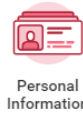


OVERVIEW

Below are the steps to upload your **booster** vaccination card in Workday. All vaccination records will be stored confidentially in Workday.

UPLOAD YOUR BOOSTER VACCINATION CARD

1. Select the Personal Information application.
2. Click on **Update Vaccination Data** link.



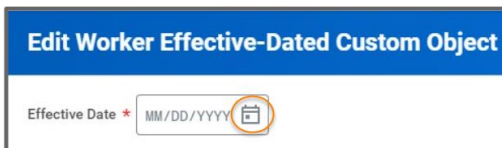
External Links



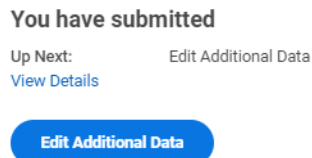
3. Type your name in the Worker field and click **OK**.



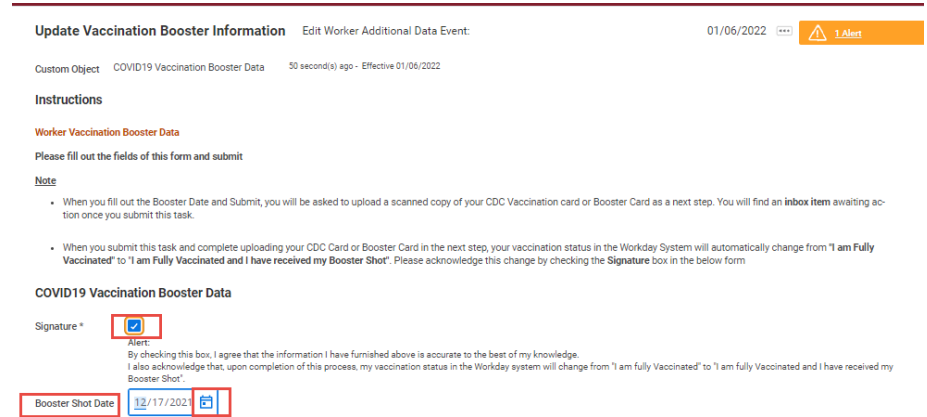
4. Use the calendar icon to enter today's date in the Effective Date field and click **OK**.



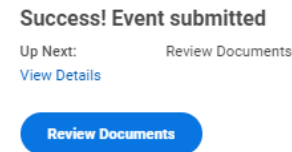
5. You will receive a 'You have submitted' confirmation with an Edit Additional Data button. Click on the blue **Edit Additional Data** button, **or** you can click on the Edit Worker Additional Data Event in your inbox.



6. Using the calendar enter the date of your booster shot dose for the **Booster Shot Date** field.



7. Please read and acknowledge the notes and click on the **Signature** check box and click **Submit**.
8. You will receive a 'Success! Event submitted' confirmation with a **Review Documents** button. Part 2 starts by clicking the **blue Review Documents** button, or you can click on the Event in your inbox.




9. You will now upload a copy of your CDC issued Booster

Getting Started: Uploading Your **Booster** Vaccination Record

Vaccination Card or *other card/information indicating the date of your booster*. Either drag and drop a copy of your vaccination card in the Drop files here or click the Select Files button to locate the document saved on your computer.



Note: Workday allows the following document types: GIF, IEF, JPG, PNG, TIFF, BMP, XWD and PDF.

10. Read and acknowledge the Signature Statement by selecting the **I agree** check box.
11. After verifying your document  **Successfully Uploaded!** click the **Submit** button.
12. You will see a 'You have submitted' confirmation.



You have submitted

[View Details](#)

If you click View Details, you will see



Process Successfully Completed



Note: If you have submitted and still see the Edit Additional Data task in your inbox you can refresh your web browser.