

Managing Your Vaccine Information

This job aid describes the process for an Employee to submit their vaccine information. This includes dosage information and manufacturer, or exemptions and/or accommodations due to medical or religious reasons.

Prerequisites

- Your Member must have elected to turn on the Vaccine Management application in Workday for you to have visibility to the application and submit information
- Documentation should be readily available in the form of a gif, png, jpg, jpeg or pdf file to submit as part of the submission process

Important Information

Texas A&M University System Employees can provide documentation of COVID-19 vaccination or request for exemption by completing the information below and uploading the appropriate documentation. Your COVID-19 vaccination information or request for exemption will be maintained in a confidential manner like other employee medical information. NOTE: You are not currently required to enter COVID-19 vaccine information into Workday, and visibility of this application does not automatically imply you are required to submit this information at this time.

When submitting COVID-19 vaccine status:

- You will submit Dose 1 and Dose 2 for all vaccine types other than Johnson & Johnson's Janssen (J&J)
- Your record will route for approval after you submit Dose 2 (Dose 1 for J&J)

- Vaccines administered by two different manufacturers are allowed
- If you make an error on Dose 1, continue with submission for Dose 2. You will not be able to correct Dose 1
- Select the option for Additional dose for any doses after Dose 2 listed on your card
- **IMPORTANT:** Only one attachment is allowed. Be sure your one attachment displays all relevant information (e.g. front and back of card if necessary)

When submitting an Exemption or Accommodation request:

- You may submit a request for exemption or accommodation based on medical or religious reasons
- Your request will route for approval. Approval is not guaranteed
- You must provide appropriate documentation for your request

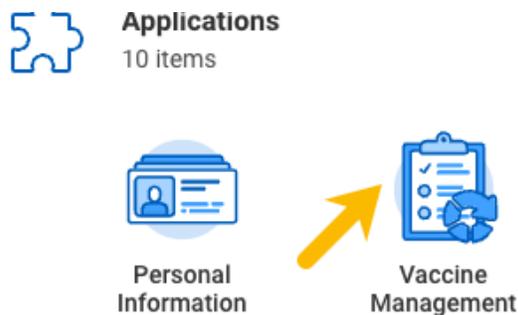
Getting Started

When submitting a vaccination status, you will submit information and supporting documentation for each dose. This means you will repeat the process outlined below for each dose you have received. An attachment of your documentation is required for each submission. This attachment may be the same for each submission.

If your vaccine information was converted from RedCAP, you can skip to the section Review My Vaccine History to view your converted data.

1. From your Workday Home page select the Vaccine Management application





2. On the next page, read the directions provided for important instructions and information, then select the **Vaccine, Exemption, Accommodation** link to begin

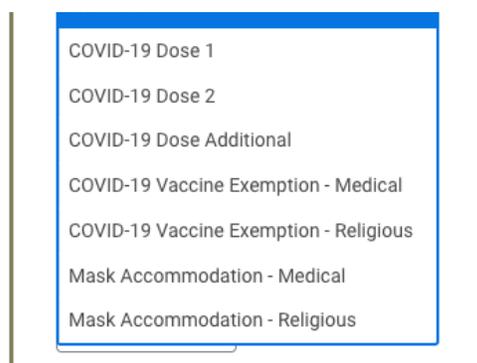
The screenshot shows the 'Vaccine Management' page. The header is blue with the text 'Vaccine Management' and a gear icon. Below the header, there is a section titled 'About Vaccine Management' with a small icon of a person. The text explains that employees can provide documentation of COVID-19 vaccination or request for exemption by completing the information below and uploading the appropriate documentation. It also notes that the information will be maintained in a confidential manner. Below this, there are instructions on how to submit COVID-19 vaccine status and exemption or accommodation requests. At the bottom of the page, there is a 'Vaccine Management' section with two links: 'Submit' and 'View'. The 'Submit' link is highlighted with a yellow arrow pointing to it. The 'View' link is also highlighted with a yellow arrow pointing to it.

3. Follow the instructions provided below for submitting proof of vaccination or requesting an exemption or accommodation

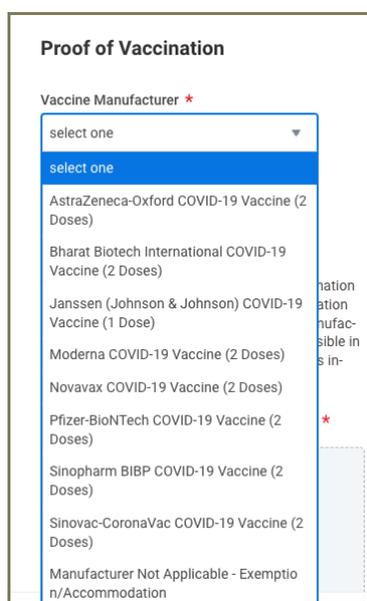
Submit Proof of Vaccination

1. In the **Vaccine or Exemption Type** field, select which dose you are submitting documentation for (Dose 1, Dose 2, or Dose Additional)

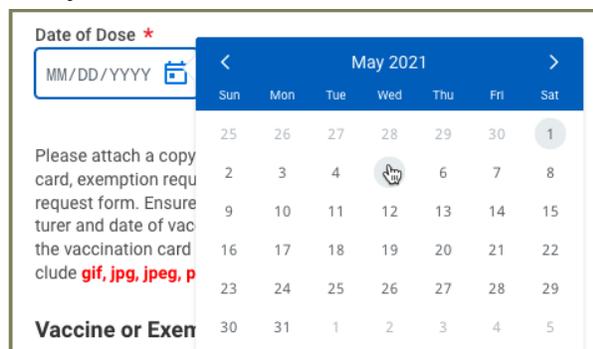
The screenshot shows a form titled 'Vaccine Disclosure'. Below the title, there is a field labeled 'Vaccine or Exemption Type *'. The field contains a dropdown menu with the text 'select one' and a hand icon. Below the dropdown menu, there is a blue button with the text 'select one'.



2. In the **Vaccine Manufacturer** field, select the manufacturer for this dose

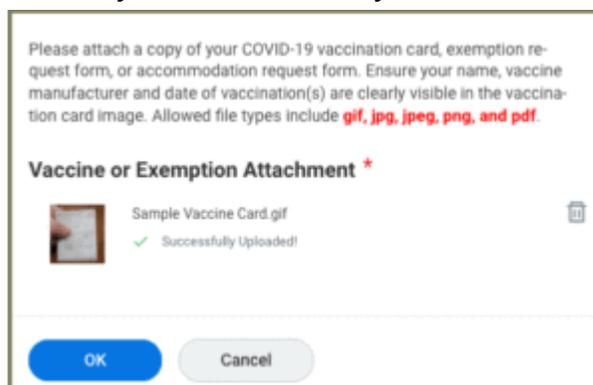


3. Select the **Date** you received this dose

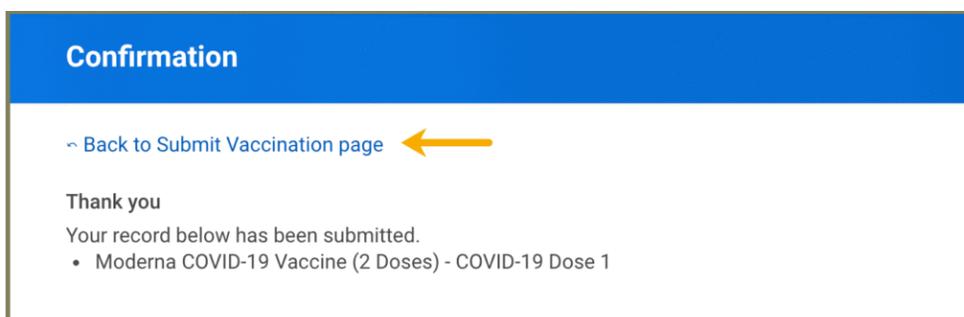


4. Attach your documentation according to the file types allowed. Only one attachment is allowed. Be sure are relevant

information is visible from the one attachment (e.g. front and back of card if necessary). **IMPORTANT:** Do not block important information in your graphic when holding your card or your request may be denied and you will need to resubmit



5. Click **OK** to submit this dose. You will receive a confirmation message
6. Click the ***Back to Submit Vaccination page*** link to submit another dose if needed



! When you submit Dose 2 (Dose 1 for J&J), your information will route for approval to the Vaccine Partner

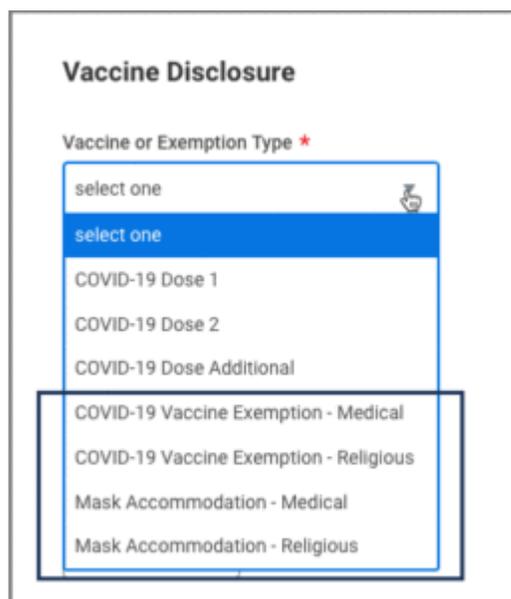
Up Next

Navigate to the Up Next tab at the top of the page to for information on approvals and notifications.

Submit Request for Exemption or Accommodation

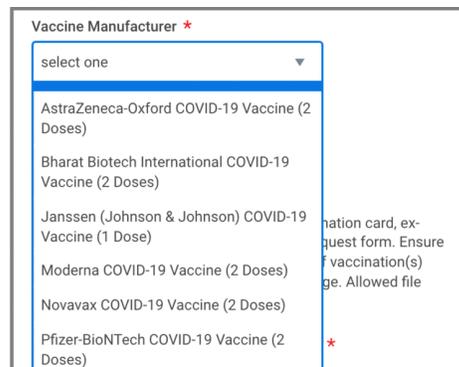
You may request an exemption or accommodation for medical or religious reasons. Follow the instructions provided. First you will submit a request for an exemption. Then, you may also request an accommodation for any additional requirements for those who have an exemption.

1. In the **Vaccine or Exemption Type** field, select the Exemption or Accommodation type you are requesting (Medical or Religious)

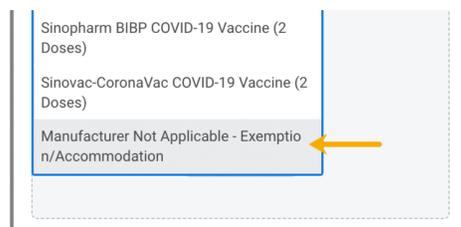


The screenshot shows a form titled "Vaccine Disclosure". Below the title is a dropdown menu labeled "Vaccine or Exemption Type *". The dropdown is open, showing a list of options: "select one", "COVID-19 Dose 1", "COVID-19 Dose 2", "COVID-19 Dose Additional", "COVID-19 Vaccine Exemption - Medical", "COVID-19 Vaccine Exemption - Religious", "Mask Accommodation - Medical", and "Mask Accommodation - Religious". The "COVID-19 Vaccine Exemption - Medical" option is highlighted with a blue background.

2. In the **Vaccine Manufacturer** field, select **Manufacturer Not Applicable – Exemption/Accommodation**



The screenshot shows a dropdown menu labeled "Vaccine Manufacturer *". The dropdown is open, showing a list of options: "select one", "AstraZeneca-Oxford COVID-19 Vaccine (2 Doses)", "Bharat Biotech International COVID-19 Vaccine (2 Doses)", "Janssen (Johnson & Johnson) COVID-19 Vaccine (1 Dose)", "Moderna COVID-19 Vaccine (2 Doses)", "Novavax COVID-19 Vaccine (2 Doses)", and "Pfizer-BioNTech COVID-19 Vaccine (2 Doses)". The "Pfizer-BioNTech COVID-19 Vaccine (2 Doses)" option is highlighted with a blue background. To the right of the dropdown, there is a small text box that says "ation card, ex-quest form. Ensure of vaccination(s) ge. Allowed file".

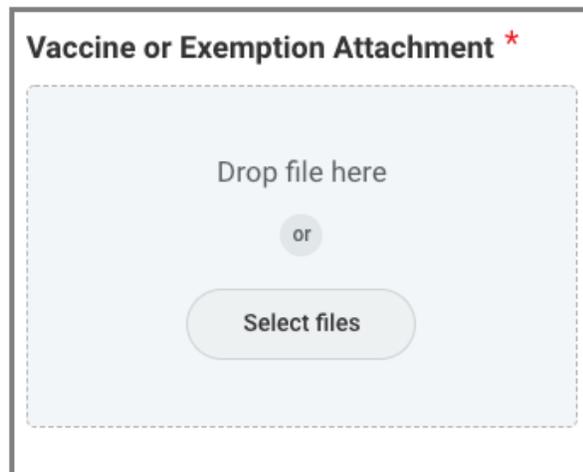


Sinopharm BIBP COVID-19 Vaccine (2 Doses)

Sinovac-CoronaVac COVID-19 Vaccine (2 Doses)

Manufacturer Not Applicable - Exemption/Accommodation

3. Attach your documentation supporting your request. Only one attachment is allowed



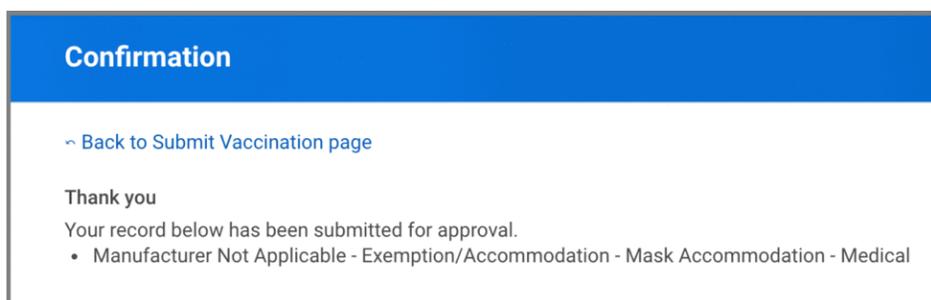
Vaccine or Exemption Attachment *

Drop file here

or

Select files

4. Click **OK**
5. You will receive a confirmation message that your request has routed for approval



Confirmation

[~ Back to Submit Vaccination page](#)

Thank you

Your record below has been submitted for approval.

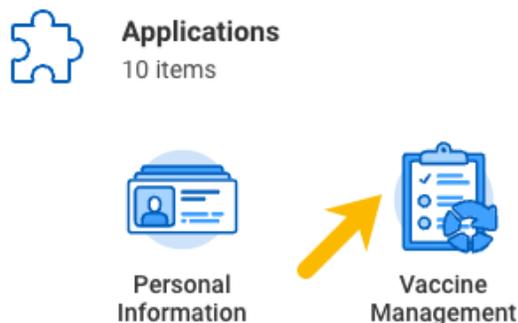
- Manufacturer Not Applicable - Exemption/Accommodation - Mask Accommodation - Medical

Up Next

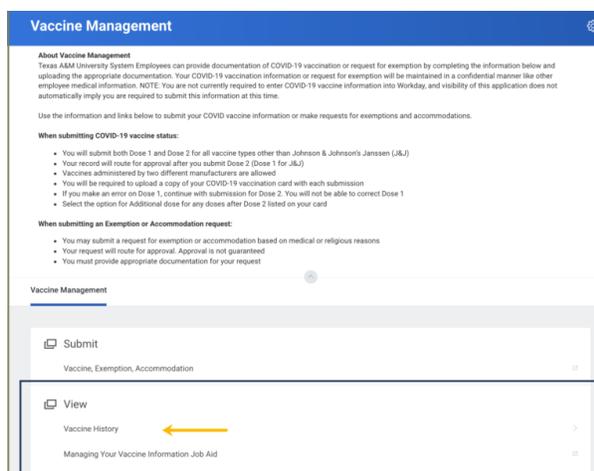
Navigate to the Up Next tab at the top of the page to for information on approvals and notifications.

Review Your Vaccine History

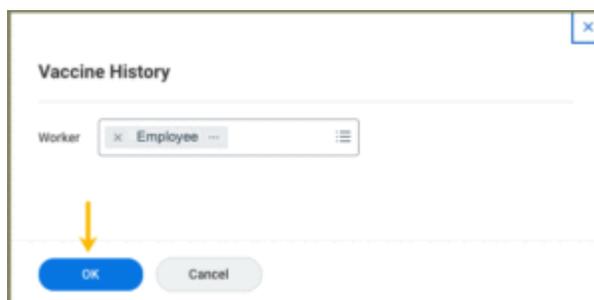
1. To review your vaccine history in Workday, navigate to the Vaccine Management application from your Home page



2. On the next page, under the View section, select **Vaccine History**



3. Select **OK** on the pop up window that displays your name in the **Worker** field



4. The Vaccine History page will display each dose entered for you in Workday. The Business Process Event Status column displays the status of your information. In the example shown here, the Employee submitted two doses and the second dose has not yet been approved by the Vaccine Partner

Vaccine Manufacturer	Vaccine or Exemption Type	Date of Dose	Business Process Event	Business Process Event Status
Pfizer-BioNTech COVID-19 Vaccine (2 Doses)	COVID-19 Dose 2	01/04/2022	Submit COVID Vaccination: COVID Vaccination	In Progress
Pfizer-BioNTech COVID-19 Vaccine (2 Doses)	COVID-19 Dose 1	11/09/2021	Submit COVID Vaccination: COVID Vaccination	Successfully Completed

This completes the **Managing Your Vaccine Information** process in Workday

Up Next

Notifications

Your submission will either be approved or denied by a Vaccine Partner at your member.

Approvals

Vaccine status information will route to a Vaccine Partner after Dose 2 has been submitted (Dose 1 for J&J). You will receive a notification such as the one provided below.

Notifications

Viewing: All | Sort By: Newest | From Last 30 Days

Submit COVID Vaccination: COVID Vaccination

6 minute(s) ago

Submit COVID Vaccination: COVID Vaccination
Approval Confirmation
6 minute(s) ago

Your vaccine information has been approved. You can log in to Workday and review your information using the Vaccine Management application on your Workday Home page.

If you have questions, please contact your Human Resources office.

This is an automated email: do not reply

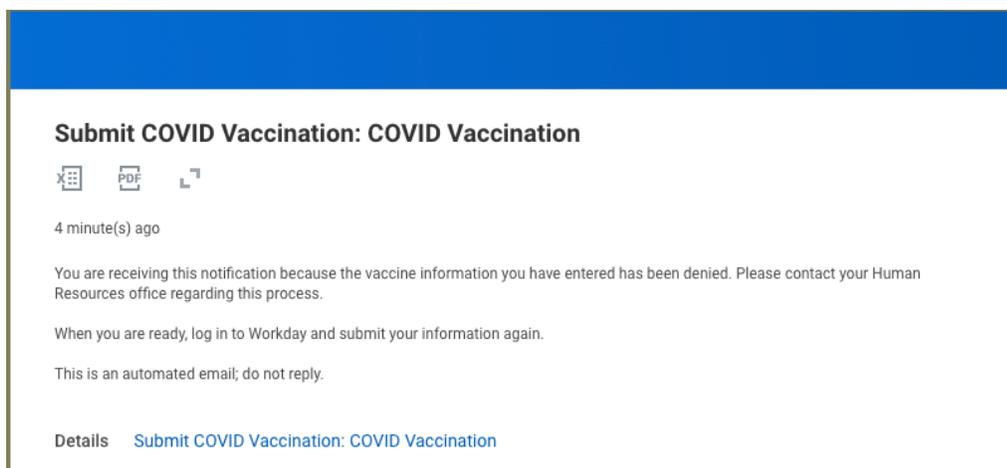


Exemption / Accommodation requests will route to a Vaccine Partner for approval. You will receive a notification such as the one provided below when it is approved.

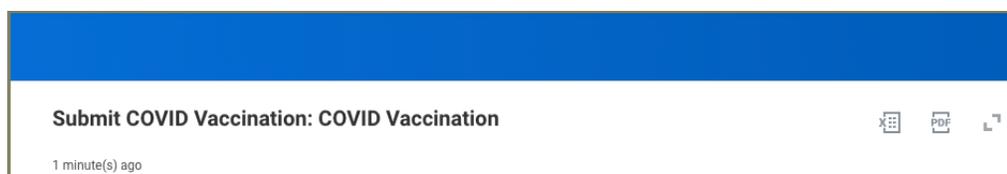


Denials

If your vaccine status submission is denied, you will receive a notification such as the following.



If your request for an Exemption / Accommodation is denied, you will receive a notification such as the one provided below.



You are receiving this notification because the Exemption/Accommodation information you have entered has been denied. Please contact your Human Resources office regarding this process.

When you are ready, log in to Workday and submit your information again.

This is an automated email; do not reply.

Details [Submit COVID Vaccination: COVID Vaccination](#)