Completing the COVID-19 Vaccine/Booster Request

1) Search **Create Request** in the Workday search bar or follow this link to the Create Request task and type in **COVID**, then select the **COVID-19 Vaccine/Booster Worker** Request. Select OK.
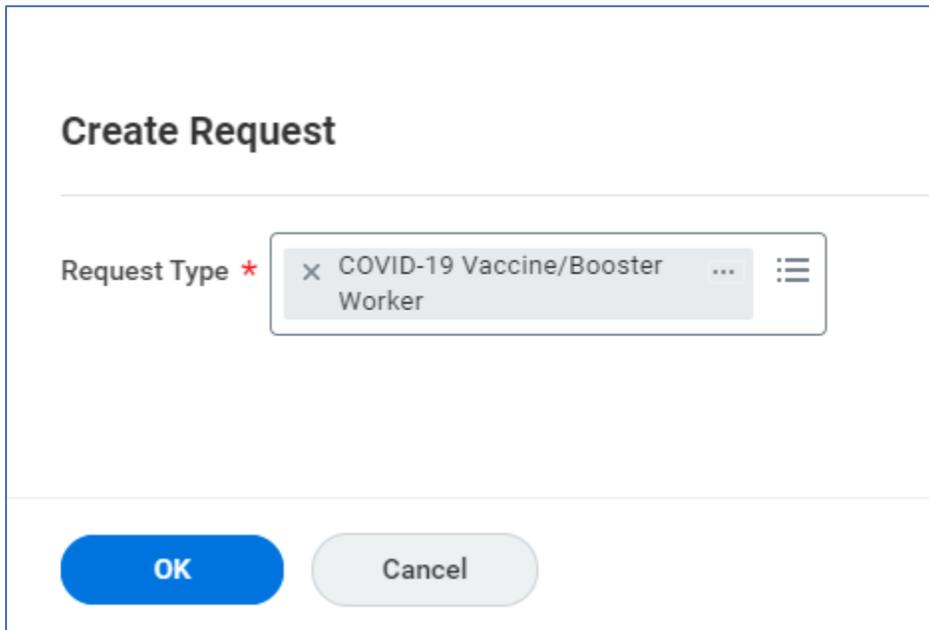
Create Request

Request Type *   ✕ COVID-19 Vaccine/Booster Worker   ...   ☰

OK   Cancel

2) Indicate whether you are submitting your completed vaccine, booster information, or both.
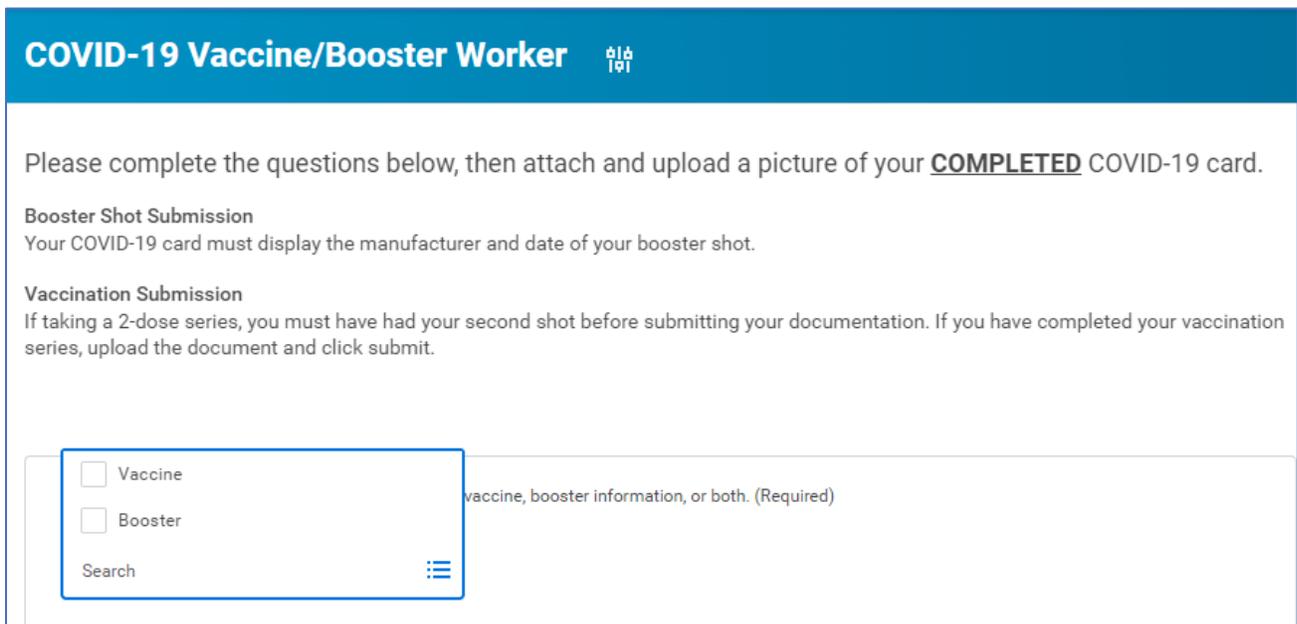
COVID-19 Vaccine/Booster Worker

Please complete the questions below, then attach and upload a picture of your **COMPLETED** COVID-19 card.

Booster Shot Submission
Your COVID-19 card must display the manufacturer and date of your booster shot.

Vaccination Submission
If taking a 2-dose series, you must have had your second shot before submitting your documentation. If you have completed your vaccination series, upload the document and click submit.

☐ Vaccine

☐ Booster

Search   ☰

vaccine, booster information, or both. (Required)

3) **Vaccine Submission**: If you are submitting booster information only, skip this section.
   a.   If you have taken a 2-dose series of the vaccine, enter the date of your second dose. For single-dose vaccines, enter the date of your initial dose.
   b.   Select the vaccine manufacturer from the list.

VACCINE Date: If you are submitting proof of COVID-19 vaccine, enter the date of your second dose.

MM/DD/YYYY 📅

VACCINE Manufacturer

- ○ AstraZeneca/Covishield
- ○ Covaxin
- ○ Johnson&Johnson
- ○ Moderna
- ○ Pfizer
- ○ Sinopharm
- ○ Sinovac-CoronaVac

4) **Booster Submission**: If you are submitting vaccine completion information only, skip this section.
   a.   Enter the date you received your booster shot.
   b.   Select the booster manufacturer from the list.

BOOSTER Date: If you are submitting a new booster, enter the date you received your booster shot.

MM/DD/YYYY 📅

BOOSTER Manufacturer

- ○ Pfizer
- ○ Moderna

5) Upload a picture of your completed ***COVID-19 Vaccination Card*** under the attachment section. If you have taken a 2-dose series, you must have had your second shot before submitting your documentation. If you have completed your vaccination series, upload the document and click submit.

Please upload and attach an image of your completed COVID-19 vaccine card, showing vaccine and/or booster dates matching those you have indicated on the form above. (Required)

Drop files here

or

Select files

Submit   Save for Later   Cancel

Checking Your Vaccination Record

1) From your Workday homepage, click your profile picture (or the Workday cloud logo) in the top right-hand corner and click ***View Profile***.
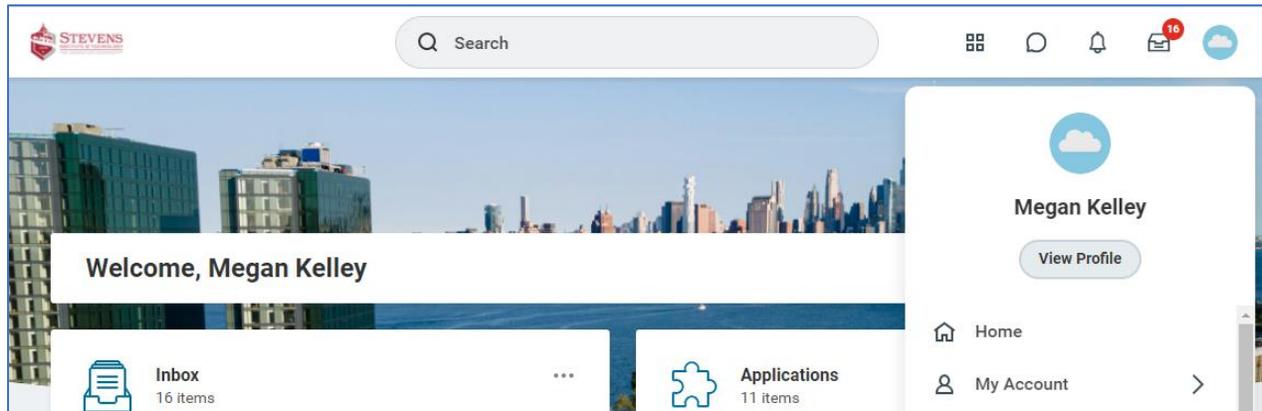
2) On your profile page, click the actions button.
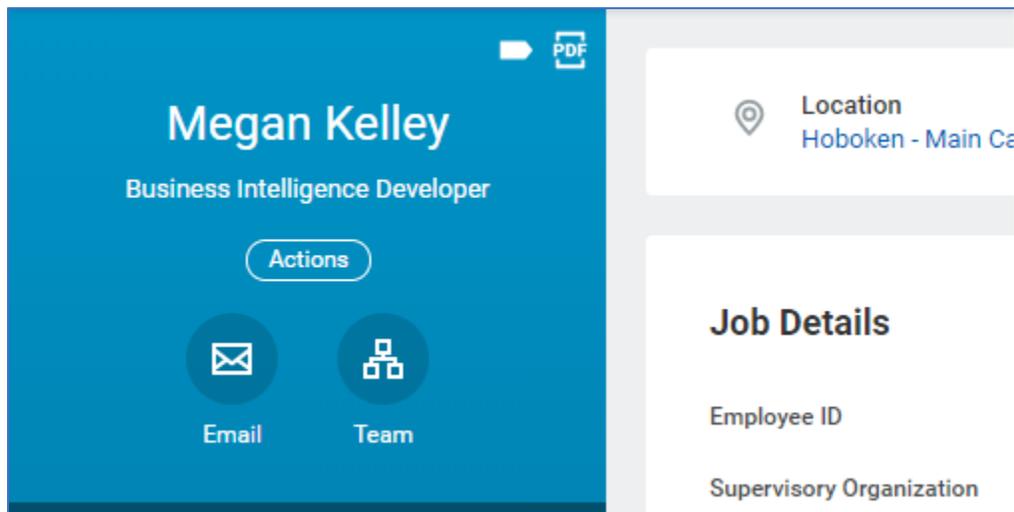
3) Scroll down through the options to find *Additional Data > View All*.
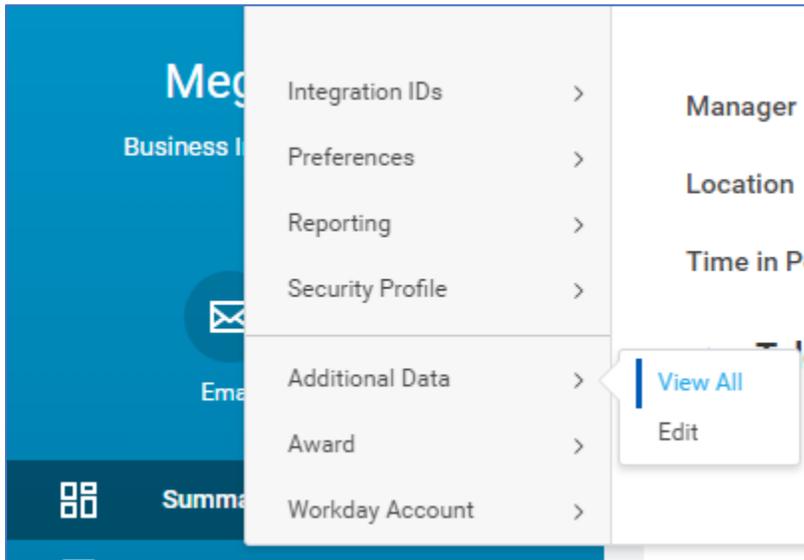
4) If your vaccine card has been processed, the data will be populated on this page.