

Employee Self-Service Vaccine Reporting

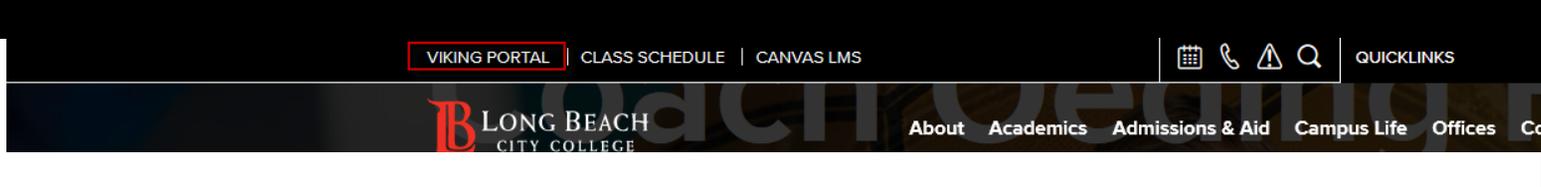
Overview

The Employee Self-Service Vaccine Self Reporting explains the basic functions that employee would perform in their PeopleSoft account.

Summary of Instructions

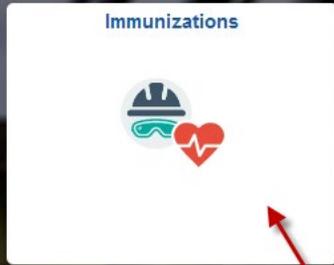
- Go to the Immunizations Tile
- Enter Vaccine Information and Save
- Upload Supporting Documents

Detailed Instructions

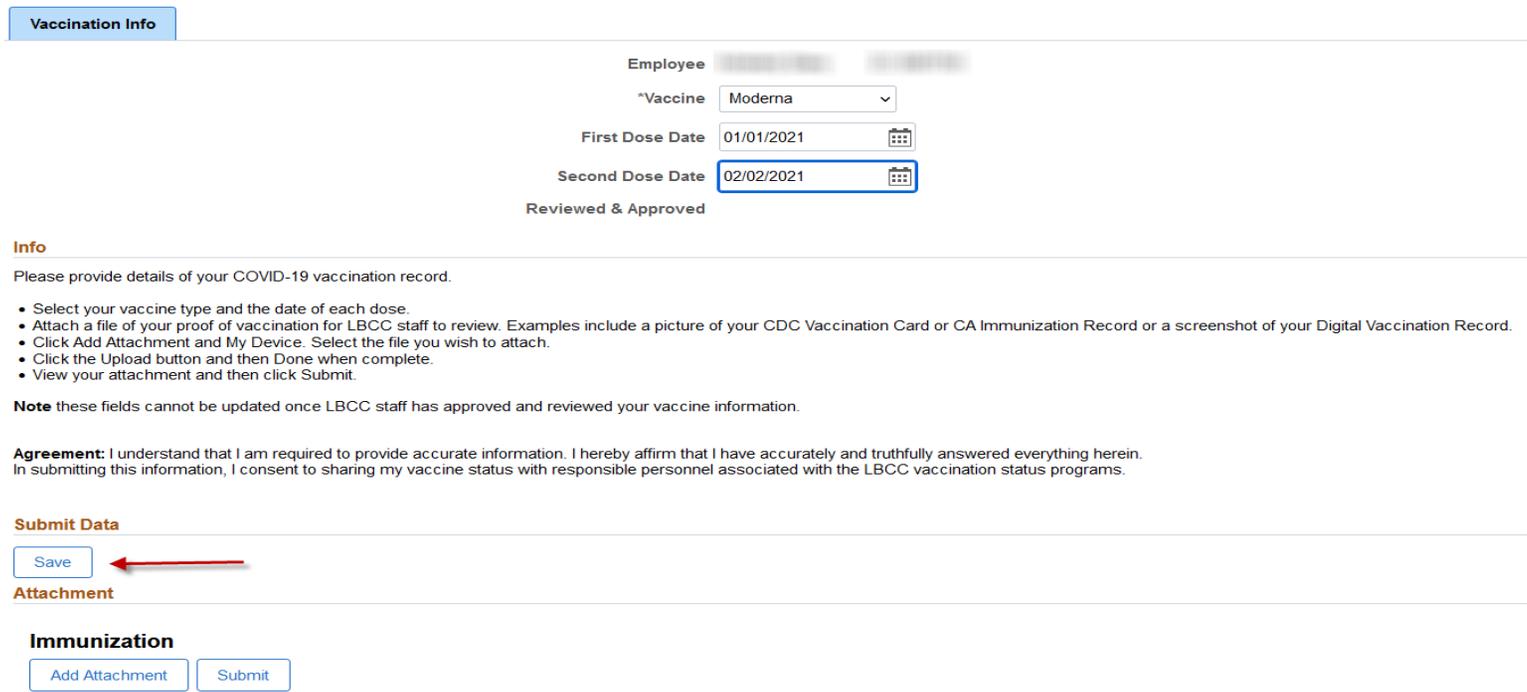
1	Log in using the Viking Portal.	
2	On the Viking Portal, click the HR Employee System tile to log in.	

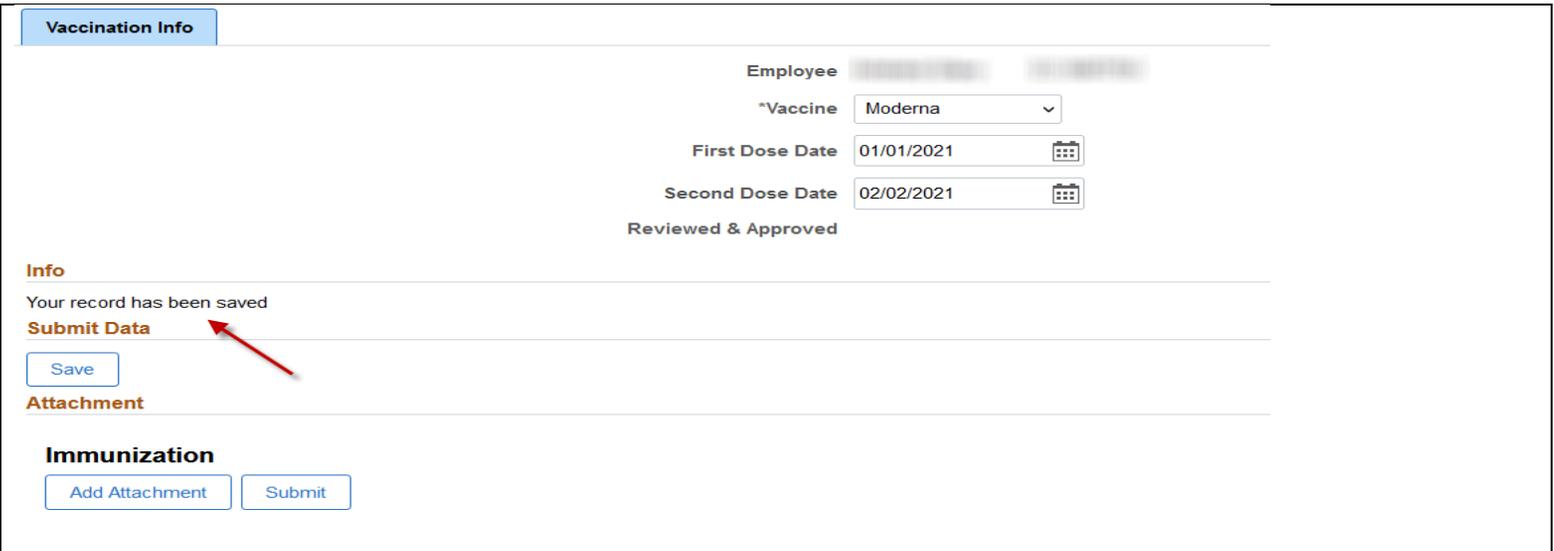
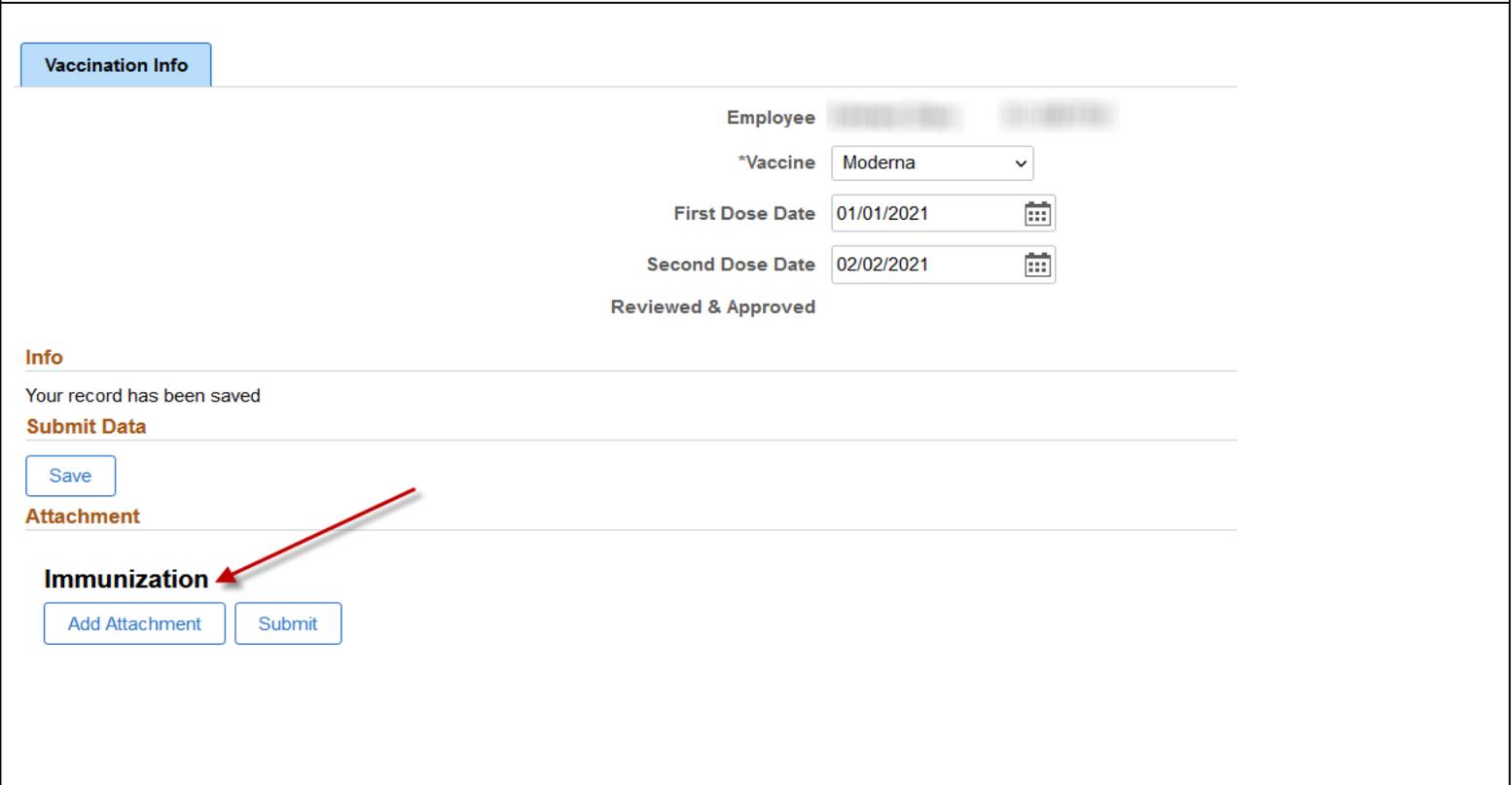
3

On the Homepage
click on the
Immunizations tile.



4	This is the Immunization Data Entry Page	<div data-bbox="462 105 630 138" style="background-color: #ADD8E6; padding: 2px;">Vaccination Info</div> <div style="text-align: right; margin-top: 20px;"> Employee XXXXXXXXXX XXXXXXXXXX *Vaccine ▼ First Dose Date <input style="width: 100px;" type="text"/> Second Dose Date <input style="width: 100px;" type="text"/> Reviewed & Approved </div> <p style="color: #A52A2A; margin-top: 20px;">Info</p> <p>Please provide details of your COVID-19 vaccination record.</p> <ul style="list-style-type: none"> Select your vaccine type and the date of each dose. Attach a file of your proof of vaccination for LBCC staff to review. Examples include a picture of your CDC Vaccination Card or CA Immunization Record or a screenshot of your Digital Vaccination Record. Click Add Attachment and My Device. Select the file you wish to attach. Click the Upload button and then Done when complete. View your attachment and then click Submit. <p>Note these fields cannot be updated once LBCC staff has approved and reviewed your vaccine information.</p> <p>Agreement: I understand that I am required to provide accurate information. I hereby affirm that I have accurately and truthfully answered everything herein. In submitting this information, I consent to sharing my vaccine status with responsible personnel associated with the LBCC vaccination status programs.</p> <p style="color: #A52A2A; margin-top: 20px;">Submit Data</p> <div style="border: 1px solid #ccc; background-color: #f0f8ff; padding: 5px; width: 40px; text-align: center; margin: 5px auto;">Save</div> <p style="color: #A52A2A; margin-top: 20px;">Attachment</p> <p style="color: #A52A2A; margin-top: 20px;">Immunization</p> <div style="display: flex; justify-content: center; gap: 10px; margin-top: 5px;"> <div style="border: 1px solid #ccc; background-color: #f0f8ff; padding: 2px 10px;">Add Attachment</div> <div style="border: 1px solid #ccc; background-color: #f0f8ff; padding: 2px 10px;">Submit</div> </div>
5	Use the Vaccine pull down menu and select your vaccine.	<div data-bbox="462 836 630 868" style="background-color: #ADD8E6; padding: 2px;">Vaccination Info</div> <div style="text-align: right; margin-top: 20px;"> Employee XXXXXXXXXX XXXXXXXXXX *Vaccine ▼ First Dose Date <input style="width: 100px;" type="text"/> Second Dose Date <input style="width: 100px;" type="text"/> Reviewed & Approved </div> <div style="position: absolute; top: 20px; left: 100px; background-color: #f0f0f0; border: 1px solid #ccc; padding: 5px; width: 100px;"> Johnson & Johnson Moderna Pfizer </div>
6	If you received the Moderna or Pfizer vaccine, enter the dates of your first and second dose.	<div data-bbox="462 1177 630 1209" style="background-color: #ADD8E6; padding: 2px;">Vaccination Info</div> <div style="text-align: right; margin-top: 20px;"> Employee XXXXXXXXXX XXXXXXXXXX *Vaccine Moderna ▼ First Dose Date <input style="width: 100px;" type="text" value="02/01/2021"/> Second Dose Date <input style="width: 100px;" type="text" value="03/01/2021"/> Reviewed & Approved </div>

	<p>If you received the Johnson & Johnson vaccine, record the date when you received it.</p>	
7	<p>Save vaccine information by hitting the “Save” button on the vaccine data entry page.</p>	 <p>Info</p> <p>Please provide details of your COVID-19 vaccination record.</p> <ul style="list-style-type: none"> • Select your vaccine type and the date of each dose. • Attach a file of your proof of vaccination for LBCC staff to review. Examples include a picture of your CDC Vaccination Card or CA Immunization Record or a screenshot of your Digital Vaccination Record. • Click Add Attachment and My Device. Select the file you wish to attach. • Click the Upload button and then Done when complete. • View your attachment and then click Submit. <p>Note these fields cannot be updated once LBCC staff has approved and reviewed your vaccine information.</p> <p>Agreement: I understand that I am required to provide accurate information. I hereby affirm that I have accurately and truthfully answered everything herein. In submitting this information, I consent to sharing my vaccine status with responsible personnel associated with the LBCC vaccination status programs.</p> <p>Submit Data</p> <p>Save</p> <p>Attachment</p> <p>Immunization</p> <p>Add Attachment Submit</p>

8	<p>Once the “Save” button is clicked you will see the following message. “Your Record Has Been Saved”</p>	 <p>The screenshot shows the 'Vaccination Info' form with the following fields: Employee (blurred), *Vaccine (Moderna), First Dose Date (01/01/2021), and Second Dose Date (02/02/2021). Below the form, the text 'Reviewed & Approved' is visible. Under the 'Info' section, the message 'Your record has been saved' is displayed. A red arrow points to the 'Submit Data' link, which is located above the 'Save' button. The 'Attachment' section is empty, and the 'Immunization' section contains 'Add Attachment' and 'Submit' buttons.</p>
9	<p>Part of the verification process requires you to upload a copy of your vaccination record. This can be an image or PDF.</p> <p>Authorized Human Resources personnel will validate your vaccination record to make sure it matches the vaccine type and dates provided before approving submission.</p> <p>Click the “Add Attachment” button</p>	 <p>The screenshot shows the 'Vaccination Info' form with the same fields as in the previous screenshot. Below the form, the text 'Reviewed & Approved' is visible. Under the 'Info' section, the message 'Your record has been saved' is displayed. A red arrow points to the 'Immunization' section, which contains 'Add Attachment' and 'Submit' buttons. The 'Attachment' section is empty, and the 'Save' button is visible above it.</p>

	to upload your vaccination record.	
10	<p>Click the “My Device” tile and browse to the file to upload. Acceptable file formats are PNG, JPG and PDF.</p> <p>Valid vaccination records include: CDC Vaccination Card, Digital Vaccination Record, or CA Immunization Record.</p>	<div style="border: 1px solid gray; padding: 5px;"> <p style="text-align: right; margin: 0;">File Attachment</p> <p>Choose From</p> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;">  <p style="text-align: center; margin: 0;">My Device</p> </div> <div style="border: 1px dashed gray; height: 50px; width: 100%;"></div> </div>
11	<p>Once file is located on your device and selected, it will update the File Attachment page so you can review that the correct file is selected. Once you verify that the correct file is selected, click the “Upload” button.</p>	<div style="border: 1px solid gray; padding: 5px;"> <p style="text-align: right; margin: 0;">File Attachment ×</p> <p>Choose From</p> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;">  <p style="text-align: center; margin: 0;">My Device</p> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Upload Clear </div> </div> <div style="border: 1px dashed gray; padding: 5px;"> <div style="display: flex; align-items: center; margin-bottom: 5px;">  <div style="margin-left: 5px;"> <p>VaccineTest.png</p> <p style="font-size: 8px;">File Size: 11KB</p> </div> </div> </div> </div>

12	After the file upload complete, click the “Done” to finalize your submission.	
13	Verify the image appears clearly by clicking the “View Attachment”.	
14	If everything looks good, click the “Submit” button to complete the upload process.	
15	Once the file has been submitted the buttons will be grayed out. You are now done with the vaccine collection process.	

16

Once Human Resources has verified and approved the vaccine information. Your record will be updated with a "Yes" indicator next to the Reviewed & Approved.

Vaccination Info

Employee [REDACTED] [REDACTED]

*Vaccine Moderna ▾

First Dose Date 01/01/2021

Second Dose Date 02/02/2021

Reviewed & Approved Yes 

Info

Please provide details of your COVID-19 vaccination record.

- Select your vaccine type and the date of each dose.
- Attach a file of your proof of vaccination for LBCC staff to review. Examples include a picture of your CDC Vaccination Card or CA Immunization Record or a screenshot of your Digital Vaccination Record.
- Click Add Attachment and My Device. Select the file you wish to attach.
- Click the Upload button and then Done when complete.
- View your attachment and then click Submit.

Note these fields cannot be updated once LBCC staff has approved and reviewed your vaccine information.

Agreement: I understand that I am required to provide accurate information. I hereby affirm that I have accurately and truthfully answered everything herein. In submitting this information, I consent to sharing my vaccine status with responsible personnel associated with the LBCC vaccination status programs.

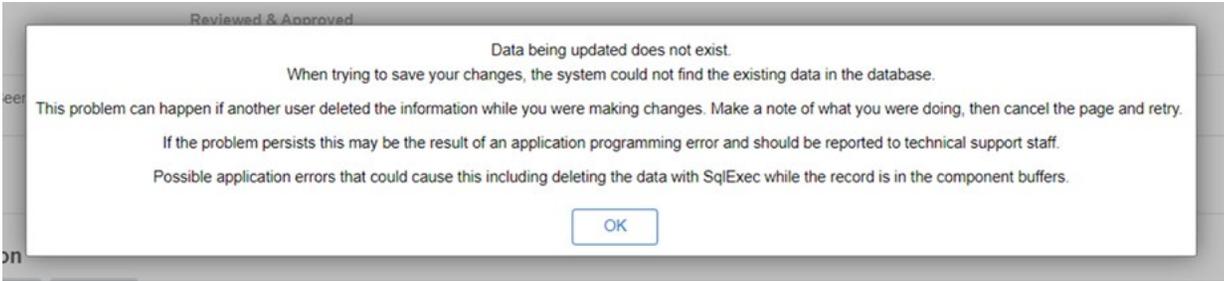
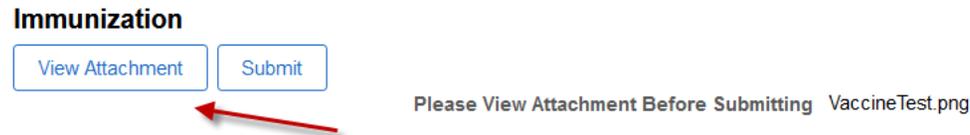
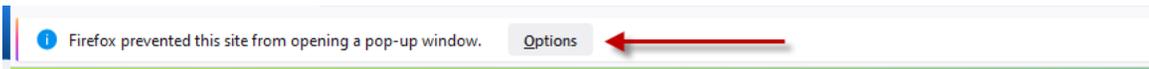
Submit Data

Save

Attachment

Immunization

Add Attachment Submit

17	Troubleshooting	<p>Delete Browser Cache if you happen to see this error and try to submit again.</p> 
18		<p>During the View Attachment you are prevented by browser pop-up blocker.</p>  <p>Click the Options Tile</p>  <p>Click Allow pop-ups</p> 