**Covid-19 Employee Vaccination Attestation & Immunization Update**

**Employee**

Nav>Employee Self Service>Immunization Attestation tile

Employee *must* add their Vaccination Details *before* HR can verify.



Add the Vaccination details of the 1st dose, add + a row for the 2nd dose, answer the Self Attestation questions, Submit.



**HR Office**

Nav>Workforce Administrator>HR Administration tile

*After* employee has added their Vaccination Details in Employee Self Service, they *must* contact HR via Zoom or in person so HR personnel can verify the Vaccination Details.



Click on Immunization and Health and Search for the employee



Review the Immunization Card from the employee, update the Immunization Status of each Immunization Number, Save.



That’s it! 😊