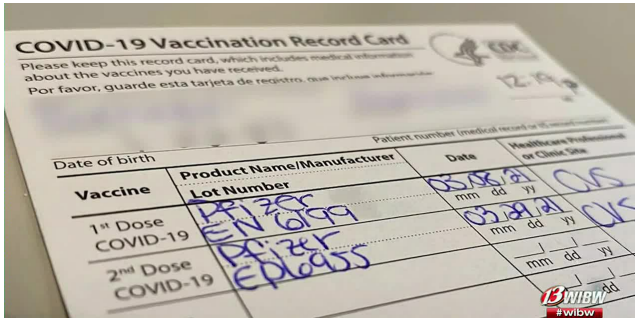


Workday – Vaccination Documentation Upload

- 1) Scan or take a picture of your vaccination documentation, i.e. vaccination record card (front only), QR Code (image with **all** vaccination information), or medical document from provider. Documentation needs to include all vaccination information such as date(s) of vaccination and manufacturer (remember where you saved your document, you will need to access the file in a future step).



Please note: Your vaccination document must be saved on the same computer in which you will be accessing Workday. You may do this by using the scan to email option available on most GCCCD scanners or by taking a picture of your vaccination record with your phone, emailing the image to yourself, and saving the attachment to your computer. It may take several minutes for the email to send. If you're unsure how to send an attachment on an email using your phone you may find the links below helpful.

Add attachments to an email on iPhone:

<https://support.apple.com/guide/iphone/add-attachments-iph8580f163b/ios>

Send attachments with your Gmail message:

<https://support.google.com/mail/answer/6584>

- 2) Log into Workday (<https://www.myworkday.com/gcccd>)

Option 1 (If the below information is not in the Inbox go to **Option 2** on pg. 4)

1) Go to Inbox



2) You will see an item “Upload COVID-19 Vaccination Record”

a. Click on Inbox item

b. Select *Maintain My Worker Documents*

Overall Status In Progress

Due Date 07/03/2021

Task

To Do Description Upload COVID-19 Vaccination Record(s)

Instructional Text Upload your COVID-19 vaccination record(s). Select Document Category: COVID-19 Vaccination Record.

Select the ***Maintain My Worker Documents*** button below. On the next page, select the ***Add*** button. To upload your vaccination record, drag and drop files or search for your document. Please ensure the document is clear and legible including your name and the date of the last vaccination dose. Please upload the document in a pdf, png, or jpeg file format. Choose ***COVID-19 Vaccination Record*** for the ***Document Category***.

Press ***OK*** to upload the document.

Contact Jennine Smith (619-644-7630), Lorena Carpenter (619-644-7634), or Kelly Brase (619-644-7039) if you have questions about uploading your documents.

Note: You must click on the ***Submit*** button to complete this task and remove from your inbox.

Maintain My Worker Documents

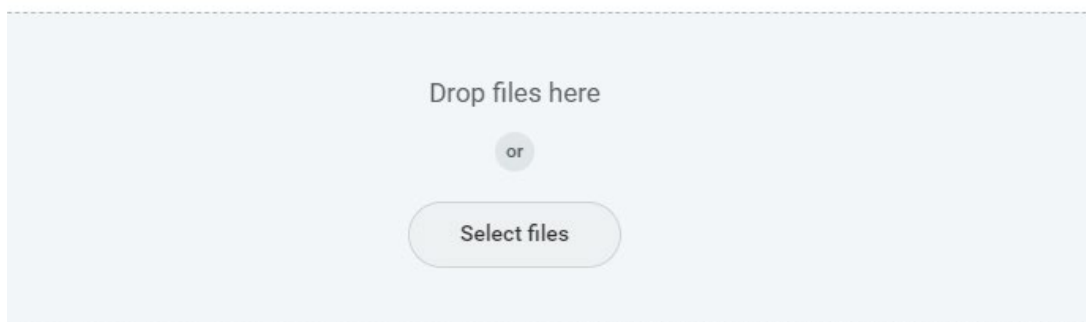
c. Select Add

Maintain My Worker Documents

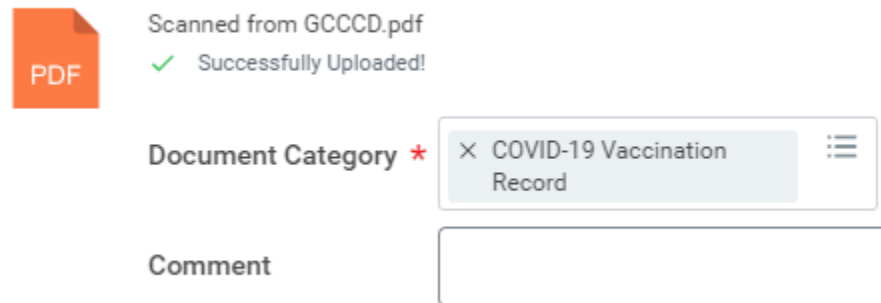


d. **Add Worker Document** screen

i. Either Select File or Drop a file in space provided



- ii. Once file selected, In the *Document Category* select from the drop down “COVID-19 Vaccination Record”



PDF

Scanned from GCCCD.pdf

✓ Successfully Uploaded!

Document Category * COVID-19 Vaccination Record

Comment

- iii. Click **OK** at the bottom of the screen



OK Cancel

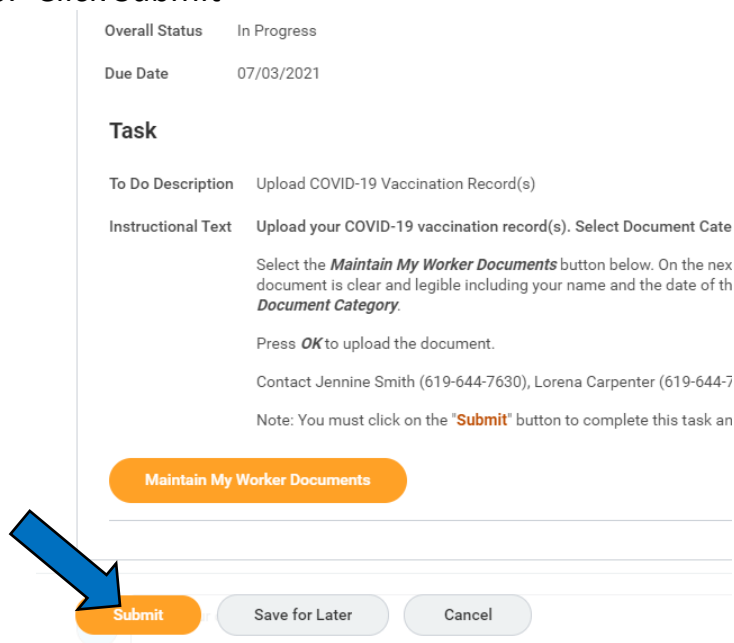
- iv. This will bring you back to the **Add Worker Document** screen, here you can verify document loaded. Click Done once verified



Done

3) Return to Inbox

- Select the item “Upload COVID-19 Vaccination Records” again, located in your inbox
- Click Submit



Overall Status In Progress

Due Date 07/03/2021

Task

To Do Description Upload COVID-19 Vaccination Record(s)

Instructional Text Upload your COVID-19 vaccination record(s). Select Document Category

Select the **Maintain My Worker Documents** button below. On the next document is clear and legible including your name and the date of the **Document Category**.

Press **OK** to upload the document.

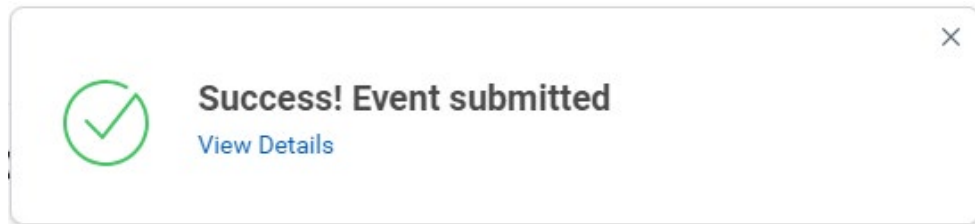
Contact Jennine Smith (619-644-7630), Lorena Carpenter (619-644-7630)

Note: You must click on the "Submit" button to complete this task and

Maintain My Worker Documents

Submit Save for Later Cancel

c. This will remove the item from your inbox.



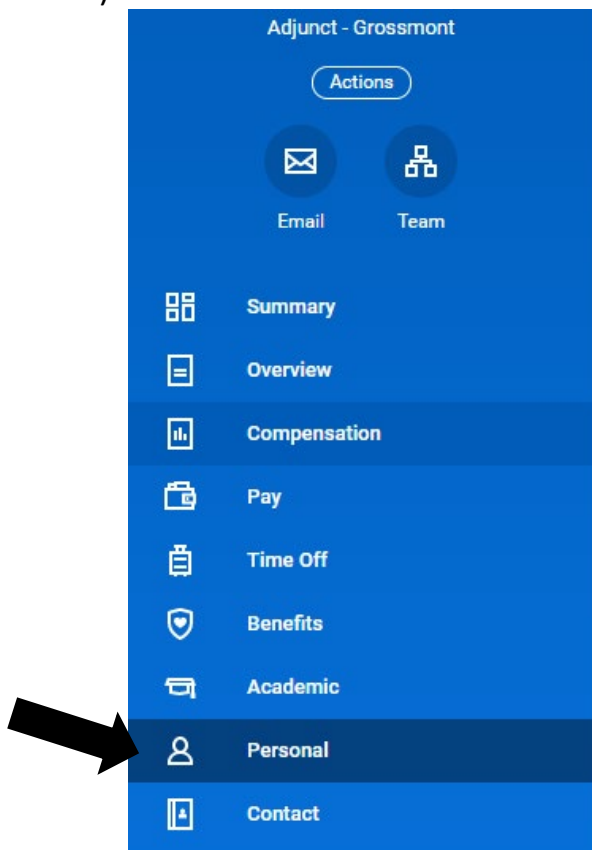
Option 2

1) If "Upload COVID-19 Vaccination Records" is not in the **Inbox** click on the cloud (or profile picture) next to the Inbox icon

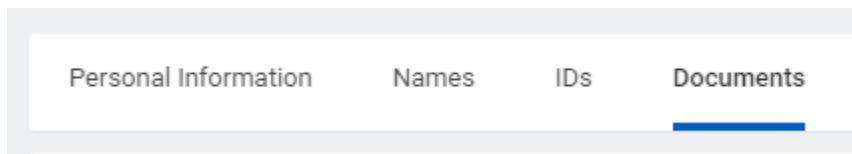


2) Select View Profile under employee name

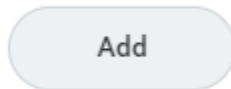
3) Click on Personal to the left of the screen



4) Select the Documents tab

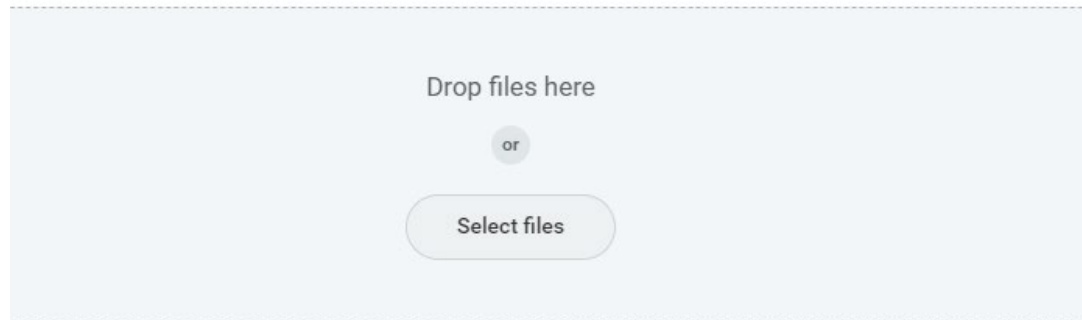


- a. Click Add

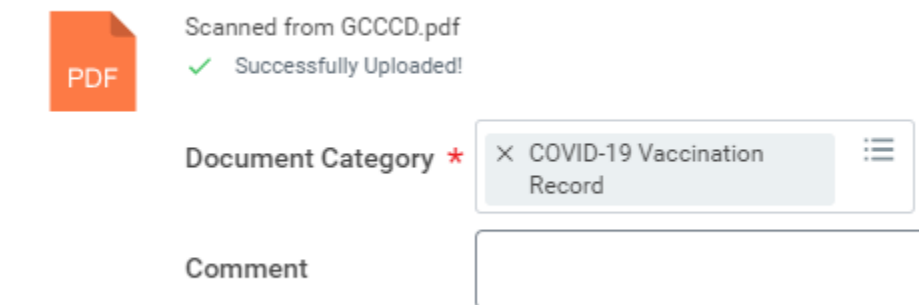


- b. **Add Worker Document** screen

- i. Either Select File or Drop a file in space provided



- ii. Once file selected, In the *Document Category* select from the drop down "COVID-19 Vaccination Record"



- iii. Click **OK** at the bottom of the screen



- iv. This will bring you back to the **Add Worker Document** screen, here you can verify document loaded. Click Done once verified



If you are having problems uploading your document or have any questions please contact Jennine Smith (619-644-7630), Lorena Carpenter (619-644-7634), or Kelly Brase (619-644-7039).