

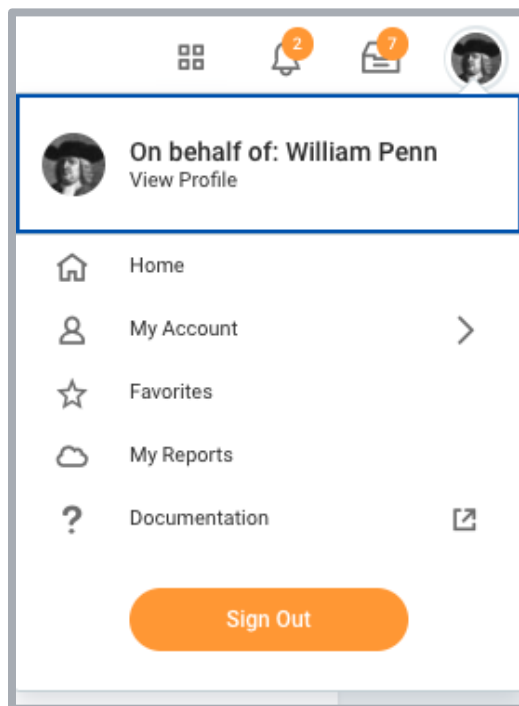
Self-Service: COVID Vaccination Information

Updated: 3/30/2021

Locate Your Profile

From the Workday home page:

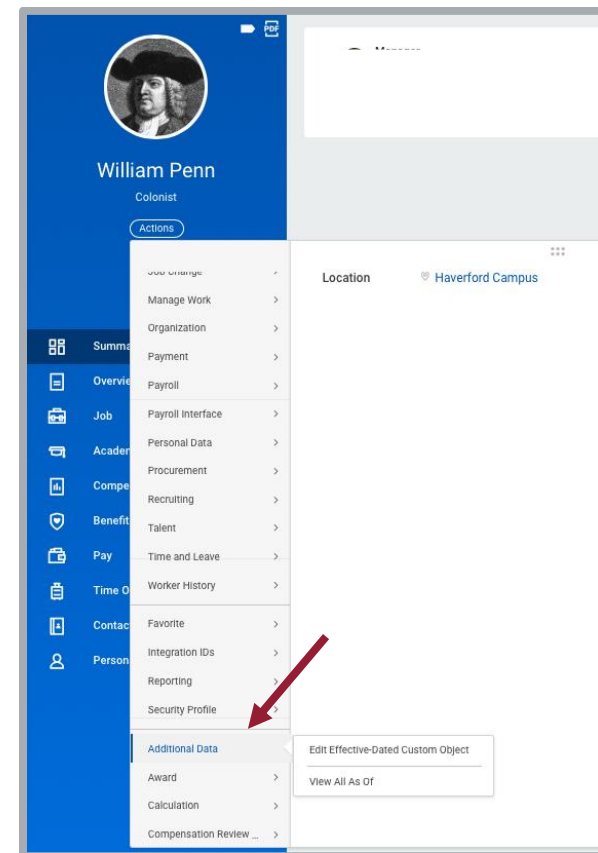
1. Select your **Picture or Cloud Icon** in the upper right corner of the **Workday home page > View Profile**.



Begin the Self-Service COVID Vaccination Information Task

From the Profile page:

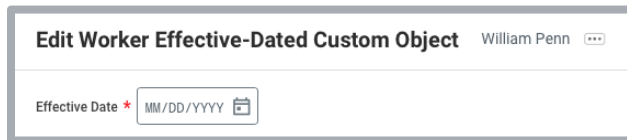
2. Select: **Actions** button under your photo on the top left of the screen.
3. Scroll down the list and select: **Additional Data > Edit Effective-Dated Custom Object**



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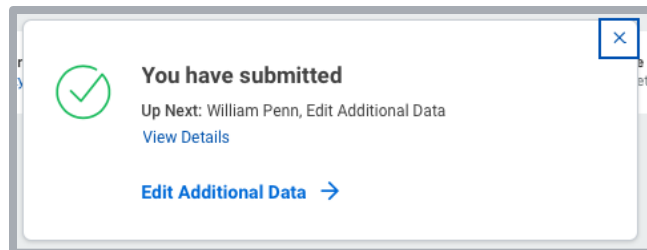
4. You will be prompted for an **Effective Date**. Please enter the current date you are entering the information and NOT the vaccination date. Select OK on the bottom left.



Edit Worker Effective-Dated Custom Object William Penn ...

Effective Date * MM/DD/YYYY

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

Up Next: William Penn, Edit Additional Data

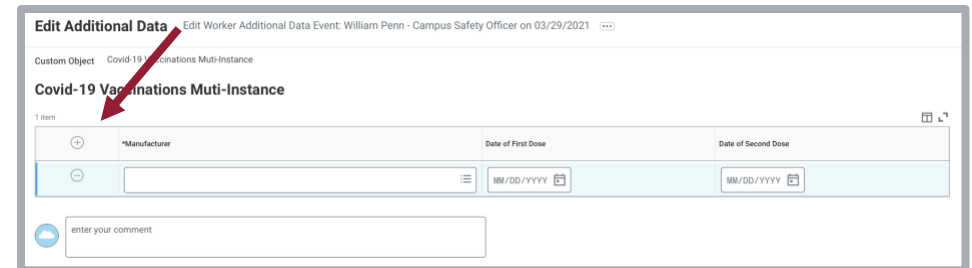
[View Details](#)

[Edit Additional Data](#) →

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 Edit Worker Additional Data Event: William Penn - Campus Safety Officer on 03/29/2021 ...

Custom Object Covid-19 Vaccinations Multi-Instance

Covid-19 Vaccinations Multi-Instance

1 item

+	*Manufacturer	Date of First Dose	Date of Second Dose
-		MM/DD/YYYY	MM/DD/YYYY

enter your comment

- c. Select: **Submit**