KEAN | workday

My Guide
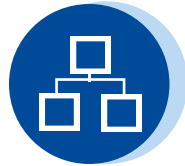
Data Entry for COVID-19 Vaccination

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

All Kean University Employees

K E A N | workday

My Guide

Data Entry for COVID-19 Vaccination

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
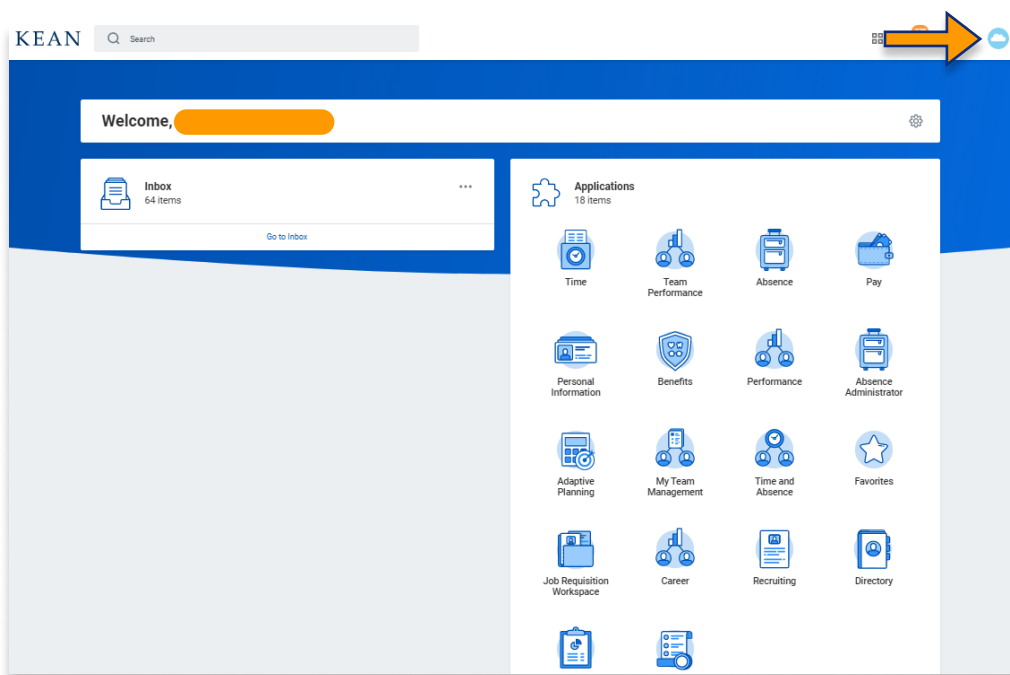
Step 3: To manage your COVID-19 Vaccination information, click on the edit button

Step 4: This will open a new window in which you are able to edit the fields previously marked as (empty).

Step 5: Enter the information for your vaccination, indicating the manufacturer from the drop down list and the date(s) of the doses that you received..

Step 6: Click okay. The screen will update, confirming that your information has been added
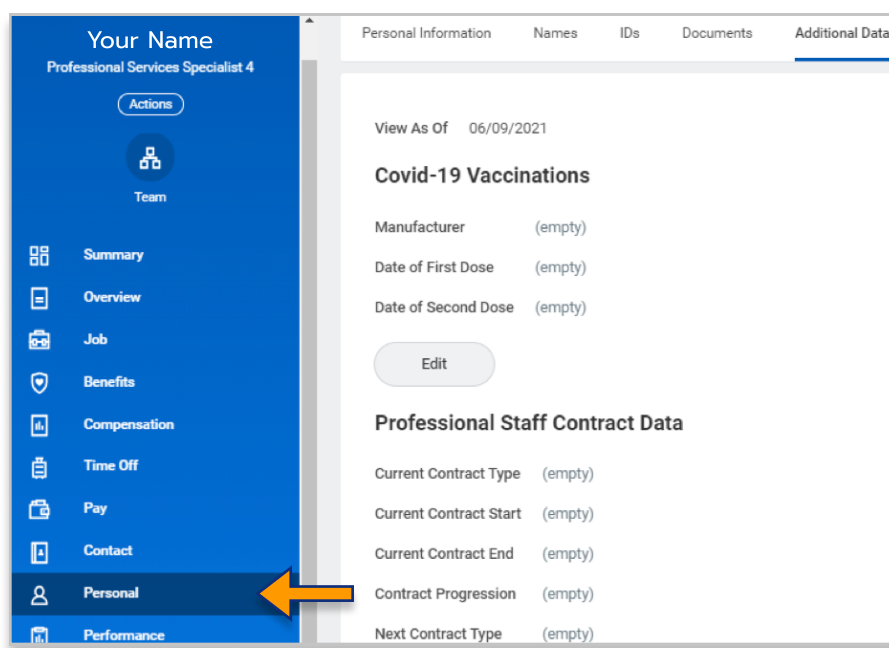
Step 7: Click "Done" to navigate back to the Employee Profile view. The information you supplied will now appear on the "Additional Data" tab on the Personal Information page.

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 4

To manage your COVID-19 Vaccination information, click on the edit button

Step 5

This will open a new window in which you are able to edit the fields previously marked as (empty).

Step **5**

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

Edit Additional Data

Custom Object   Covid-19 Vaccinations

Covid-19 Vaccinations

Manufacturer

Date of First Dose   MM/DD/YYYY

Date of Second Dose   MM/DD/YYYY

Search

○ Pfizer

○ Moderna

○ Johnson & Johnson

Step **6**

Click okay. The screen will update, confirming that your information has been added

Edit Additional Data   ugar

Custom Object   Covid-19 Vaccinations

Covid-19 Vaccinations

Manufacturer   ✕ Moderna

Date of First Dose   02/27/2021

Date of Second Dose   03/27/2021

OK   Cancel

Edit Additional Data   Your Name

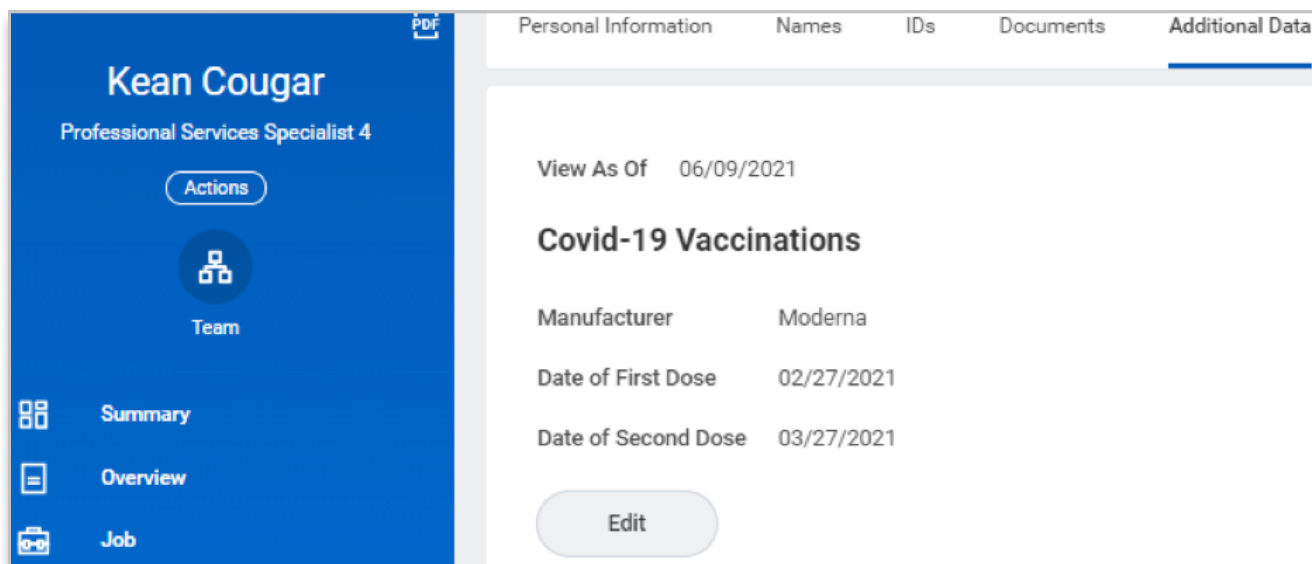Custom Object   Covid-19 Vaccinations

Covid-19 Vaccinations

Manufacturer   Moderna

Date of First Dose   02/27/2021

Date of Second Dose   03/27/2021

Step **7**

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.

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 hr@kean.edu.