



## COVID-19 Vaccinations 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.

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

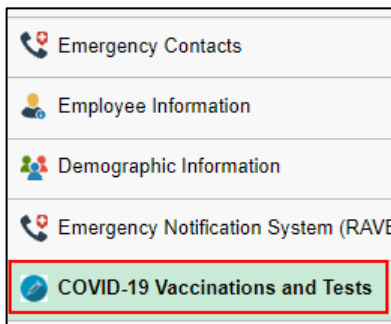
If you have questions about how to enter your information or are unable to enter the information via Employee Self Service, please contact your HR office for assistance.

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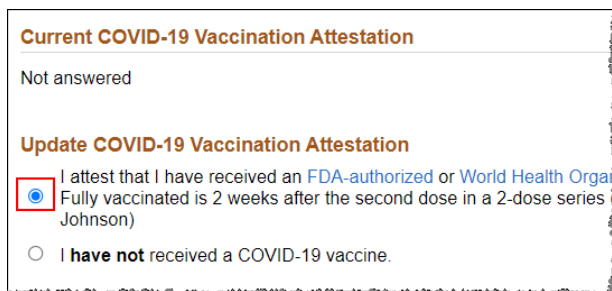
## Accessing the COVID-19 Vaccinations Page

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).

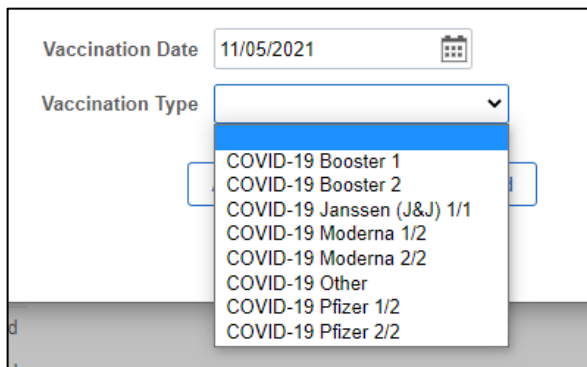


Vaccination Date

Vaccination Type

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

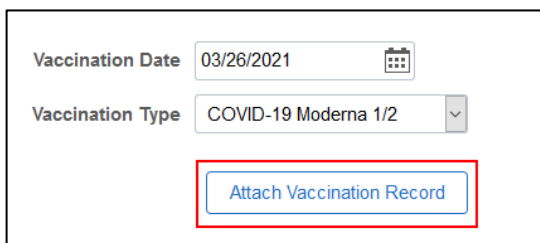
Vaccination Type

- 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

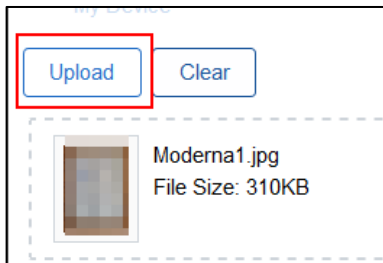
Vaccination Type

[Attach Vaccination Record](#)

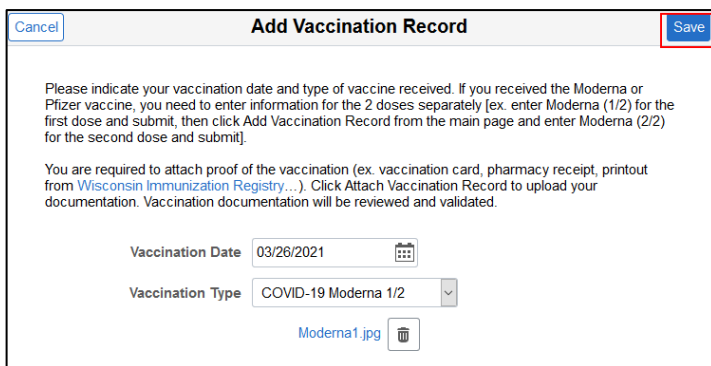
- a. Examples of vaccination documentation include a picture of your CDC vaccination card, information from MyChart or other provider documentation, or a screenshot of your vaccination record from the [Wisconsin Immunization Registry](#). If your vaccine was received outside of Wisconsin, documentation 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**.

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

11. 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

12. 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.
- a. 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 2<sup>nd</sup> dose of the vaccine.

13. 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

14. 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.

15. 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



# COVID-19 Vaccinations Entry Job Aid



## 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.

**Update COVID-19 Vaccination Attestation**

I attest that I have received an [FDA-authorized](#) or [World Health Organization](#) **partially** vaccinated: Fully vaccinated is 2 weeks after the second dose in single dose vaccine (e.g., Johnson & Johnson)

I **have not** received a COVID-19 vaccine.

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

**My COVID-19 Vaccinations**

No COVID-19 Vaccinations Found

[Add Vaccination Record](#)

[Submit Information](#)

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

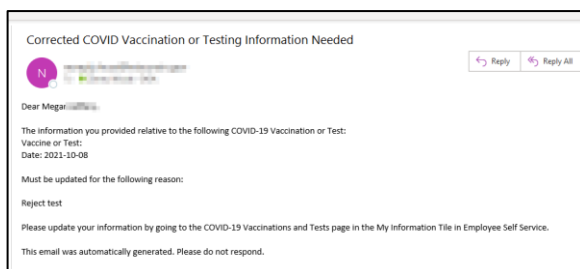
You have indicated that you have not received a COVID-19 vaccine.  
 You are required to adhere to all workplace and public health requirements for individuals who are not fully vaccinated.

[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.

## Invalid Documentation

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





# COVID-19 Vaccinations Entry Job Aid



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

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

**Vaccination Reject Reason** ✕

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Image on documentation is blurry - please reattach

Follow the steps in the **Editing Your Vaccination Entry** section below to update your entry.

## Editing Your Vaccination 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

## Updating Your Vaccination

If you need to change anything about your vaccination 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

2. Your entry will display.

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** to add your updated documentation. Follow the steps previously outlined in this document to add your updated documentation.

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









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  

## Deleting Vaccine Information

You can delete your vaccination 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  

2. Click **Yes**.

Are you sure you want to delete this vaccination record?

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