



COVID-19 Vaccinations and Test Results Entry Job Aid



All executive branch employees, contract staff, interns, and volunteers are required to provide their COVID-19 vaccination status. If vaccinated, you are also required to provide supporting documentation.

Employees who are not fully vaccinated or have not reported their vaccination status, must be tested weekly for COVID-19. Those who work 100% remotely and have no expectation to be in a state facility or have contact with other state employees or members of the public while performing their duties, are not subject to the testing requirement. See the [Testing Requirements](#) FAQ for details.

At-Home Testing Documentation Requirements

Effective December 20, 2021, employees who take the Picture by Fulgent Genetics at-home COVID test, **no longer should upload their test results in STAR** – the test results will be directly loaded into STAR. These results are visible in Employee Self Service. Please note that results are loaded twice per week so it may take several days from the day you receive the result to the day you can see the information in STAR.

Please see the image below to see how Fulgent results will display in Employee Self Service. There will be no attachment and Fulgent will be displayed in the “Verified By” column.

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](#)

If an employee is approved to take an alternative COVID test, the employee must continue to enter those results and supporting documentation in STAR.

This job aid will go over the steps you need to take to enter your vaccination and COVID-19 Test information in Employee Self Service.

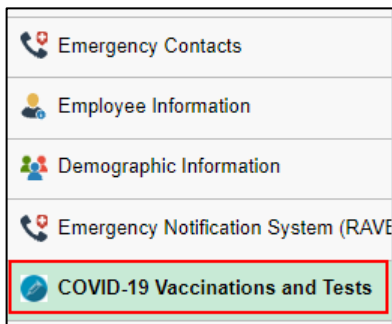
If you have questions about how to enter your information or are unable to enter the information via Employee Self Service, please contact your HR office for assistance.

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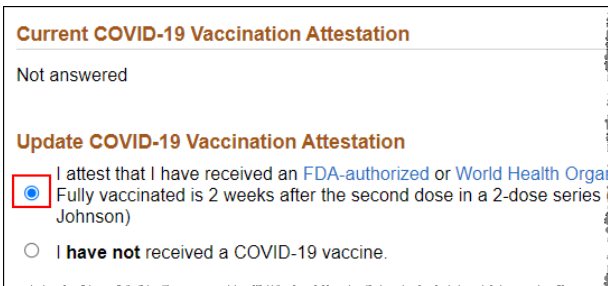
Accessing the COVID-19 Vaccinations and Tests Page

1. Log in to Employee Self Service: <https://ess.wi.gov>
2. Click on the **My Information Tile** on the **Employee Self Service** Homepage
3. Click on **COVID-19 Vaccinations and Tests** from the **My Information** navigation collection.



Entering Vaccination Information

1. To enter your vaccination status, click on the radio button in the **Update COVID-19 Vaccination Attestation** section of the page indicating that you have been vaccinated.



2. Then click **Add Vaccination Record** to enter your vaccination information.



Vaccinations

No Vaccinations Found

[Add Vaccination Record](#)

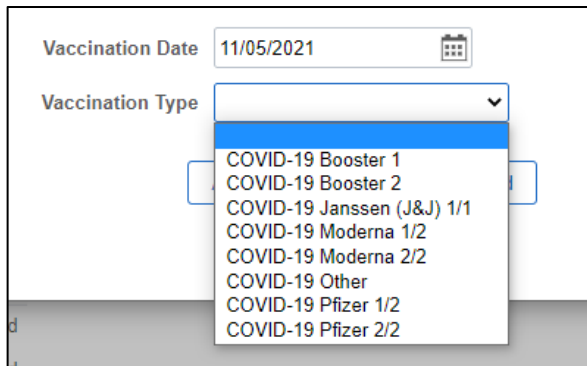
3. Enter the **Vaccination Date**. If you received two vaccines (Pfizer or Moderna), enter the date of your first vaccine (you will enter the date of the second vaccine later).



Vaccination Date: 03/26/2021

Vaccination Type: [Dropdown]

4. Click the down arrow in the **Vaccination Type** box and select the COVID-19 vaccine that you received.
 - a. If you are entering the first dose in a series, select the vaccine that ends in “1/2” and when entering the second dose, select the vaccine that ends in “2/2.”



Vaccination Date: 11/05/2021

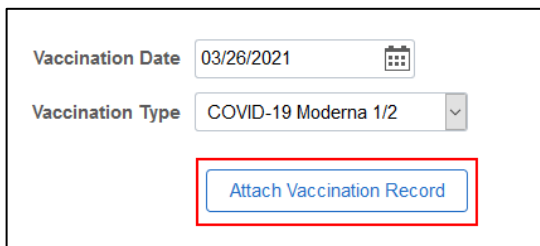
Vaccination Type: [Dropdown menu open]

- COVID-19 Booster 1
- COVID-19 Booster 2
- COVID-19 Janssen (J&J) 1/1
- COVID-19 Moderna 1/2
- COVID-19 Moderna 2/2
- COVID-19 Other
- COVID-19 Pfizer 1/2
- COVID-19 Pfizer 2/2

- b. You are not required to enter information about booster shots received, but if you want to, enter COVID-19 Booster 1 for your first booster shot and COVID-19 Booster 2 for your second booster shot.

Attaching Documentation to Your Entry

5. Once you have selected the Vaccine Type, click on **Attach Vaccination Record** to upload vaccine documentation.



Vaccination Date: 03/26/2021

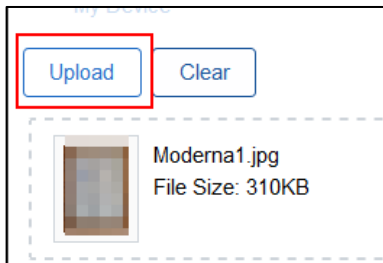
Vaccination Type: COVID-19 Moderna 1/2

[Attach Vaccination Record](#)

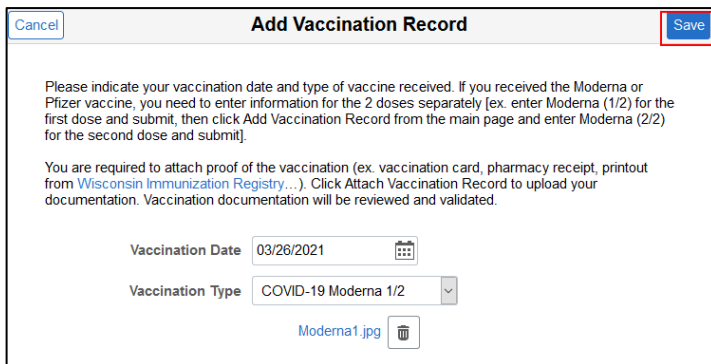
- a. Examples of vaccination documentation include a picture of your CDC vaccination card, information from MyChart or other provider documentation, or a screenshot of your vaccination record from the [Wisconsin Immunization Registry](#). If your vaccine was received outside of Wisconsin, documentation from another state’s registry is also acceptable.
 - b. The documentation must include your name, type and date of vaccination received and the entity that administered the vaccination.
6. Click on **My Device** and select the applicable documentation.
- a. This process is mobile-friendly so if you have a picture of your documentation on your phone, you can do this entire process from your phone and upload the picture directly from your phone.



- b. **iPhone users** – if you take a picture of your documentation, it may save as an HEIC file on your phone. You must save the file as a JPG before uploading the information, otherwise the HR staff that verifies your documentation will not be able to view it. [Click here](#) to see how to change the file type.
7. Once you have selected the file, click **Upload**.



8. Once the upload is complete, click **Done**.
9. Once you have entered all information and uploaded your documentation, click **Save**.



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



COVID-19 Vaccinations and Test Results Entry Job Aid



I declare that the information I provided is accurate and true.
 I acknowledge that information provided may be subject to verification and that intentionally providing incorrect information may result in disciplinary action.

I test that I have received an FDA-authorized or World Health Organization authorized COVID-19 vaccine and that I am fully or partially vaccinated.

- The vaccination information will now display on the page and the document status will be “Pending Verification”.

My COVID-19 Vaccinations

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

- If you need to enter information for the second vaccine in the series, click **Add Vaccination Record** and follow the Steps 3 – 9 to add the additional record.
 - Note – you will need to attach documentation again. If information regarding both vaccines is in the same document, you can upload the same document for the 2nd dose of the vaccine.

- Once you have completed all entry, click **Submit Information** on the bottom of the page.

My COVID-19 Vaccinations

Type	Date	View Attachment	Document Status
COVID-19 Moderna 2/2	04/23/2021		Pending Verification
COVID-19 Moderna 1/2	03/26/2021		Pending Verification

- The following will display. Click **OK** to submit your information.

I declare that the information I provided is accurate and true.
 I acknowledge that information provided may be subject to verification and that intentionally providing incorrect information may result in disciplinary action.

- Human Resources staff will review and validate uploaded documentation. Once the validation is done, “Document Verified” will display under Document Status.

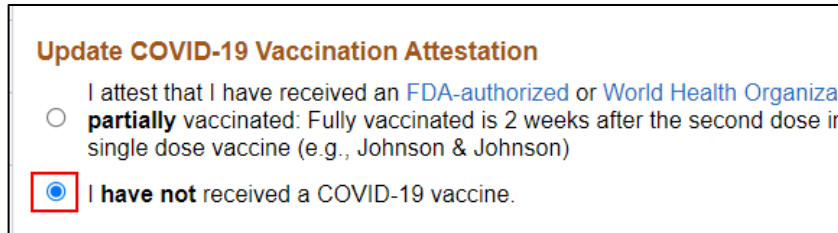
My COVID-19 Vaccinations

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

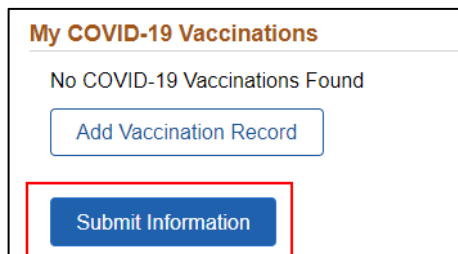
Attesting that You are Not Vaccinated

If you have not received a COVID-19 vaccine, you need to attest that you have not been vaccinated.

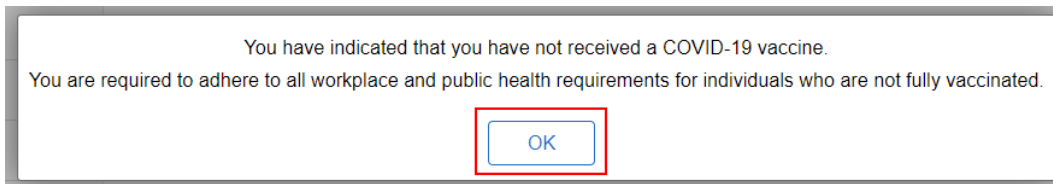
1. Click on the radio button next to “I **have not** received a COVID-19 vaccine” in the Update COVID-19 Vaccination Attestation Section of the page.



2. Click **Submit Information** at the bottom of the page.



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



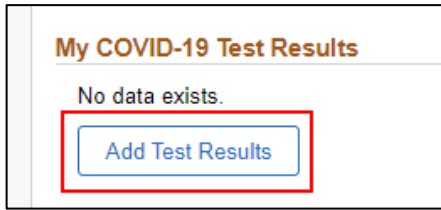
4. No further vaccination status entry is required. If you receive a vaccine in the future, come back to this page and indicate that you are vaccinated and enter your vaccination information. You will be subject to weekly COVID testing unless exempt for the reasons outlined in the [Testing Requirements FAQ](#).

Entering COVID Test Information

Effective December 13th, **only employees who are NOT using the Picture by Fulgent Genetics at-home COVID test kits** are required to upload their test results. Fulgent test results will be directly loaded in STAR; however, these results will NOT be visible in Employee Self Service.

If using an alternative method or are required by your agency to enter on-site test results, you must enter your test results and attach supporting documentation.

1. Click **Add Test Results** in the **My COVID-19 Test Results** section of the page.

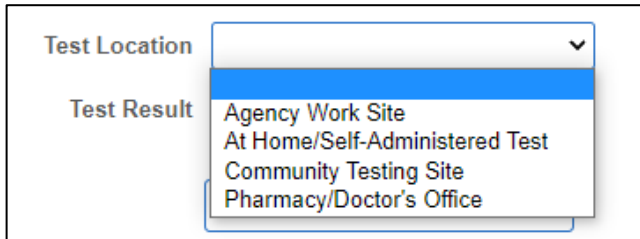


My COVID-19 Test Results

No data exists.

[Add Test Results](#)

2. Enter the **Test Date**, **Test Location** and **Result**.
 - a. The following test locations are available:

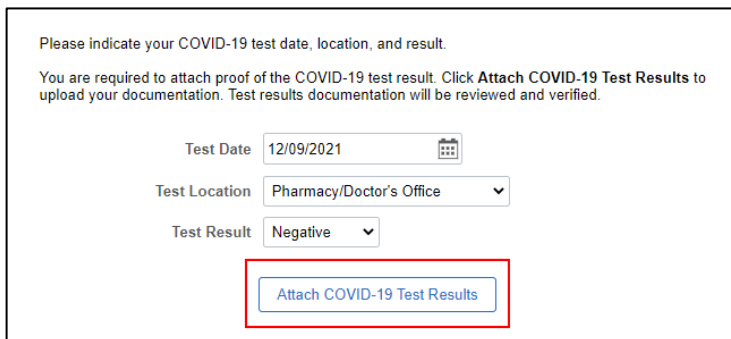


Test Location

Test Result

- Agency Work Site
- At Home/Self-Administered Test
- Community Testing Site
- Pharmacy/Doctor's Office

3. Click the **Attach COVID-19 Test Results** button



Please indicate your COVID-19 test date, location, and result.

You are required to attach proof of the COVID-19 test result. Click **Attach COVID-19 Test Results** to upload your documentation. Test results documentation will be reviewed and verified.

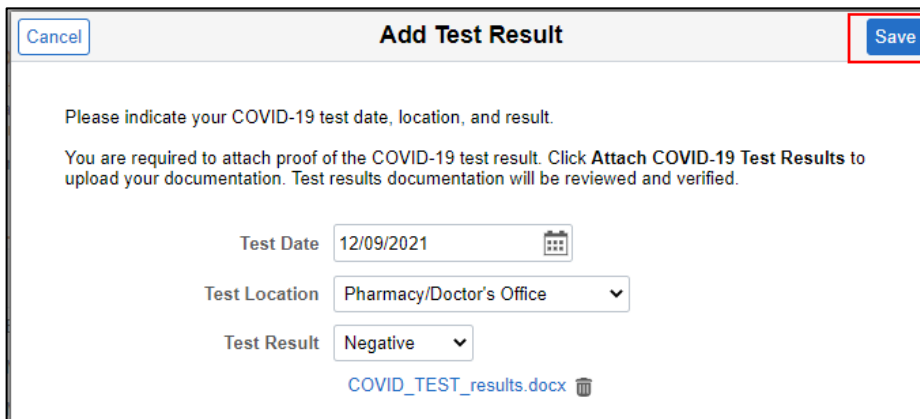
Test Date: 12/09/2021

Test Location: Pharmacy/Doctor's Office

Test Result: Negative

[Attach COVID-19 Test Results](#)

4. See the [Attaching Documentation to Your Entry](#) section of the job aid for detailed steps about how to attach documentation.
 - a. The documentation must include your name, the date of the test, the test result, and the organization that administered the test.
5. Once the documentation is attached, click **Save**.



[Cancel](#) **Add Test Result** [Save](#)

Please indicate your COVID-19 test date, location, and result.

You are required to attach proof of the COVID-19 test result. Click **Attach COVID-19 Test Results** to upload your documentation. Test results documentation will be reviewed and verified.

Test Date: 12/09/2021

Test Location: Pharmacy/Doctor's Office

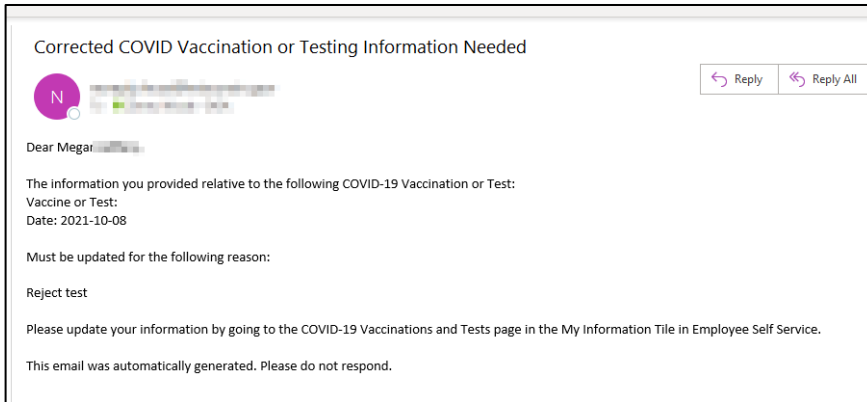
Test Result: Negative

[COVID_TEST_results.docx](#)

6. Click **Submit Information** on the bottom of the page.

Invalid Documentation

If it is determined that there is an issue with your vaccination or COVID test entry, you will receive an email indicating what information needs to be updated on your entry.



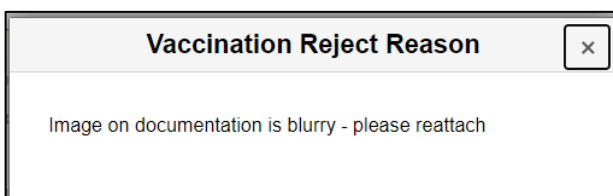
The **Document Status** on your vaccination entry will be “Document Invalid.”

My COVID-19 Vaccinations				
Type	Date	View Attachment	Document Status	
COVID-19 Moderna 2/2	04/26/2021		Document Invalid	
COVID-19 Moderna 1/2	03/26/2021		Document Verified	

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

Click on the **Exclamation Point** to view the reason for the issue.

Type	Date	View Attachment	Document Status	
COVID-19 Moderna 2/2	04/26/2021		Document Invalid	



Follow the steps in the [Editing Your Vaccination or Test Entry](#) section of this document to update your entry.

Editing Your Vaccination or Test Entry

If your entry has not been verified, you can click on the **Pencil Icon** to edit the record, or the **Trash Can Icon** to delete the record.

My COVID-19 Vaccinations				
Type	Date	View Attachment	Document Status	
COVID-19 Moderna 2/2	04/26/2021		Pending Verification	
COVID-19 Moderna 1/2	03/26/2021		Document Verified	

My COVID-19 Test Results				
Date	Test Location	Test Result	View Attachment	Document Status
10/08/2021	At Home/Self-Administered Test	Negative		Pending Verification

Updating Your Vaccination or COVID Test Entry

If you need to change anything about your vaccination or COVID test entry, you can edit it at any time before the Document Status is “Document Verified.”

1. Click on the **Pencil Icon** next to the row you want to edit.

My COVID-19 Vaccinations				
Type	Date	View Attachment	Document Status	
COVID-19 Moderna 1/2	03/26/2021		Pending Verification	

My COVID-19 Test Results				
Date	Test Location	Test Result	View Attachment	Document Status
10/08/2021	At Home/Self-Administered Test	Negative		Pending Verification

2. Your entry will display.

[Cancel](#) **Edit Vaccination Record** [Save](#)

Please indicate your vaccination date and type of vaccine received. You are required to attach proof of the vaccination (ex. vaccination card, screenshot from [Wisconsin Immunization Registry...](#)). Click **Add COVID-19 Vaccination Record** to upload your documentation. Vaccination documentation will be reviewed and validated.

If you received the Moderna or Pfizer vaccine, you need to enter information for the 2 doses separately. For example, enter Moderna (1/2) for the first dose and click **Save** on this page. Go back to the main page and click **Add Vaccination Record** to enter Moderna (2/2) for the second dose.

Vaccination Date:

Vaccination Type:

[Moderna1.jpg](#)

3. Update the applicable information on the page and click **Save** when complete.
4. If you need to delete your original documentation, click on the **Trash Can Icon** next to the attached document.

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

6. Click **Add COVID-19 Vaccination Record** or **Add COVID-19 Test Results** to add your updated documentation. Follow the steps previously outlined in this document to add your updated documentation.



COVID-19 Vaccinations and Test Results Entry Job Aid



Test Date

Test Location

Test Result

[Attach COVID-19 Test Results](#)

7. Click **Save** at the top of the page when updates are complete.

[Cancel](#) **Edit Vaccination Record** [Save](#)

[Cancel](#) **Edit Test Record** [Save](#)

8. Click **OK** on any messages that display on the page.

9. Your record will be in "Pending Verification" status.

My COVID-19 Vaccinations

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





My COVID-19 Test Results



Date	Test Location	Test Result	View Attachment	Document Status
10/08/2021	At Home/Self-Administered Test	Negative		Pending Verification

Deleting Vaccine or Testing Information

You can delete your vaccination or testing information and re-enter it instead of editing the original entry. You can delete the information at any time before the Document Status is "Document Verified."

1. Click on the **Trash Can Icon** next to the row that you want to delete.

My COVID-19 Vaccinations				
Type	Date	View Attachment	Document Status	
COVID-19 Moderna 2/2	04/23/2021		Pending Verification	
COVID-19 Moderna 1/2	03/26/2021		Pending Verification	

My COVID-19 Test Results				
Date	Test Location	Test Result	View Attachment	Document Status
10/08/2021	At Home/Self-Administered Test	Negative		Pending Verification 

2. One of the following will display. Click **Yes**.

Are you sure you want to delete this vaccination record?

Are you sure you want to delete this test record?

3. After you click **Yes**, Click **OK** on the message that displays on the page.
4. The vaccine or testing information is then deleted from the system.