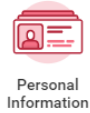


OVERVIEW

Below are the steps to upload the medical or religious exemption in Workday. All vaccination records will be stored confidentially in Workday.

UPLOAD YOUR EXEMPTION FORM

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



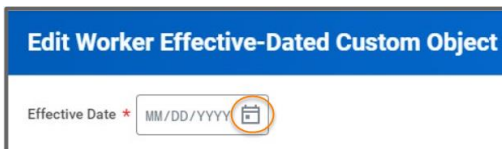
External Links



- 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.

You have submitted

Up Next: [Edit Additional Data](#)
[View Details](#)



- 6. Using the prompt  in the Vaccination Declaration field, choose "I have a vaccine exemption (medical/religious)".

Instructions

Worker Vaccination Data

Please fill out the fields of this form and submit

Note

- If you choose "I am vaccinated" as your declaration, you will be asked to upload a scanned copy of your CDC Vaccination card as a ne
- If you choose "I have a vaccine exemption (medical / religious)", you will be asked to upload a [medical](#) or a [religious](#) exemption form will find an [inbox item](#) awaiting action once you submit this task to upload the exemption Form.

COVID19 Vaccination Data

Last Vaccination Date

Vaccination Declaration *

Signature * Alert: By checking this box, I agree that the information I have furnished above is accurate to the best of my knowledge



- 7. 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.

Success! Event submitted

Up Next: [Review Documents](#)
[View Details](#)



- 9. You will now upload a copy of your exemption form. Either drag and drop a copy of your completed form 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.