

COVID-19 Vaccine and Testing Administrative Guide *(updated 1/3/22)*

This job aid will go over:

- How to validate COVID-19 vaccination and COVID Test entry done via Employee Self Service
- How to manage vaccine and COVID testing information in Person Profile
- How to manage date on the COVID HR Administration page

The security role, **WI_HR_PROFILE_PHI** provides access to the vaccination verification page and the COVID HR Administration page, as well as vaccine and testing information on the Person Profile page.

Contents

Monitoring Queries	2
COVID Testing.....	2
Reviewing Rejected Entries.....	2
Vaccination and Attestation Queries	3
Acceptable Documentation of COVID-19 Vaccine and COVID Test Entry.....	5
Monitoring Testing History	5
Vaccine Type = Other	5
Employee Entry of Vaccination and Testing Information	5
Vaccine Verification Process Flow.....	6
Centralized Load of At-Home Test Results.....	6
Verifying Employee COVID-19 Vaccination/Test Information and Documentation	7
How to Manage Entries that Need to be Updated	10
How to Reject an Entry	10
How to Update Information Directly in Person Profile.....	13
Steps to Enter COVID-19 Vaccines and Tests in Person Profile	18
Adding a Vaccination Record	18
Adding a COVID Test Record	21
COVID HR Administration Page.....	22
Page Navigation	22
Vaccination Status & Degree of Vaccination.....	22
Not Subject to Requirement Options.....	23
Not Using Home Test Kit	24
Appendix A: Q&A Section.....	25

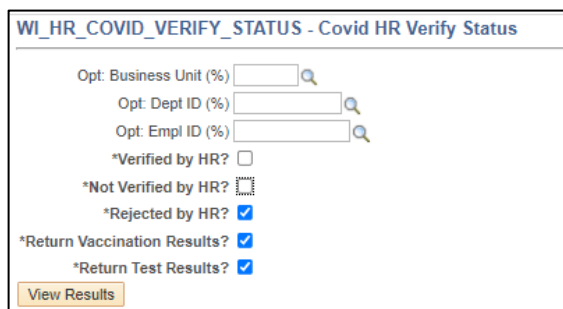
Monitoring Queries

COVID Testing

1. **WI_HR_COVID_TESTING** identifies all employees who are subject to COVID testing. The query contains the following logic:
 - a. The person has an organizational relationship = Employee. This does not include POIs or Contractors at this time.
 - b. The employee does NOT have a Degree of Vaccination of Fully Vaccinated (it is either blank or partially vaccinated).
 - c. The employee is not currently exempt from COVID testing.
 - d. Last Hire/Rehire information is also on the query results so you can monitor for new hires.
2. **WI_HR_COVID_TEST_KIT_ORDER** is used to identify who needs a COVID test kit.
 - a. Has the same basic query logic at the WI_HR_COVID_TESTING query but does not include anyone who has the box checked for “On Site Agency Testing” or is currently “Approved for Alternate Test” on the COVID HR Administration Page.
 - b. This query contains the employee’s address so it can be used when compiling the information you need to order test kits.
 - c. The query results also contain the employee’s business email and last entered COVID test results.
3. **WI_HR_COVID_LAST_TEST** – identifies all employees subject to testing, their last entered COVID test results and how many days it’s been since the last test. If there are no test results, the query is counting how many days since October 18, 2021.
 - a. There is an option to include On Site Testers in the query results
 - b. Information about testing exemptions, on-site testing and alternate test approval is included in the query results
4. **WI_HR_COVID_TEST_HISTORY** – used to review the COVID test history of an employee
5. **WI_HR_COVID_POSITIVE_TEST** – used to review employees who have tested positive, based on test results entered in STAR.

Reviewing Rejected Entries

1. Run **WI_HR_COVID_VERIFY_STATUS** and return only **Rejected by HR**. Review the reasons for Rejection and follow-up/correct as necessary.



The screenshot shows a web form titled "WI_HR_COVID_VERIFY_STATUS - Covid HR Verify Status". It contains several input fields and checkboxes. The fields are: "Opt: Business Unit (%)" with a search icon, "Opt: Dept ID (%)" with a search icon, and "Opt: Empl ID (%)" with a search icon. Below these are three checkboxes: "*Verified by HR?" (unchecked), "*Not Verified by HR?" (checked), and "*Rejected by HR?" (checked). At the bottom, there are two more checkboxes: "*Return Vaccination Results?" (checked) and "*Return Test Results?" (checked). A "View Results" button is located at the bottom left of the form.

- a. The goal is to verify entry instead of rejecting it, if possible.
- b. Do not reject a vaccination entry if only 1 of 2 entries was complete. You can enter the 2nd one yourself via Person Profile.

Vaccination and Attestation Queries

Due to some changes to the underlying tables, on 11/8/21, several queries had to be re-written. This allowed us to remove some repetitive queries and simplify.

The following queries were deleted:

- WI_HR_DPM_COVID_VAC_DET_COUNTY
- WI_HR_COVID_VAC_DETAILS_LIST
- WI_HR_COVID_ANY_VAC_LIST

1. **WI_HR_COVID_VAC_STATUS** – as of 11/8/21, this is the most all-inclusive query of vaccination information.

- a. This query contains the following:
 - i. Vaccination status (Vaccinated, Not Vaccinated, No Response)
 - ii. Degree of vaccination (Fully, Partially)
 - iii. Details from the COVID HR Administration page, including
 - 1. If exempt from vaccination reporting or testing
 - 2. If tagged for on-site testing or approved for alternate testing
 - iv. Detailed vaccination information for every entered vaccination, including booster shots.
- b. You have the option to exclude employees on LOA in job and/or those in the employment classes listed below.

WI_HR_COVID_VAC_STATUS - Covid Vacc Details

Opt: Business Unit (%) 🔍

Opt: Dept ID (%) 🔍

Opt: Empl ID (%) 🔍

*Exclude Leave of Absence

*Exclude AMC,BDM,NON,TBC,VSC

[View Results](#)

- c. Due to the size of this query, email is not included in the results. See WI_HR_COVID_VAC_STATUS_EMAILS for a query that contains employee email information.

2. **WI_HR_COVID_VAC_STATUS_EMAILS** – this is a new query as of 11/8/21

- a. These are the same people who are on WI_HR_COVID_VAC_STATUS query except the query results include Business Email. There is also a value listed in Preferred Email if the Business Email is not listed as the Preferred Email.
 - b. Vaccination status, degree of vaccination, exemption, on-site testing and alternate testing information is on the query results; however, detailed vaccination information is NOT on the query results.
- 3. **WI_HR_COVID_VAC_DOSE_MISS** - This is a list of employees whose only vaccination entry is 2/2 (they didn't enter info for the 1/2 vaccination)
 - o You should reach out to these employees to have them enter their first dose vaccination information (they will also have to upload supporting documentation, even though it may be the same documentation used for the 2nd vaccine)
 - o Note: When entering fully or partially vaccinated status on the COVID HR Administration page, those whose only entry is 2/2 are considered fully vaccinated.
- 4. **EM_HR_COVID_ATTEST** - This query was initially used to identify employees who received a follow-up reminder email via Employee Messaging on Friday mornings that they have not attested to their vaccine status.
 - a. The output of this query doesn't include any much identifying information because the output is limited for the queries behind Employee Messaging
- 5. **WI_HR_COVID_ATTEST_NO_EM** - These employees have not provided a vaccination attestation, have access to the page in Employee Self Service, but DO NOT have an email associated with their IAM so they will not receive any reminders via Employee Messaging.
 - a. The agency will have to send manual reminders to these employees and also review their IAM set up as needed.
- 6. **WI_HR_COVID_ATTEST_NO_ESS** - These are employees who do not have access to Employee Self Service (either do not have an unlocked IAM, do not have an IAM at all or do not have the applicable security roles). These people cannot attest to their vaccination status, but vaccination information can be added via Person Profile if received and vaccination status can be entered on the COVID HR Administration page.

There are two tables available that house attestation and vaccination information:

- WI_EE_COVID_STS (attestation information only)
 - o This table contains information about an employee's COVID vaccine attestation information
 - o There is a field called WI_MY_COVID_STATUS and the available values are:
 - WI_COVID_OPT1 = I attest that I have been vaccinated....
 - WI_COVID_OPT3 = I attest that I have not been vaccinated....
- WI_HR_VAX_VW (vaccination info, HR verification status) - this table contains information about the COVID vaccination entry (vaccine type, date of vaccine, if it's been verified...) and COVID test exemptions and those who don't need a test kit

Acceptable Documentation of COVID-19 Vaccine and COVID Test Entry

Employees are required to upload proof of any vaccination received. Acceptable forms of proof include a copy/picture of the CDC vaccination card or a screenshot of the employee’s vaccination record from the [Wisconsin Immunization Registry](#). Other forms of proof are acceptable (ex. MyChart information) if it validates the vaccine information entered. If the vaccine was received outside of Wisconsin, documentation from another state’s registry is also acceptable.

Acceptable documentation for COVID-19 Test Entry must include the employee’s name, date of test, the test result, and the organization that administered the test.

Agency HR staff will be required to verify uploaded documentation.

Monitoring Testing History

(added 1/3/22) If you go to Person Profile and click on the **COVID-19 Test** link, you will see a history of an employee’s tests (you must have the HR Specialist security role to see the entire history).



ID	Test	Test Date	Next Test D
COVID19	COVID-19 Test	12/20/2021	

You can also run the WI_HR_COVID_TEST_HISTORY query and enter the Empl ID to get the full test history for someone (much faster if you’re trying to document it).

Vaccine Type = Other

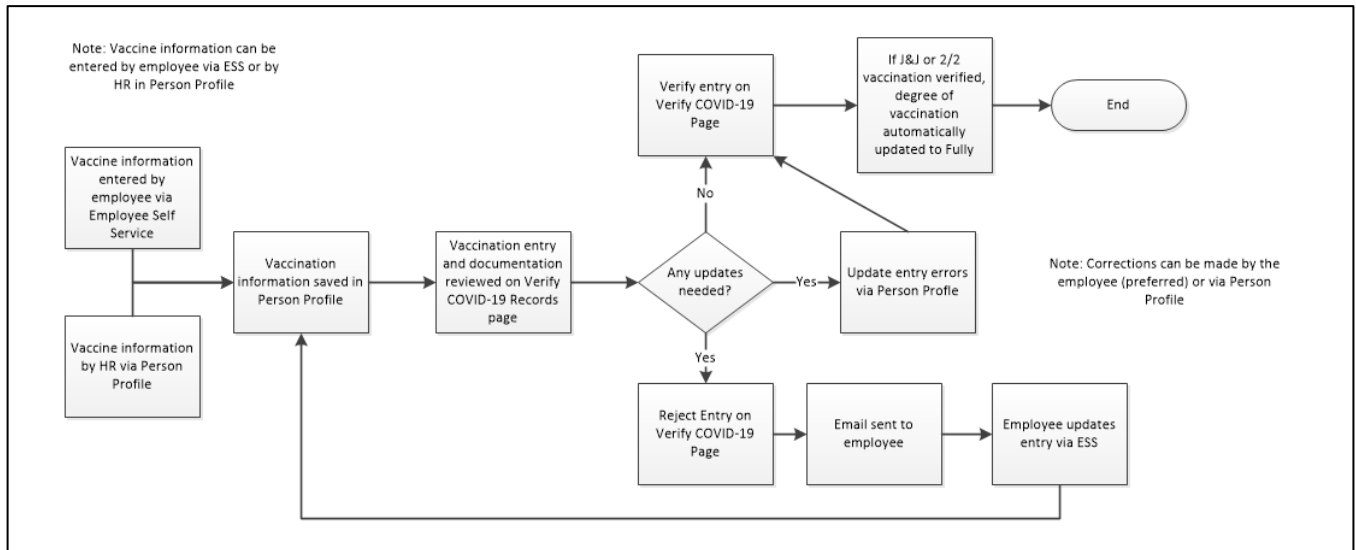
The vaccination type of “Other” can be used for any COVID vaccine received outside of the 1st and 2nd doses of Moderna and Pfizer or the 1 dose J&J vaccination. This can include AstraZeneca or other COVID vaccines received out of country or during trials. If an employee received a booster shot, they should not select “Other” – they should select COVID Booster 1 or COVID Booster 2.

Employee Entry of Vaccination and Testing Information

Employees who can access the STAR Human Resources System can enter their vaccination and testing information and supporting documentation via Employee Self Service. See the [ESS job aid](#) for details.

If employees are unable to enter information via ESS because they do not have access or have other technical issues, those with the **WI_HR_PROFILE_PHI** security role will be able to enter vaccination and testing information via Person Profile. See the [Steps to Enter COVID-19 Vaccines and Tests in Person Profile](#) section of this job aid for details.

Vaccine Verification Process Flow



The above process flow applies to COVID Test entry as well, except that no entry is needed on the HR Administration page.

Centralized Load of At-Home Test Results

(Updated 1/3/22) As of 12/20/21 employees who receive the at-home test kit from Fulgent should no longer enter their results in Employee Self Service. The DPM HRIS team will be downloading test result files from Fulgent and loading them directly in STAR.

What you need to know....

- These entries are automatically verified and do not include any attached documentation.
- Initially, these entries were not visible in Employee Self Service. As of 1/4/22, the results are visible. Below is an example.

My COVID-19 Test Results

Date	Test Location	Test Result	View Attachment	Document Status	Verified By
12/22/2021	At Home/Self-Administered Test	Negative		Not Applicable	Fulgent
11/03/2021	At Home/Self-Administered Test	Negative		Document Verified	
10/28/2021	At Home/Self-Administered Test	Negative		Not Applicable	Fulgent

[Add Test Results](#)

- The loads will always be a few days behind the current date to account for how the data is pulled out of Fulgent's system.
- If the employee's name and DOB in Fulgent's system do not match STAR, the DPM HRIS must do a manual review and manually map the Fulgent ID to the employee.

- Some employees are entering very limited data and/or very incorrect data in Fulgent's system, so there are situations in which the employee can't be identified. If you become aware of an employee whose results haven't loaded, create a ticket, and include the employee's Fulgent ID and employee ID so they can be mapped correctly in STAR.
- All test results, including those centrally loaded, will display on the test result monitoring queries.
 - The mass loaded test results ARE NOT on the COVID-19 verification page because they do not need to be verified.
- Centrally uploaded results will have the following format in Person Profile
 - Verified by HR will be automatically checked
 - Company Performing Test = At Home/Self-Administered Test
 - Results Verified By = Fulgent

The screenshot shows a form with the following fields and values:

- Effective Date: 12/02/2021
- Test: COVID19
- Test Type: COVID-19 Test
- Results: NEGA Negative
- Test Date: 12/02/2021
- Next Test Date: (field is empty)
- Verified by HR
- Company Performing Test: At Home/Self-Administered Test
- Results Verified By: Fulgent
- Comments: (field is empty)

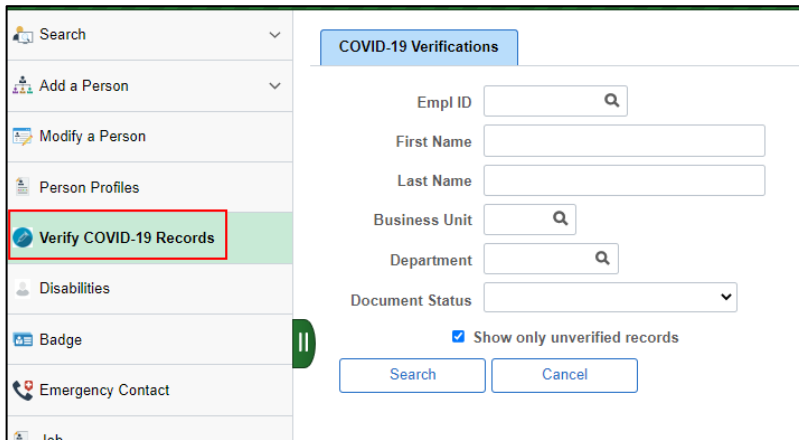
Verifying Employee COVID-19 Vaccination/Test Information and Documentation

Note: If someone received 2 vaccines, they must enter both vaccination records and you need to verify both records.

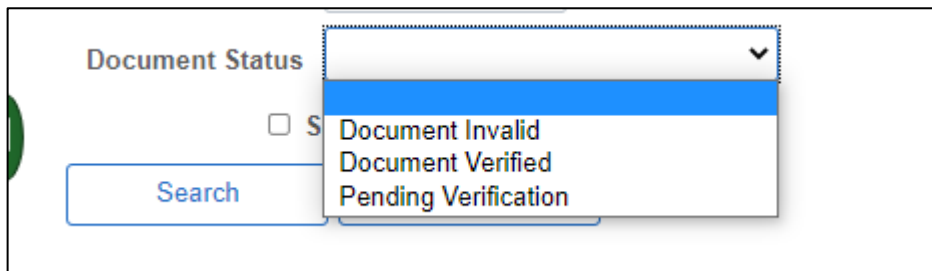
1. There are 2 ways to navigate to the **Verify COVID-19 Records** page
 - a. Workforce Administrator Homepage > Human Resources Tile > Person Tile > Verify COVID-19 Records
 - b. From the NavBar: State of Wisconsin (STAR) > Human Resources > Process > Covid Management > Verify COVID-19 Records

Note: Mass loaded test results from Fulgent will NOT display on this page because no verification is needed. *(added 1/3/22)*

2. Vaccination and Test entries will be in one of three statuses:
 - a. **Document Invalid** = HR reviewed the entered information and supporting documentation but sent it back to the employee to make a correction, and the employee has not yet updated the entry/documentation.
 - b. **Document Verified** = HR Reviewed the document and verified all information is correct
 - c. **Pending Verification** = HR has not yet reviewed the entered information and supporting documentation. If the record was previously in **Document Invalid** status and the employee resubmits the information, the status will change to **Pending Verification**.
3. There are several different ways to search on the page (see following image).



- a. **Most common search criteria:** If you don't enter any search criteria and the **Show only unverified records box** is checked, the results will be everyone within your security whose entry has a document status of **Pending Verification**.
- b. You can search via any of the search criteria including **Document Status**.



- c. You must click the **Search** button to get the search results.

4. Anyone who meets your search criteria will display on the page:

Empl ID	First Name	Last Name	Business Unit	Department	Vaccination/Test	Vaccine/Test Date	View	Attested	Document Status	Verify	Reject
[Link]	Meghan	[Redacted]	50500	505P1A0000	COVID-19 Pfizer 1/2	03/21/2021	[Link]	Yes	Verification Pending	Verify	Reject
[Link]	Meghan	[Redacted]	50500	505P1A0000	COVID-19 Test	03/21/2021	[Link]	Yes	Verification Pending	Verify	Reject
[Link]	Robert	[Redacted]	50500	505P2D3000	COVID-19 Pfizer 1/2	04/01/2021	[Link]	Yes	Verification Pending	Verify	Reject

TIP: Employees display on this grid in the order in which the information was entered. If an employee has multiple entries, they don't automatically appear together. **Click on Empl ID at the top of the grid to sort the employees by Empl ID (so all records for an employee will appear together).**

Department





Document Status

Show only unverified records

Search Results




Empl ID	First Name	Last Name	Business Unit	De
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5. Click on the **Paperclip Icon** to view supporting documentation.

Vaccination/Test	Vaccine/Test Date	View	Attes
COVID-19 Pfizer 1/2	03/21/2021		Yes
COVID-19 Test	03/21/2021		Yes
COVID-19 Pfizer 1/2	04/01/2021		Yes
COVID-19 Pfizer 1/2	04/06/2021		Yes

a. Confirm that the documentation is valid and matches the employee's entry.

6. If everything matches and the documentation is valid, click **Verify**.

Vaccination/Test	Vaccine/Test Date	View	Attested	Document Status	Verify	Reject
COVID-19 Pfizer 1/2	03/21/2021		Yes	Verification Pending	<input type="button" value="Verify"/>	<input type="button" value="Reject"/>
COVID-19 Test	03/21/2021		Yes	Verification Pending	<input type="button" value="Verify"/>	<input type="button" value="Reject"/>
COVID-19 Pfizer 1/2	04/01/2021		Yes	Verification Pending	<input type="button" value="Verify"/>	<input type="button" value="Reject"/>

7. The **Document Status** will change to **Document Verified**. This status will also appear to the employee in Self Service. The employee is **NOT** notified via email or other means that the information has been verified.

Attested	Document Status
Yes	Document Verified
Yes	Verification Pending

8. If validating a vaccination and you validate the J&J (1/1), Moderna (2/2) or Pfizer (2/2), the **Degree of Vaccination** on the COVID HR Administration page (State of Wisconsin (STAR) – Human Resources – Process – COVID HR Administration) will automatically update to **Fully**.

Vaccination Status

Vaccination Status: Vaccinated ▼ Degree of Vaccination: Fully ▼

- a. If validating Moderna 1/2 or Pfizer 1/2, there is no automated process to update the **Degree of Vaccination** to **Partially**. You can update this value if you like, but it's not required because the employee will be subject to COVID testing unless fully vaccinated or exempt from testing.

How to Manage Entries that Need to be Updated

If something is wrong with the entry (supporting documentation doesn't match the entry), there are a few options.

- You can reject the entry and have the employee make the correction
- You can update information via Person Profile (**note:** you must have update access to Person Profile to follow this path – it will not work if you have Display only access). **If you plan to update the incorrect information via Person Profile, DO NOT REJECT the entry.** You will make the corrections and then verify the record. You must complete delete the record and Person Profile and re-enter it in order to trigger the verification process again.

NOTE: If someone only entered vaccination dose 2/2 (and not 1/2), **DO NOT REJECT dose 2/2 if it's otherwise valid.** You should contact the employee and ask them to enter their first dose.

How to Reject an Entry

1. From the verification grid, click the **Reject** button.

Document Status	Verify	Reject
Verification Pending	<input type="button" value="Verify"/>	<input type="button" value="Reject"/>
Verification Pending	<input type="button" value="Verify"/>	<input type="button" value="Reject"/>

2. A **Reason for Rejection** pop-up will display. Enter the **Reject Reason** (up to 100 characters) and click **OK**. This information will be included in a notification email to the employee and will also display to the employee in ESS.

a. Vaccinations

- i. Do NOT reject vaccination dose 2/2 if 1/2 is not entered.
- ii. If the employee's name and vaccination information is on the document, it should be accepted.
- iii. If the image is the back of a vaccination record card, check the documentation on the other dose to see if the front of the card is visible.

- iv. The goal is to get the vaccination information verified, otherwise they will be subject to testing.

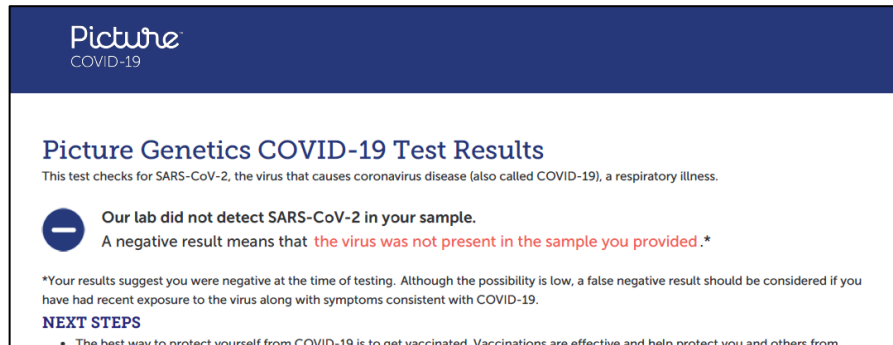
Reason for Rejection

Reject Reason | I see you uploaded a picture of a sloth. While I enjoyed it, I will need proof of vaccine.

OK
Cancel

b. COVID Test Results

- i. The documentation should include the employee’s name, the date of the test, the test result, and the organization that administered the test.
- ii. If the employee uploads the report they receive from Fulgent, the test result will display at the top of the page:



- iii. The name of the employee and test result display in the footer of the page:

If you have questions about this test or its results, you can speak to a board-certified, PWNHealth physician at no additional cost. The physician can answer any questions you may have and help determine next steps in care. To schedule a session, please call the PWNHealth Care Coordination Team at 315-401-7865, Monday-Sunday, 8 a.m. to 11 p.m. Eastern Time, or email covid19@pwnhealth.com. PWNHealth is an independent physician network providing oversight services for Picture Genetics' tests. PWNHealth and its services are independent from Picture Genetics and their services.

Page 1/2

<p>Patient Information</p> <p>DOB: [REDACTED]</p> <p>Sex: F</p> <p>Patient#: [REDACTED]</p>	<p>Accession</p> <p>Accession: [REDACTED]</p> <p>Test#: F [REDACTED]</p> <p>Specimen Type: Nasal Swab</p> <p>Collection Time: Oct 15, 2021 06:25 AM PST</p> <p>Received Date: Oct 16, 2021</p> <p>Authorized Date: Oct 16, 2021</p>	<p>Physician</p> <p>PWNHealth</p> <p>123 W 118th St.</p> <p>New York, NY 10026-1807</p> <p>Phone: 888-362-4321</p> <p>Fax: 866-936-1855</p>	<p>Laboratory</p> <p>Fulgent Genetics</p> <p>CAP#: [REDACTED]</p> <p>CLIA# [REDACTED]</p> <p>Laboratory: [REDACTED]</p> <p>Dr. Ha [REDACTED]</p> <p>Report Date: Oct 17, 2021</p>
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- 3. The Document Status will change to **Document Invalid**, an email is generated to the employee, and the updated status appears to the employee in ESS. You can click on the **Show** button within the grid to view the Reject Reason.

sted	Document Status	Reject Reason	
	Document Invalid	Show	
	Verification Pending		

Corrected COVID Vaccination or Testing Information Needed

Dear Megar,

The information you provided relative to the following COVID-19 Vaccination or Test:
 Vaccine or Test:
 Date: 2021-10-08

Must be updated for the following reason:
 Reject test

Please update your information by going to the COVID-19 Vaccinations and Tests page in the My Information Tile in Employee Self Service.

This email was automatically generated. Please do not respond.

My COVID-19 Vaccinations

Type	Date	View Attachment	Document Status
COVID-19 Moderna 1/2	03/26/2021		Document Invalid

[Add Vaccination Record](#)

My COVID-19 Test Results

Date	Test Location	Test Result	View Attachment	Document Status
10/10/2021	At Home/Self-Administered Test	Negative		Document Invalid

- At this point, the employee can go into Self Service to update any information associated with the entry and re-save it. Once the entry is re-saved, it will go back to **Pending Verification** status.
- To see a list of everyone in Document Invalid status, you can use that option as search criteria on the verification page.

Document Status Document Invalid ▼

Show only unverified records

[Search](#) [Cancel](#)

- You can also run **WI_HR_COVID_VERIFY_STATUS** and check the box next to “Rejected by HR.” This will display the rejected documents and the reason for the rejection. Follow-up as needed.

WI_HR_COVID_VERIFY_STATUS - Covid HR Verify Status

Opt: Business Unit (%)

Opt: Dept ID (%)

Opt: Empl ID (%)

*Verified by HR?

*Not Verified by HR?

*Rejected by HR?

[View Results](#)

Row	Business Unit	BU Descr	Dept ID	Dept Descr	Em
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How to Update Information Directly in Person Profile

IMPORTANT: Do not Reject the entry if you plan to update it in Person Profile. If you reject the entry and then make the updates in Person Profile, you must fully delete the entry in Person Profile and re-add. This is the only way to retrigger the verification.

1. From the verification grid, click on the Empl ID of the person you want to update. This will take you directly to Person Profile (you can also access Person Profile from the navigation collection as well).

Person Profiles

Verify COVID-19 Records

Disabilities

Badge

Emergency Contact

Job

Position

Both take you to Person Profile

Last Name

Business Unit

Department

Document Status

Show only unverified

[Search](#) [Cancel](#)

Search Results

Empl ID	First Name
100072865	Lisa
100091855	Dana

2. To update the **date of vaccination**, click on the Vaccination name.

Vaccinations

ID	Vaccination
COVIDMOD2	COVID-19 Moderna 2/2

[+ Add New Vaccinations](#)

- a. Update the **Date of Vaccine** and click **OK**.

Details

Effective Date 05/24/2021

Vaccination COVIDMOD2 [COVID-19 Moderna 2/2](#)

Date of Vaccine 05/24/2021

Next Vaccine Due

Comments

OK Cancel

b. Click **Save** at the bottom of the page.

Vaccinations

ID	Vaccination	Date of Vaccine
COVIDMOD2	COVID-19 Moderna 2/2	05/20/2021

+ Add New Vaccinations

Save

c. Go back to the **Verify COVID-19 Records** page and **Verify** the entry.

d. Go to the **COVID HR Administration** page to ensure the **Vaccination Status** and **Degree of Vaccination** are correct (update as needed).

3. **To update the vaccination type**, you will need to delete the entire entry and re-enter the information (including uploading the documentation). Prior to deleting the entry /documentation, download and save a copy of the original documentation so you can reattach it when you create the new entry. Click on the **Trash Can icon** to delete the entire record.

Vaccination	Date of Vaccine	Next Vaccine Due	Attachments	
COVID-19 Pfizer 1/2	08/01/2021			

a. The following will display. Click **OK**.

Delete current/selected rows from this page? The delete will occur when the transaction is saved.


OK Cancel

b. Click **Save** at the bottom of the page.

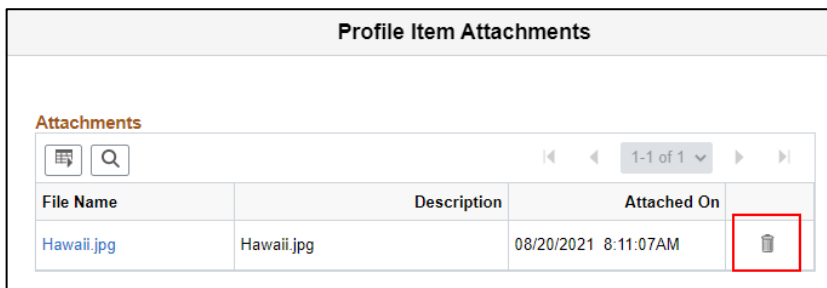


- c. Go to the [Steps to Enter COVID-19 Vaccines and Tests in Person Profile](#) section of this job aid for next steps.

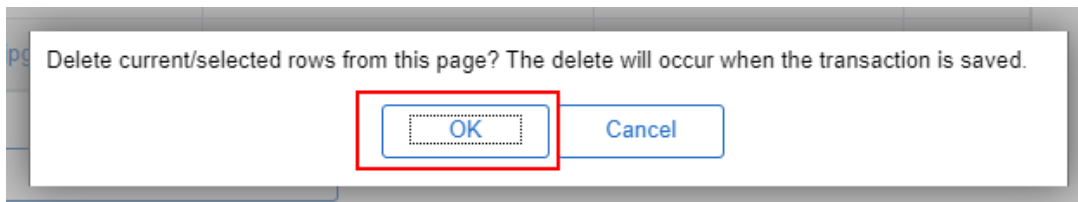
4. **To update the documentation attached to the record**, click the Paper Clip icon on the row that needs to be changed.

Vaccination	Date of Vaccine	Next Vaccine Due	Attachments
COVID-19 Moderna 2/2	05/20/2021		

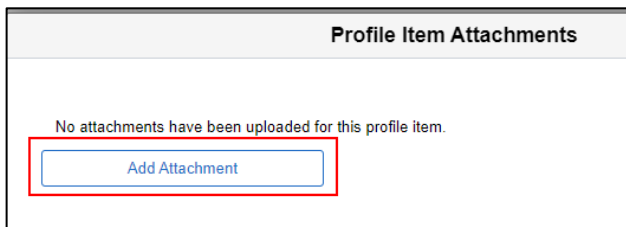
- a. Click on the **Trash Can icon** to delete the attachment.



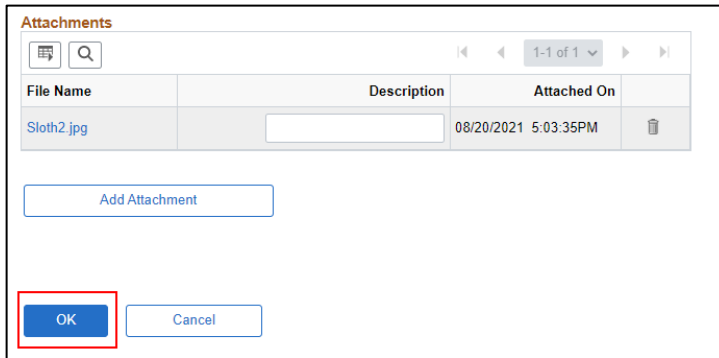
- b. The following will display. Click **OK**.



- c. Click **Add Attachment** and go through the steps to upload a new attachment.



- d. Click **OK** once the documentation is attached. You are not required to enter a value in the Description field.

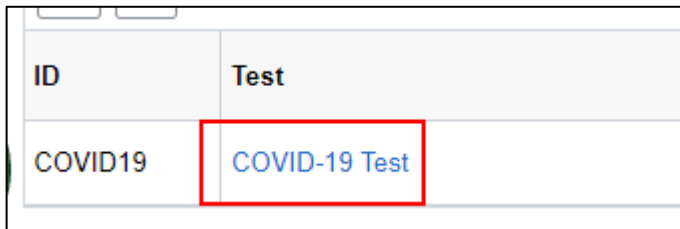


- e. Click **Save** at the bottom of the page. **Note:** sometimes the Save on this page gets a little touchy, so I would recommend going out of the Profile Page and coming back in to confirm the new document saved.



- f. Go back to the **Verify COVID-19 Records** page and **Verify** the entry.
- g. Go to the **COVID HR Administration** page to ensure the **Vaccination Status** and **Degree of Vaccination** are correct (update as needed).

- 5. **COVID test updates are slightly different from the vaccinations.** No matter how many COVID tests are received, one **COVID-19 Test** row will be in Person Profile. Click **COVID-19 Test** to review all entries.



- a. You can scroll to the record that you need to update.



- b. You can update the **Results** and **Test Date**. Don't update the Company Performing Testing because that flows in from ESS but doesn't flow back to ESS if updated here. Click **OK**.

Effective Date 10/11/2021 COVID-19 Test

Test COVID19

Test Type

Results NEGA Negative

Test Date 10/11/2021

Next Test Date

Company Performing Test

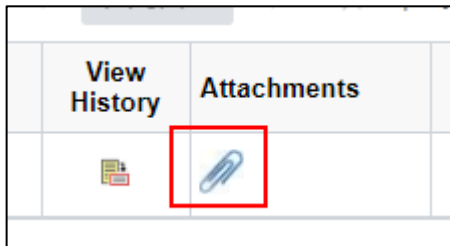
232 characters remaining

Results Verified By

254 characters remaining

Comments

- c. Click **Save** on the bottom of the page.
- d. If you need to update an attachment, click **Attachments**.



- i. Click on the **COVID-19 Test** link for the test you need to update.

Effective Date	Test	ID	Test Date
10/11/2021	COVID-19 Test	COVID19	10/11/2021
10/01/2021	COVID-19 Test	COVID19	10/01/2021
09/30/2021	COVID-19 Test	COVID19	08/01/2021

- ii. Delete and add attachments as previously outlined in this job aid.

Attachments

1-1 of 1

File Name	Description	Attached On	
COVID_TEST_results.docx	COVID_TEST_results.docx	10/11/2021 3:11:09PM	

- e. If any updates are made, go back to the **Verify COVID-19 Records** page and **Verify** the entry.

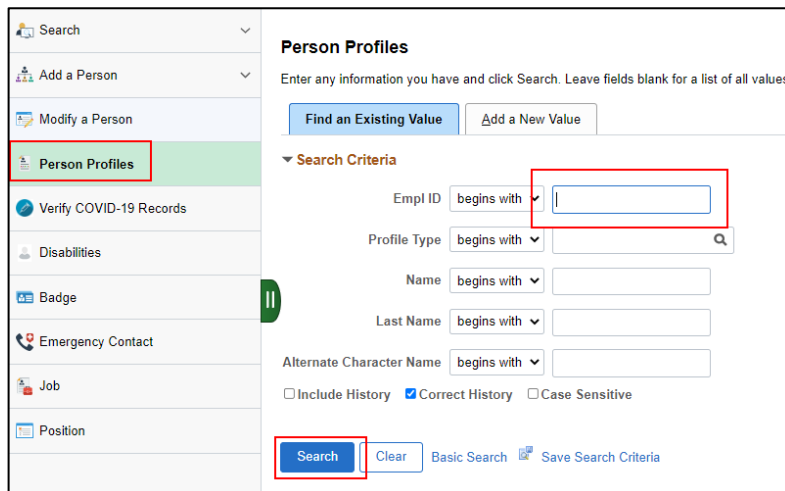
Steps to Enter COVID-19 Vaccines and Tests in Person Profile

When entering or updating information directly in Person Profile, once the information is Saved, you must still verify the vaccination on the Verify COVID-19 Records page and update Vaccination Status and Degree of Vaccination on the COVID HR Administration page. All entries/updates in Person Profile are visible to the employee in Employee Self Service.

IMPORTANT: You must attach documentation to all information entered in Person Profile. If there is no attached documentation, the entry will NOT display to the employee and the information will not go to the Verify COVID-19 Records page.

Do not enter more than one piece of documentation to a record. If there is more than one attachment connected to a single record, the record will display one time for each record in both ESS and on the verification grid.

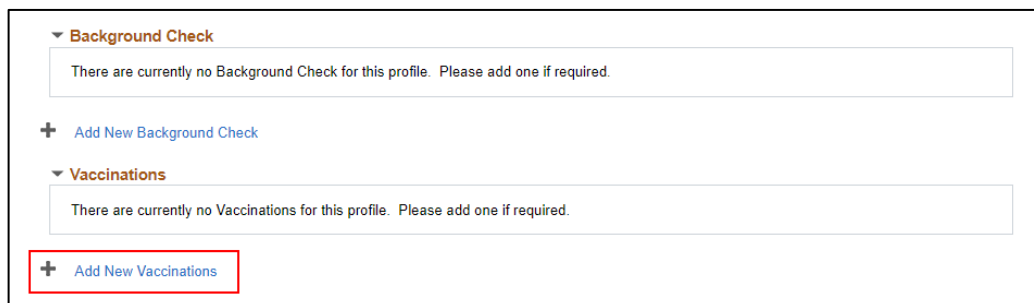
1. Go to the **Workforce Administrator Homepage – Human Resources – Person – Person Profiles**
2. Enter the Empl ID and/or Name of Employee. Click **Search**.



- a. **Not all employees are in Person Profile.** If you search for someone and there are no results, click **Add a New Value** and follow the page prompts to create a Person Profile record.

Adding a Vaccination Record

3. To add a vaccination record, click **Add New Vaccinations** at the bottom of the page.




4. The **Effective Date** defaults to today's date. Update to the vaccination date. Click on the **Magnifying Glass** to select the applicable **Vaccination** type.

- a. Below is a list of COVID-19 vaccine types. Please select the vaccine based on the documentation provided from the employee. 1/2 means the first shot in the series and 2/2 means the second shot in the series.

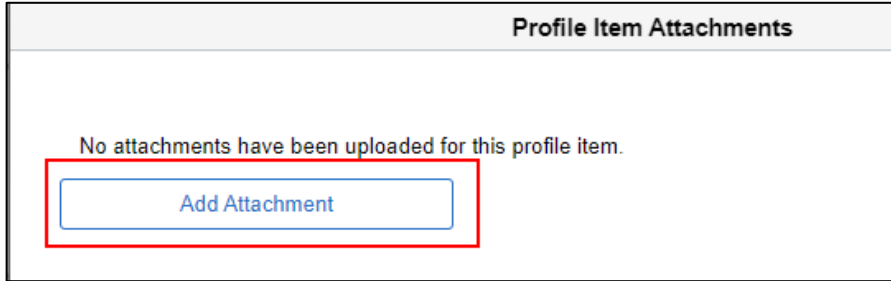
Content Item ID	Content Group Type	Content Group	Description
COVIDJANS1	(blank)	(blank)	COVID-19 Janssen (J&J) 1/1
COVIDMOD1	(blank)	(blank)	COVID-19 Moderna 1/2
COVIDMOD2	(blank)	(blank)	COVID-19 Moderna 2/2
COVIDOTH	(blank)	(blank)	COVID-19 Other
COVIDPFIZ1	(blank)	(blank)	COVID-19 Pfizer 1/2
COVIDPFIZ2	(blank)	(blank)	COVID-19 Pfizer 2/2

- b. Once the Vaccine Type is selected, enter the **Date of Vaccine** based on documentation received. Click **OK** if entry is complete. Click **Apply and Add Another** if you need to enter another vaccine (example – the 2nd shot of a series).

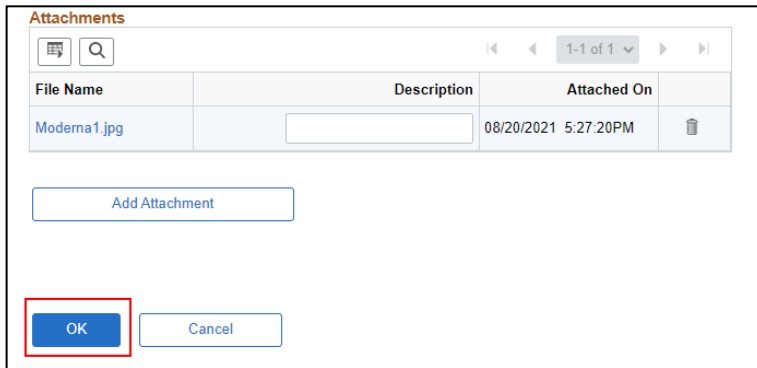
- i. You do not have to enter Next Vaccine Due information for the COVID-19 vaccines.
- c. Click on the **Paper Clip icon** to add supporting documentation. You are required to attach one piece of supporting documentation to each COVID-19 vaccination entry.

Date of Vaccine	Next Vaccine Due	Attachments
06/01/2021		

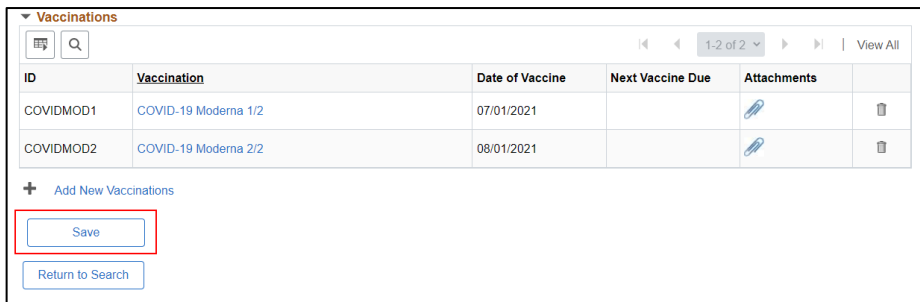
- d. Click **Add Attachment** and follow the onscreen steps to add supporting documentation.



- e. Click **OK** once the file is attached.



- f. Once all vaccines and corresponding documentation are entered/attached, click **Save** on the bottom of the page.



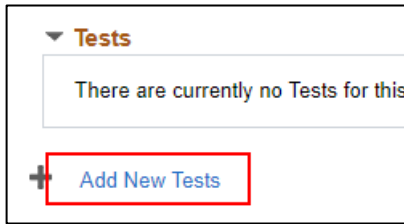
- g. Go to the **Verify COVID-19 Records** page and **Verify** the entry.
- h. Go to the **COVID HR Administration page** (State of Wisconsin (STAR) – Human Resources – Process – COVID HR Administration)
 - i. Update the **Vaccination Status** to Vaccinated and enter the **Degree of Vaccination** (Fully or Partially)



- ii. Click **Save** on the bottom of the page.

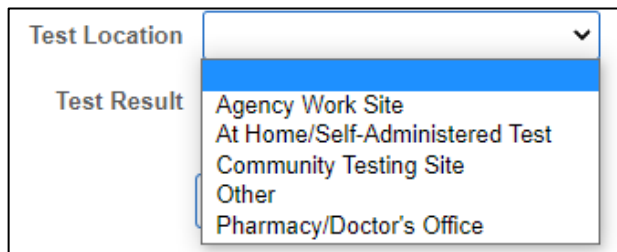
Adding a COVID Test Record

5. Regardless of if there are no COVID-19 Tests in Person Profile or several tests, click **Add New Tests**



a. Enter the following information

- i. **Effective Date** = Date of Test
- ii. **Test** = COVID19
- iii. **Results** = Negative or Positive
- iv. **Test Date** = Date of Test
- v. **Company Performing Test** – if the entry is done via ESS, this information will populate. If you are entering it here, you should enter one of the following values. This information will not populate as the testing location on the ESS page – the information only flows from ESS to Person Profile (not the other way around)



vi. All other fields should be blank. Results Verified By will populate when the entry is verified.

b. Click **OK** when the entry on this page is complete.

- c. Click on **Attachments** to add the applicable attachment per instructions outlined previously in this document.
 - i. If there is more than one COVID test in Profile, click **COVID-19 Test** to select the applicable record and then attach the documentation.

Tests				
Effective Date	Test	ID	Test Date	N
10/01/2021	COVID-19 Test	COVID19	10/01/2021	
09/01/2021	COVID-19 Test	COVID19	09/01/2021	

- d. Once all test and corresponding documentation are entered/attached, click **Save** on the bottom of the page.
- e. Go to the **Verify COVID-19 Records** page and **Verify** the entry.

COVID HR Administration Page

The COVID HR Administration page allows you to update vaccination status (ex. attest on behalf of an employee), select if an employee is fully or partially vaccinated and indicate if the employee is not subject to either report their vaccination status or is not subject to COVID testing if not fully vaccinated. **The information on this page will be used to determine if someone is subject to the COVID testing requirement.**

If an employee has multiple jobs, they will appear once for each employment instance in the search results. You only need to select one to make the updates (any updates you make will automatically attach to the other employment instances).

Page Navigation

State of Wisconsin (STAR) > Human Resources > Process > Covid Management > COVID HR Administration

Vaccination Status & Degree of Vaccination

Vaccination Status	
Vaccination Status	Vaccinated No Vaccination Status on File Not Vaccinated Vaccinated
Degree of Vaccination	Fully

Vaccination Status

Vaccination Status: Vaccinated

Degree of Vaccination: Fully

Not Subject to Requirement Options

During the week of 10/5/21, Vaccination Status and Degree of Vaccination was updated to reflect actual vaccination information in Person Profile. Vaccination status will automatically update if the employee attests, but **Degree of Vaccination** will automatically update only when the J&J (1/1), Moderna (2/2) and Pfizer (2/2) vaccinations are validated.

Not Subject to Requirement Options

If not subject to the vaccination requirement, check the box next to **Not required to report vaccination status** and select the applicable reason.

Not Subject to Requirement Options

Not required to report vaccination status

Reason: 100% Remote

ly vaccinated/no response

If a non-fully vaccinated employee is NOT subject to the COVID testing requirement, check the box next to **Not subj to COVID testing – not fully vaccinated/no response** and select the applicable reason. Once this box is checked, the employee will not display on the WI_HR_COVID_TESTING query that identifies employees subject to testing.

Not Subject to Requirement Options

Not required to report vaccination status

Not subj to COVID testing-not fully vaccinated/no response

Reason: 100% Remote(never in facility)

Expected: COVID Positive last 90 days

Created By: On 08/23/21 11:48AM

For either of the above, if there is an **Exemption Begin Date** and/or **Expected Exemption End Date**, enter the date(s) in the applicable field(s). If an employee has a testing exemption, they will not appear on the testing queries during the window in which they are exempt.

Not Subject to Requirement Options

Not required to report vaccination status
 Not subj to COVID testing-not fully vaccinated/no response

Reason

Exemption Begin Date

Expected Exemption End Date

Not Using Home Test Kit

For employees who are subject to testing but do not need a home test kit, the agency should enter information in this section of the page. This will remove employees from the WI_HR_COVID_TEST_KIT_ORDER query.

Not Using Home Test Kit

On Site Agency Testing
 Approved for Alternate Test

Approval Begin Date

Approval End Date

If approved for an alternate test, you must enter the approval begin and end dates.

Appendix A: Q&A Section

1. Can everyone with the new WI_HR_PROFILE_PHI security role enter/update vaccination and testing information in Person Profile.

No. Only those who already have update access to Person Profile via another security role (ex. HR_SPECIALIST) will be able to do entry/make corrections via Person Profile. All users with the WI_HR_PROFILE_PHI role will have full access to the Verify COVID-19 Records page.

2. Does the employee receive notification when the vaccine entry has been verified?

No. They would have to log into ESS to see that the status has changed.

3. Does the employee receive notification when the vaccine entry is entered via Person Profile?

No. There is no notification.

4. Does the employee receive notification when the entry is rejected?

Yes. They receive an email with the reason for rejection.

5. Can employees upload the same documentation for more than one vaccine?

Yes. They must upload the documentation on all entries, but they can upload the same file if it applies to more than one vaccination.

6. Do I have to add documentation to each vaccination record if I enter the information via Person Profile?

Yes. Every vaccination record needs to have exactly one piece of documentation attached. If no documentation is attached, the vaccine information will not display to the employee in Employee Self Service.

7. Can I either I or the employee add more than 1 piece of documentation to an entry.

Employees can only attach one file. Technically if HR does the entry via Person Profile, more than 1 piece of documentation can be attached but the record will display to the employee 1 time for every piece of documentation and each piece of documentation will have to be verified. You should only attach 1 piece of documentation per record.