Self-Service: COVID Vaccination Information

Locate Your Profile
From the Workday home page:

1. Select your Picture or Cloud Icon in the upper right corner of the Workday home page > View Profile.

Begin the Self-Service COVID Vaccination Information Task
From the Profile page:

2. Select: Actions button under your photo on the top left of the screen.

3. Scroll down the list and select: Additional Data > Edit Effective-Dated Custom Object
4. You will be prompted for an **Effective Date**. Please enter the current date you are entering the information and NOT the vaccination date. Select OK on the bottom left.

![Edit Worker Effective-Dated Custom Object](image1)

5. An action item will now be sent to your inbox to enter your vaccination information.
   a. You can either select the link as it appears on your screen or navigate to your Workday inbox (upper right corner).

![You have submitted](image2)

**In-Box Action Item**

6. **Edit Additional Data**
   a. Select the **Plus** sign for a new row.
   b. Enter the Manufacturer, Date of First Dose, and, if applicable, Date of Second Dose information for your Covid-19 vaccination.

![Edit Additional Data](image3)

c. Select: **Submit**