Overview

Use this job aid as a resource to submit your proof of vaccinated status or to verify your vaccination status in Workday. Instructions are on the left with corresponding images on the right side of the job aid.
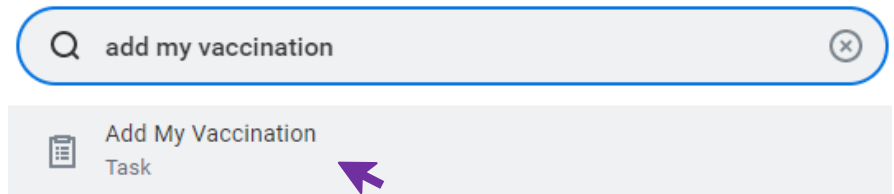
To verify vaccination status go to Pages 6-8.

ADD MY VACCINATION

1) Sign into Workday. Type "add my vaccination" in the search box at the top of the page. The "Add My Vaccination" Task will appear below the search box. "Add My Vaccination" Task in order to enter information for your most recent vaccination, i.e. Booster.

When adding a booster, please select the "Up To Date" option for Vaccination Status.

Up To Date: (Requires Proof of Vaccination)
- You have received all recommended COVID-19 vaccines, including any Booster dose(s) when available.

Fully Vaccinated: (Requires Proof of Vaccination)
- You have received the primary series of the COVID-19 Vaccine (Two doses of Moderna or Pfizer or a single dose of Johnson & Johnson)

Partially Vaccinated: (Requires Proof of Vaccination)
- You have received a single dose of Pfizer or Moderna

Medical Exception: (Requires Proof of Condition by Medical Provider)
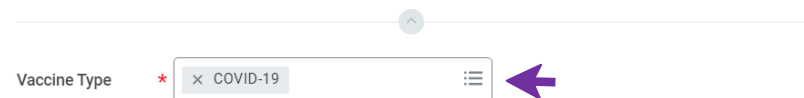- You have a medical condition for which the approved vaccine presents a significant risk or a serious adverse reaction.

Religious Exception: (Requires that you fill out a questionnaire)
- You have a sincerely held religious belief, practice and observance.

If this is a **Medical Exception Request**, please select Medical Exception Request, click Submit, then print and complete the document on the next step.
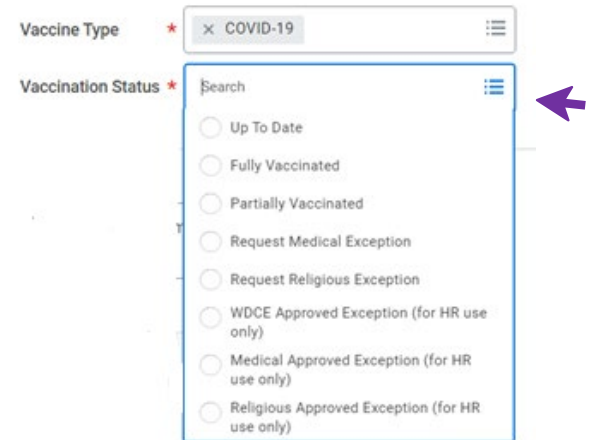
If requesting an exception, skip attachment process.

2) The **Add My Vaccination** pop-up will appear. The image to the right shows the various Vaccination Status options that you will choose from in Step #4.

3) The box for **Vaccine Type** is already prefilled with COVID-19 so you don't need to change this.

4) Use the drop-down in the **Vaccination Status** box to select your current vaccination status.

Vaccine Type	✱ × COVID-19 ≔
Vaccination Status	✱ Search ≔

○ Up To Date
○ Fully Vaccinated
○ Partially Vaccinated
○ Request Medical Exception
○ Request Religious Exception
○ WDCE Approved Exception (for HR use only)
○ Medical Approved Exception (for HR use only)
○ Religious Approved Exception (for HR use only)

5) Under the **Vaccination Details** section, use the drop-down next to **Vaccine** and then select the manufacturer of the vaccine you received. Choose Johnson & Johnson Janssen **OR** Moderna **OR** Pfizer BioNTech.

Vaccine

Search ≔

○ Johnson & Johnson Janssen

○ Moderna

○ Pfizer BioNTech
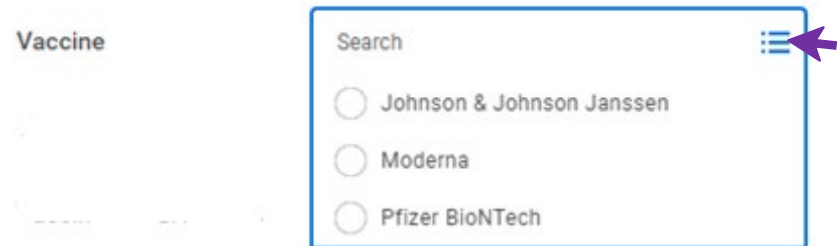
6) For **Vaccination Event Type** use the drop-down to display the options, and then select the correct dosage.
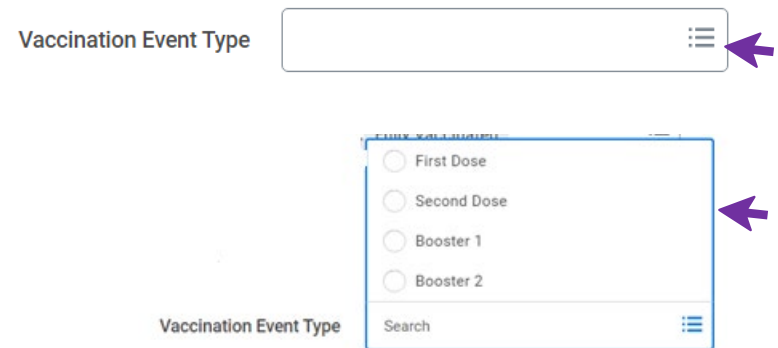
Vaccination Event Type [≔]

○ First Dose
○ Second Dose
○ Booster 1
○ Booster 2

Vaccination Event Type   Search ≔

7) For **Vaccination Event Date** enter the date your vaccination was administered. You can type the date directly into the box or use the calendar to click on the correct date.

8) Click on the check box next to **Confirm** to agree to the attestation.

9) Under the **Attachments** section click either "Drop files here" to drag your document into the box **or** click on "Select files" to search your device for the document to be uploaded. **NOTE**: If you require additional time to locate your document, you may click on "Save for Later" and then return to this process when it is convenient.
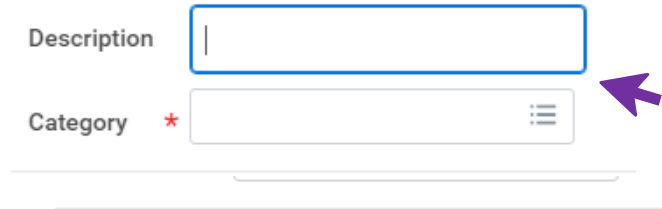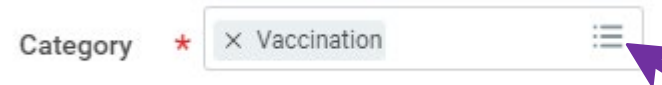
10) Once your file has been uploaded, the **Description** box appears. This may be left blank.

Description	
Category *	
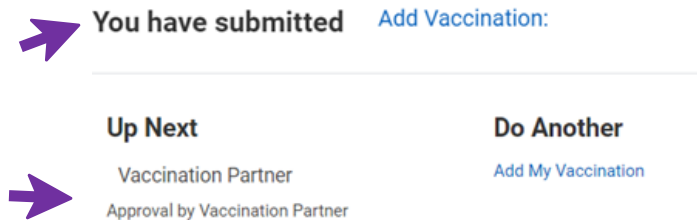
11) For **Category** use the drop-down to select "Vaccination."

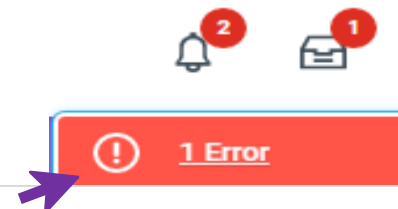| Category *	× Vaccination

12) Click "Submit"

Submit   Save for Later   Cancel

13) The "You have submitted" box should pop up and the "Up Next" area should indicate that the submission will now be reviewed by a Montgomery College Vaccination Partner.

You have submitted   Add Vaccination:

Up Next   **Do Another**

Vaccination Partner   Add My Vaccination

Approval by Vaccination Partner

14) However, if any of the mandatory boxes were incomplete, an Error message will pop up. Click on the pop up, make corrections as necessary and then repeat Steps #11 and #12.

① 1 Error

IF YOUR SUBMISSION IS RETURNED TO YOU

Your Vaccination Partner will notify you regarding any issues with your submission. The notification will be in the **Awaiting Your Action** section on your My MC home screen and will also be in your inbox.

Awaiting Your Action

Add Vaccination:

1) Click on the notification.

Awaiting Your Action

Add Vaccination:

2) Scroll down below the Vaccination Details section to find "**View Comments.**" This will advise what action(s) you must take to successfully complete the process to add your vaccination.

View Comments (1)

Send Back Reason:

3) Take any action(s) advised.

4) Remember to once again click on the box next to **Confirm** to agree to the attestation.

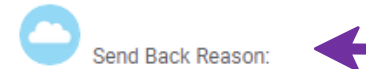Attestation   I declare under penalty of perjury under the laws of the State of Maryland that the information above is true and correct.

Confirm   ☑

5) Click "Submit"
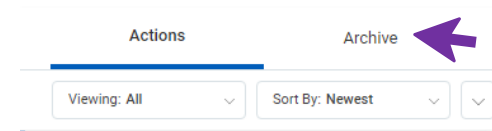
Submit   Save for Later   Cancel

VERIFY WORKDAY VACCINATION STATUS

METHOD #1 VIA YOUR MAILBOX:

1) Click on the mailbox icon in the upper right-hand corner of your screen.

2) On the left-hand side of the screen, click on "**Archive**."

3) The **"View Event"** screen will pop up. Look at the line for Overall Status. (There are two examples here of the types of status message that you might see.)

EXAMPLE #1

EXAMPLE #2

Overall Process   Add Vaccination:

Overall Status   In Progress

Overall Status   Successfully Completed

METHOD #2 VIA YOUR PROFILE:

This method works only after your Vaccination Partner has approved your submission.
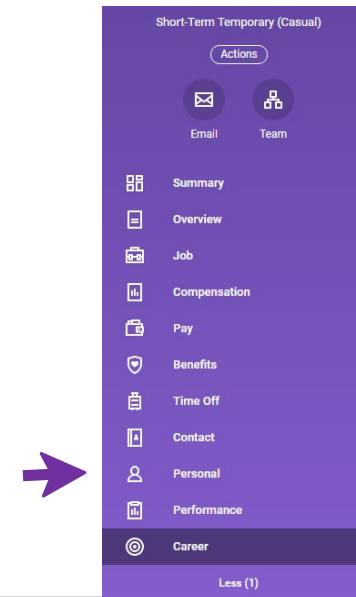
1) Click on your Profile icon.
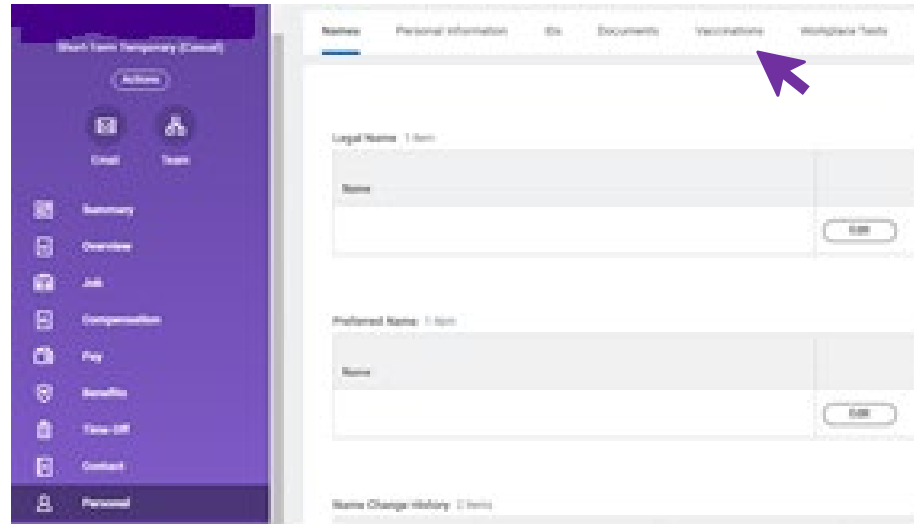
2) Click on "View Profile"

3) Click on "Personal" in the purple section on the left-hand side of your screen. If you don't see Personal, you may need to click on "More" in order to expand the options.

4) Click on "Vaccinations" in the center of the top bar.

5) Look at the line for Overall Status.

For

Overall Process   Add Vaccination:

Overall Status   Successfully Completed

Details   Process

Vaccine Type   COVID-19

Vaccination Status   Fully Vaccinated

Vaccination Details

Vaccine   Moderna

Vaccination Event Type   Second Dose

Vaccination Event Date   02/28/2022