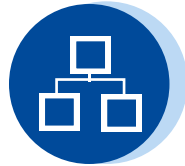




Data Entry for COVID-19 Vaccination



The Kean | Workday MyGuide is intended for the following users :

All Kean University Employees



My Guide

Data Entry for COVID-19 Vaccination

Navigate to COVID-19 Vaccination Field.

Step 1: Navigate to the Employee Profile.

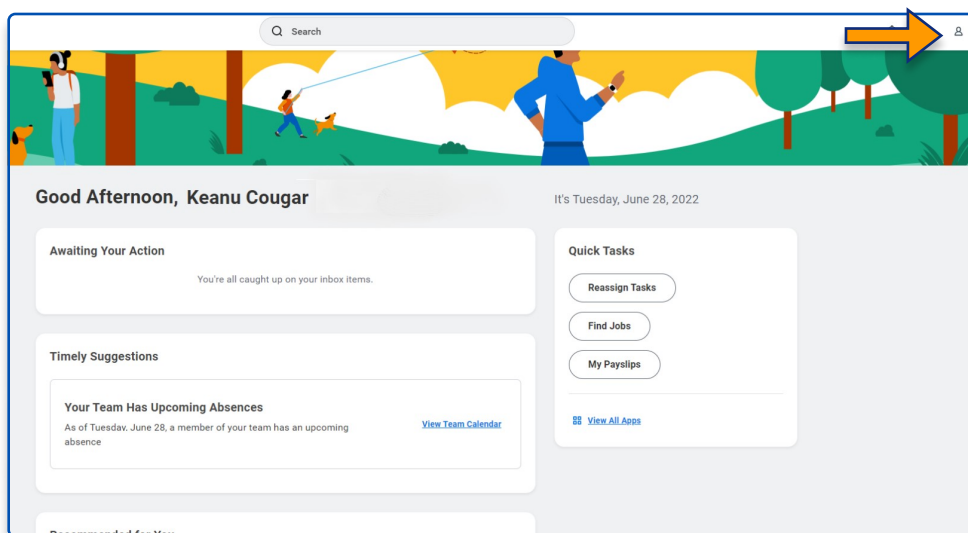
Step 2: Navigate to the "Personal" page of the Profile and access the COVID-19 Vaccine field from the Additional Data Tab.

Update personal COVID-19 Vaccination Information

Step 3: Click the Edit button to enter your vaccination information, including manufacturer and date(s) you received the dose(s). Click "OK" to save.

Step 4: Review to confirm the data has been recorded. Click "Done" to return back to the Employee Profile.

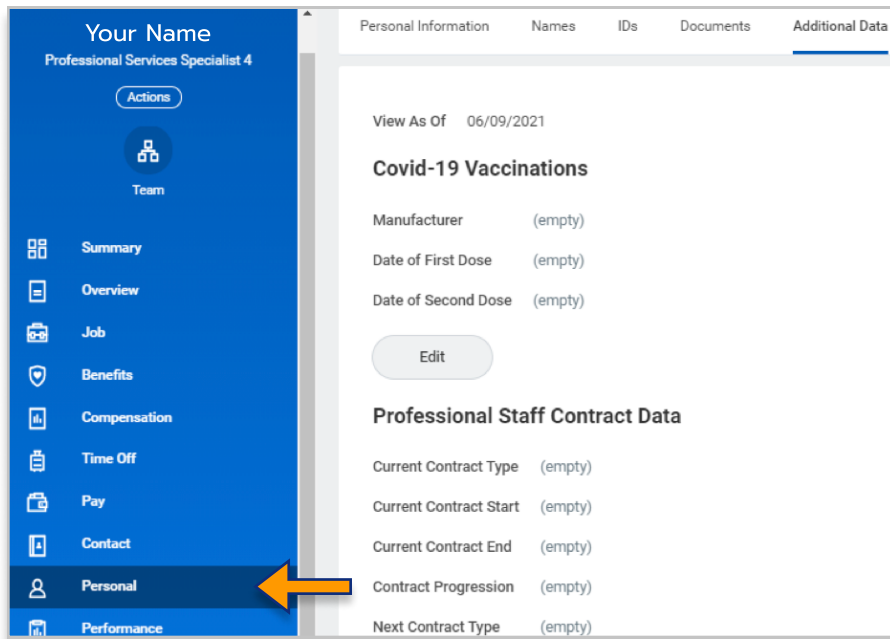
Step **1**



From the landing page, navigate to the Employee Profile by clicking on the circular icon at the top right of the page (note, this could be a photo of you or a Workday cloud icon).

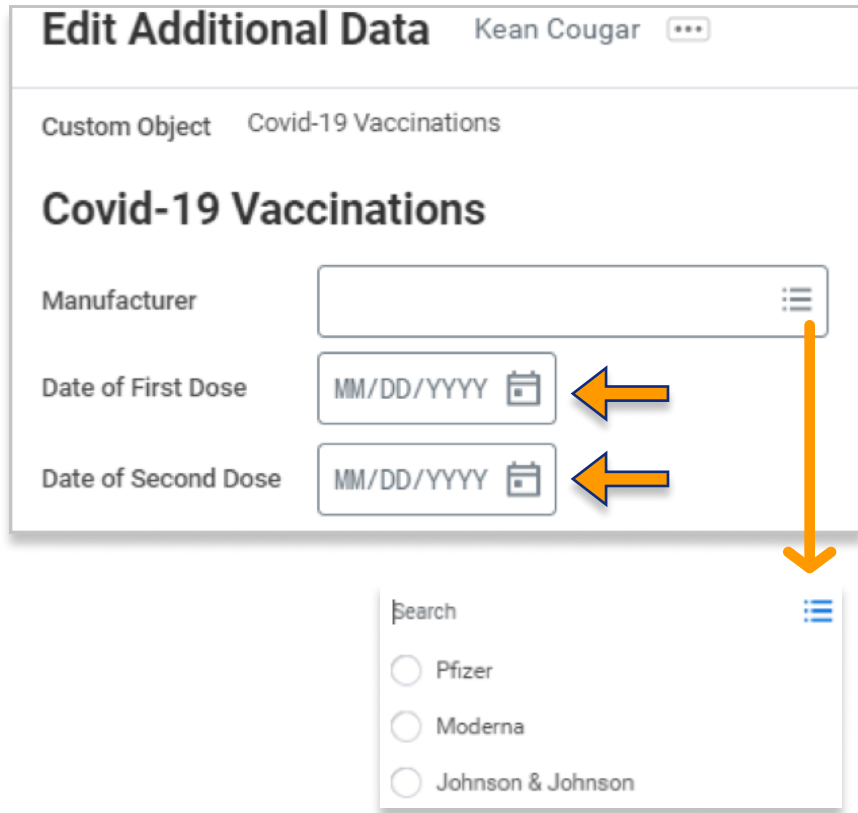
Click on View Profile.

Step 2



From the Employee Profile, click on the "Personal" link to the left of the page. At the top of the Personal page, click on the "Additional Data" tab. A new screen will appear with various data fields, including the COVID-19 Vaccinations field. Please note that this page may include different data for each employee; your experience may not be identical to the image provided for example.

Step 3



To manage your COVID-19 Vaccination information, click on the edit button. This will open a new window in which you are able to edit the fields previously marked as (empty).

Enter the information for your vaccination, indicating the manufacturer from the drop down list and the date(s) of the doses that you received.

Click okay at the bottom of the screen. The screen will update, confirming that your information has been added

Click "Done" to navigate back to the Employee Profile view. The information you supplied will now appear on the "Additional Data" tab on the Personal Information page. Note that the information will not be available to other employees, it will only be available to you, confidential Human Resources personnel, and senior management.

The screenshot displays the Workday interface for an employee profile. On the left, a blue sidebar identifies the employee as Kean Cougar, Professional Services Specialist 4, and provides navigation options: Actions, Team, Summary, Overview, and Job. The main content area shows the 'Additional Data' tab selected, with a 'View As Of' date of 06/09/2021. Under the 'Covid-19 Vaccinations' section, the following information is listed:

Manufacturer	Moderna
Date of First Dose	02/27/2021
Date of Second Dose	03/27/2021

An 'Edit' button is located at the bottom of the vaccination details.

Important to Note

Please note that proof of COVID-19 Vaccination (i.e. Vaccination Card) is not being required at this time. Employees will be able to self-report their vaccination status. In the event that verification is required later, the employee will be contacted by Human Resources at that time. Vaccination status will be used for tracking and contact tracing purposes. Employees are not currently required to be vaccinated, but are strongly encouraged to do so.

For more information and additional educational resources regarding Workday, please visit our [Website](#).

For specific questions regarding COVID-19 or vaccinations, please feel free to send an email to hrvax@kean.edu.