiving the vaccine or booster. The form contains two required dropdown menus: "Vaccine Type" with a red asterisk and a selected value of "COVID", and "Vaccination Status" with a red asterisk and no selection. Below these is a text input field with the placeholder "enter your comment". At the bottom, there is an "Attachments" section with a dashed box containing the text "Drop files here", "or", and a "Select files" button. At the very bottom, there are three buttons: "Submit" (orange), "Save for Later" (grey), and "Cancel" (grey).

COVID VACCINATIONS - WORKDAY

STATUS = VACCINATED

Vaccine Type:

* COVID will automatically default in this box

Vaccination Status:

* Vaccinated

Vaccine: (choose one)

- * AstraZeneca
- * Johnson + Johnson
- * Moderna
- * Other
- * Pfizer

Vaccination Event Type: (choose one)

(Select the highest level of dosage of the COVID vaccine you have received as of today's date)

- * Single Dose (Johnson + Johnson only)
- * Second Dose
- * Booster

Vaccination Event Date:

* Enter the vaccination date

Comments: (not required)

Enter comments, if any

Attachments:

Documentation is required

Category: (field will appear after document added)

* Select Personal Information

Upload documentation that provides proof that you have received the final dose of an approved COVID-19 vaccination series or an approved vaccine booster.

This could include a photographed or scanned copy of:

- CDC vaccination record card
- Patient record or consent form

Failure to upload the required documentation will result in an incomplete task. It will remain in your Workday Inbox until you revise, attach the document and submit.

Click **Submit**

Add My Vaccination

Vaccine Type *

Vaccination Status *

Vaccination Details

Vaccine

- AstraZeneca
- Johnson + Johnson
- Moderna
- Other
- Pfizer

Vaccination Event Type

- Single Dose
- Second Dose
- Booster

Vaccination Event Date *

Attachments

Drop files here

or

Select files

Submit Save for Later Cancel

COVID VACCINATIONS - WORKDAY

STATUS = CHOOSE NOT TO RECEIVE THE VACCINE

Vaccine Type:

* COVID will automatically default in this box

Vaccination Status:

* Choose not to receive the vaccine

Attestation:

* **Confirm (check box)**

I understand by choosing not to receive the COVID Vaccine I will be required to test weekly. I will also continue to follow all RISD's established health protocols.

Comments: (not required)

Enter comments, if any

Attachments: (not required)

Click **Submit**

Add My Vaccination

Vaccine Type *

Vaccination Status *

Attestation I understand by choosing not to receive the COVID Vaccine I will be required to test weekly. I will also continue to follow all RISD's established health protocols.

Confirm *

enter your comment

Attachments

Drop files here

or

Select files

Submit Save for Later Cancel

COVID VACCINATIONS - WORKDAY

STATUS = CHOOSE NOT TO RECEIVE A BOOSTER

Vaccine Type:

* COVID will automatically default in this box

Vaccination Status:

* Choose not to receive a booster

Attestation:

* Confirm (check box)

I understand by choosing not to receive a COVID Booster I will be required to test weekly. I will also continue to follow all RISD's established health protocols.

Comments: (not required)

Enter comments, if any

Attachments: (not required)

Click **Submit**

Add My Vaccination

Vaccine Type *

Vaccination Status *

Attestation I understand by choosing not to receive a COVID Booster I will be required to test weekly. I will also continue to follow all RISD's established health protocols.

Confirm *

Attachments

Drop files here

or

Select files

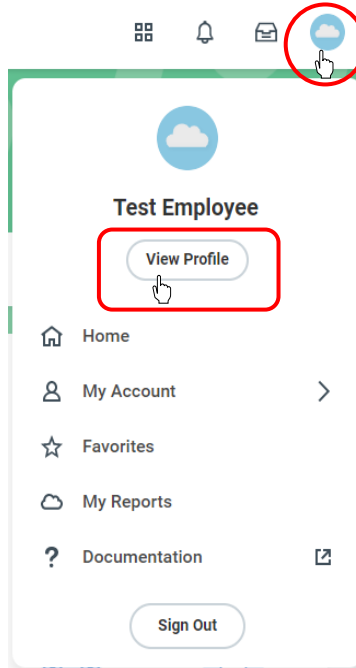
Submit Save for Later Cancel

COVID VACCINATIONS - WORKDAY

VIEW YOUR WORKDAY VACCINATIONS

Click on your **profile image** or the **cloud** in the top right corner

Select **View Profile** from the pop-up box



Click the **Personal** list item

Click the **Vaccinations** tab

The image shows the 'Personal' page in Workday. The left sidebar has a 'Personal' tab highlighted with a red box. The top navigation bar has a 'Vaccinations' tab highlighted with a red box. The main content area shows a table of vaccination records.

Vaccine Type	Vaccination Status	Fully Vaccinated	Vaccine	Vaccination Event	Vaccination Event Date	Documents	Business Process	Completed On
COVID	Choose not to receive a Booster						Add Vaccination: Test Employee	03/04/2022 01:29:37.212 PM
COVID	Vaccinated	Yes	Pfizer	Second Dose	03/01/2022	Blank.docx	Add Vaccination: Test Employee	03/04/2022 01:18:11.720 PM