



COVID-19 Booster Shot Reporting Instructions

March 2022

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COVID-19 Booster Shot Reporting Process

The booster shot reporting process is very similar to the process used for reporting vaccination status. If you've submitted a vaccination status case previously, this process will be very familiar to you.

For this process, please have a copy of your COVID vaccination card/record with booster shot information available before starting.

Steps:

1. Verify current contact information. Add new contact if necessary. This will not change your official employee record. To make official name or address changes, submit a DOE OTM 300-006 form to Employee Records and Transactions.
2. Indicate your booster shot status.
3. Fill in all required fields.
4. Upload a copy of your vaccination card/record with booster shot information. Skip this step if you do not have a digital copy and bring the document to your worksite office for verification.
5. Carefully read the attestation statement. Click on the check box to indicate you have read and understand the statement before submitting your status.

If you have any questions, please contact the Office of Talent Management by emailing otmhelp@k12.hi.us

Getting Started

1. Access the Department's eHR homepage by inputting this web address:

<https://ehr.k12.hi.us/>

2. Click on the **DOE Employee Login** button. A

System Availability
Daily, 2:00am - 1:00am, Hawaii Standard Time (HST)
*Please check System Messages after logging in for additional information on planned system outages.

Non-DOE Employee Login

* Username
* Password

Reminder: Passwords are case sensitive.
* Unauthorized use of this site is prohibited and may subject you to civil and criminal prosecution.

Registered users (non-employees):
Username is the Email Address you registered with.
Password is the password you registered with.
FOR NON-EMPLOYEE PASSWORD ASSISTANCE: Contact the appropriate recruiting unit

- Teacher Recruitment - (808) 441-8444
- EO Recruitment - (808) 564-0877
- Classified/SSP Recruitment - (808) 441-8411
- Substitute Teachers (TSEAS) - (808) 441-8400

DOE Employee Login

A

Current Employees:
Username is your employee ID plus "@k12.k12.hi.us" or employeeID@k12.hi.us. Your Employee ID number can be found on your DOE ID badge. Charter school employees should use this format as well.
Password is your DOE password as used in Gmail, Infinite Campus, ServiceNow, PDE3 and SSES.

FOR PASSWORD ASSISTANCE ONLY: Call the IT Help Desk, Monday-Friday: 7:45a.m. - 4:30p.m. (HST), except on State/Federal Holidays:

- Oahu - (808) 564-6000
- Neighbor Islands - (HATS) 8-1-808-692-7250

3. To Sign in, enter your **employeeID@k12.hi.us** and click on the **Next** button.
4. You'll be prompted to input your password. Your password is your DOE password as used in Gmail, Infinite Campus, ServiceNow, PDE3 and SSES. Click on the **Sign In** button.

Important Message: For assistance with the employeeID@k12.hi.us login logging on to eHR, please contact the IT Help Desk. Support requests may be made online using ServiceNow via <http://help.hidoe.org>. You may also call the IT Help Desk by telephone at (808) 564-6000, or for neighbor islands, please use the HATS line at 8-1-808-692-7250.

Reporting COVID-19 Booster Shot Status

1. Review the information contained in: “**System Messages**” (if applicable). A
2. When ready, click on the “**COVID-19: Vaccination Status / Test Results Reporting**” button. B

The screenshot displays a web interface with two main sections: "System Messages" on the left and "My Worklist" and "Shortcuts" on the right.

System Messages:

- Date: 8/1/2021
- 8/15/2021: Attestation of COVID-19 Testing or Vaccination Reporting for All DOE Employees.**
- Attestation of COVID-19 Testing or Vaccination Reporting for All DOE Employees.
- Memorandum: [Attestation of COVID-19 Testing or Vaccination](#) (Callout A points to this link)
- Quicksheets: [COVID-19 Attestation of Vaccination or Testing](#)
- Click on the button labeled COVID-19: Vaccination Status / Test Results Reporting that appears under the Shortcuts section to the right.

My Worklist:

- You have 0 pending cases in your worklist

Shortcuts:

- Apply for Jobs
- Apply for Programs
- COVID-19: Vaccination Status / Test Results Reporting (Callout B points to this button)

3. Welcome to the **Hawaii Department of Education Employment Opportunities** screen. Click the section containing the words: **“Report Your Vaccination Status”** to begin the process.

C

**HAWAII DEPARTMENT OF EDUCATION
EMPLOYMENT OPPORTUNITIES**

- Teacher, Librarian, and Counselor Positions (External)
- District/State Office Educational Officer Positions (External)
- District/State Office Educational Officer Positions (Internal)
- Classified / Support Services Personnel Positions (External)
- Civil Service Internal Positions (Internal)
- Support Services Personnel Internal Positions (Internal)
- Cafeteria Helper, Janitor II, and School Custodian II Positions (External)
- Cafeteria Helper, Janitor II, and School Custodian II Positions (Internal)
- Substitute Teacher Positions (External)
- Telework Program (SY 2021)
- Report Your Vaccination Status**
- Report your Health Test Results

Welcome to the Hawaii Department of Education's Online Application. Please click on one of the links on the left to view employment opportunities and begin the application process.

If you are a current DOE salaried employee applying for an Internal Vacancy, please log in by clicking on the "Person" icon at the top or the "Create/View My Applications" link below. Enter your Lotus Notes User Name (i.e. John Smith) or your Employee ID Number on your DOE ID badge as the User Name. Enter your DOE Internet password as the Password.

Business Hours:
Monday to Friday from 7:45 am to 4:30 pm
HST(excluding Federal and State holidays)

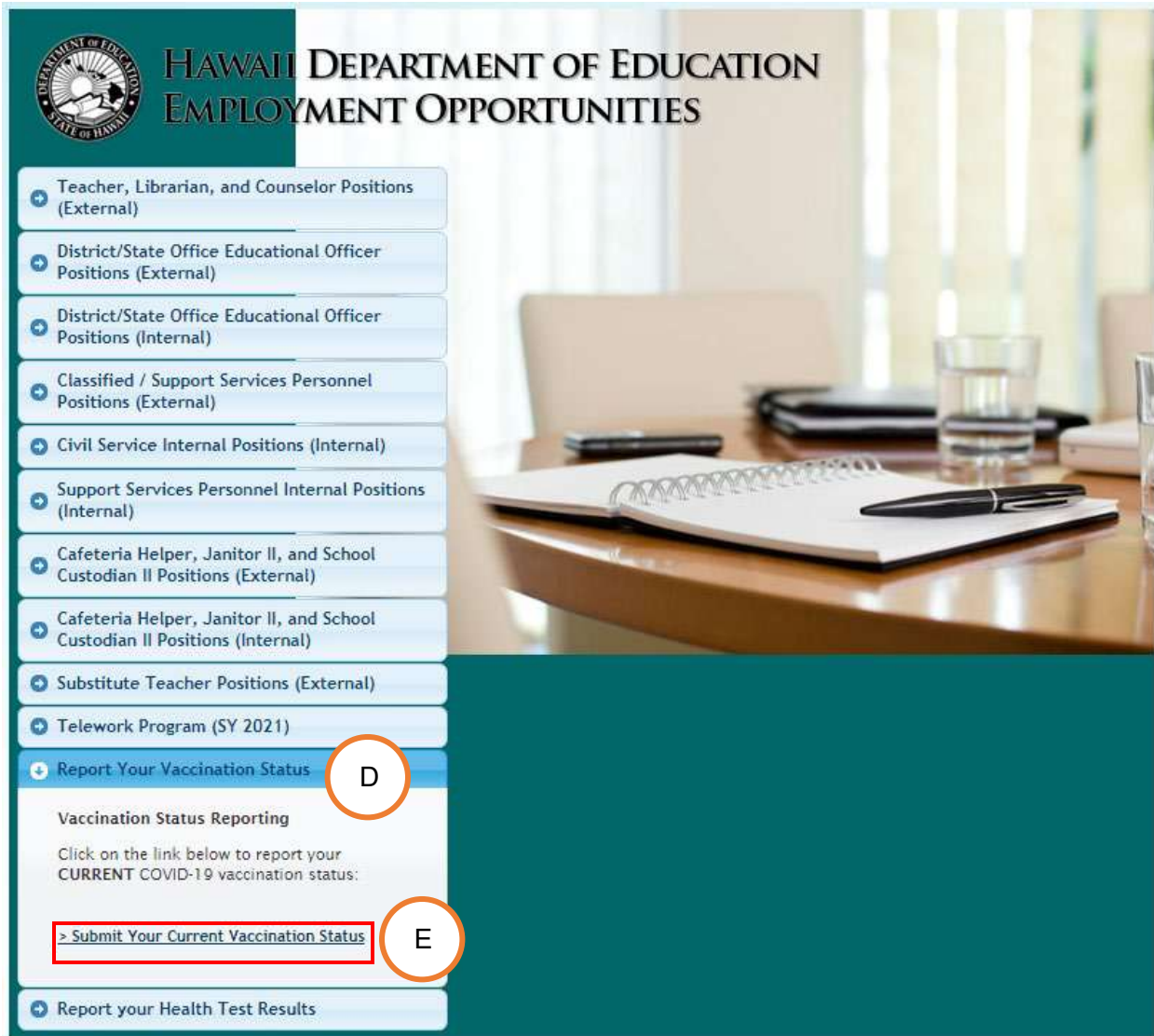
C

4. Review the information in the message: **“Report Your Vaccination Status.”**

D

5. When ready, click: **“Submit Your Current Vaccination Status.”**

E



6. Step 1: COVID-19 Vaccination Status Reporting Instructions

Review the information provided.

F

When ready, click on the “Go to Next Step” button.

G

Return to Application Home Page

Withdraw This Application

Go to Next Step

STEPS

1COVID-19 Vaccination Status Reporting Instructions

2Employee Information

3Vaccination Status Questions

4Vaccination Status Documents

5Submit Vaccination Status

6Submit Vaccination Status Confirmation

Application Details

Vaccination Status ID:
919664

Vaccination Status:
Pending Submittal

Vaccination Status:
• Vaccination Status Report

Quick Tips

You are advised to read the important information carefully before completing this online form. Click on 'Go to Next Step' to continue.

Step 1 of 6: COVID-19 Vaccination Status Reporting Instructions

Please carefully read the Instructions below that appear on this page.

If you have any questions, please contact the appropriate DOE school or office for assistance.

* denotes required information.

In order to comply with the August 5, 2021, Governor's Emergency Proclamation, employees must submit proof of full COVID vaccination or weekly test results.

Have a copy of your COVID vaccination card/record or test result available before starting.

Steps:

1. Verify current contact information. Add new contact if necessary. This will not change your official employee record. To make official name or address changes, submit a DOE OTM 300-006 form to Employee Records and Transactions.
2. Indicate your vaccination or testing status.
3. Fill in all required fields.
4. Upload a copy of your vaccination card/record or test result. Skip this step if you do not have a digital copy and bring the document to your worksite office for verification.
5. Carefully read the attestation statement. Click on the check box to indicate you have read and understand the statement before submitting your status.

These links may assist you in completing the process:

- Quicksheets: [COVID-19 Attestation of Vaccination or Testing](#)
- Memorandum: [August 13, 2021, Attestation of COVID-19 Testing or Vaccination](#)

If you have any questions about the COVID-19 vaccination or testing requirement, please contact the Office of Talent Management by emailing otmhelp@kt12.hi.us

Return to Application Home Page

Withdraw This Application

Go to Next Step

8

Updated 3/23/2022

7. Step 2: Employee Information

Review the information provided below.

The “**Quick Tip**” section will guide you should you need to update your personal information.

When ready, click on the “**Go to Next Step**” button.

Return to Application Home Page

Withdraw This Application

Go to Previous Step

Go to Next Step

1

2

3

4

5

6

COVID-19 Vaccination Status Reporting Instructions

Employee Information

Vaccination Status Questions

Vaccination Status Documents

Submit Vaccination Status

Submit Vaccination Status Confirmation

Application Details

Vaccination Status ID: 919664

Vaccination Status: Pending Submittal

Vaccination Status: • Vaccination Status Report

Quick Tips

DOE Employees

If you are a current DOE employee and would like to update your name or address, you will need to submit a DOE OHR 300-006 form (Reporting Changes to Personal Employee Information) to the appropriate Records and Transactions section as soon as possible.

If you have questions, you may contact:

- Salaried Employees: Certificated Records and Transactions at 808-441-8364 or Classified at 808-441-8350
- Substitute Teachers: T-SEAS at 808-441-8400
- Casuals / Substitutes - Contact your sponsoring school or state office.

Step 2 of 6: Employee Information

Please enter your contact information below by clicking on the buttons within each area.

NOTE: DOE Employees cannot change Name or Address using this screen. Please follow the instructions show on the Quick Tips to the left to request a change. You can add or change your Phone Number and Email address information.

* denotes required information.

Last Name: * First Name: * Middle Name: Name Suffix: Nickname(s): Former Name(s):

Click Here to View Selected Address

Select	Address Type	Address Line 1	City	State	Zip Code	Country
<input checked="" type="radio"/>	Mailing / Current					

Click Here to View / Edit Selected Phone Number

Click Here to Add New Phone Number

Select	Phone Type	Phone Number
<input checked="" type="radio"/>	Main	
<input type="radio"/>	Other	

Click Here to View / Edit Selected Email Address

Click Here to Add New Email Address

Select	Email Address Type	Email Address
<input checked="" type="radio"/>	Main	
<input type="radio"/>	Business	

Return to Application Home Page

Withdraw This Application

Go to Previous Step

Go to Next Step

8. Step 3: Vaccination Status Questions

Select the “I received a booster after my initial vaccination” option. Additional follow-up questions will be asked. All questions require an answer.

J

When ready, click on the “Save My Responses” button.

K

Return to Application Home Page Withdraw This Application Go to Previous Step Go to Next Step

STEPS 1 COVID-19 Vaccination Status Reporting Instructions 2 Employee Information 3 Vaccination Status Questions 4 Vaccination Status Documents 5 Submit Vaccination Status 6 Submit Vaccination Status Confirmation

Application Details
Vaccination Status ID: 1062551
Vaccination Status: Pending Submittal
Vaccination Status: • Vaccination Status Report

Step 3 of 6: Vaccination Status Questions

After filling out the questions, please click on 'Save My Responses' button. Until you click this button, the 'Go To Next Step' button will not be displayed.

* denotes required information.

Save My Responses

* What is your current COVID-19 vaccination status?	<input type="radio"/> I am fully vaccinated for COVID-19 (two weeks have passed since my second dose of a 2-dose series OR two weeks since my single dose vaccine).
	<input type="radio"/> I am partially vaccinated for COVID-19 (received one of a two-dose course of vaccination).
	<input type="radio"/> I am not vaccinated for COVID-19.
	<input type="radio"/> I decline to respond and submit my COVID-19 vaccination status.
	<input checked="" type="radio"/> I received a booster after my initial vaccination.
* Please select the vaccine manufacturer / brand that you were administered:	<input type="radio"/> Johnson & Johnson
	<input checked="" type="radio"/> Moderna
	<input type="radio"/> Pfizer-BioNTech
* Please enter the date of your latest booster shot.	12/09/2021 Format: MM/DD/YYYY (e.g. 08/01/2021)
* Enter the vaccine Manufacturer's Lot Number of your latest booster shot:	011G18D Example: Moderna - 011J20A; Pfizer AB1256
* Please enter the name of the site where you received your second vaccination shot:	QMC-West Oahu Example: CVS Pali Longs; Kaiser Honolulu Clinic
* I will be uploading a document to submit with this report as proof of the vaccination status I indicated above.	<input checked="" type="radio"/> Yes
	<input type="radio"/> No. I will deliver the proof document separately from this report. I understand that this means acceptance of my results.

Save My Responses

Return to Application Home Page Withdraw This Application Go to Previous Step Go to Next Step

L

To proceed, click on the “Go to Next Step” button.

L

9. Step 4: Vaccination Status Documents

To upload a status document, click on the “**Click Here to Add New Document**” button. M

Note: If, in the previous step, you chose not to upload a proof document with this report, you can click on the “**Go to Next Step**” button.

Return to Application Home Page Withdraw This Application Go to Previous Step Go to Next Step

STEPS

1 COVID-19 Vaccination Status Reporting Instructions

2 Employee Information

3 Vaccination Status Questions

4 Vaccination Status Documents

5 Submit Vaccination Status

6 Submit Vaccination Status Confirmation

Application Details

Vaccination Status ID: 919574

Vaccination Status: Pending Submittal

Vaccination Status: • Vaccination Status Report

Quick Tips

Please ensure the file you are attaching is a commonly acceptable OS File Extension/Types. If we cannot open or read the file, we will NOT notify you of the document failure.

Step 4 of 6: Vaccination Status Documents

Attach copy of your vaccination card or medical record in this step if you would like to include additional information to your report.

Allowed upload file types are:

- PDF
- JPEG
- JPG
- PNG
- TIFF

Each file that you want to upload cannot be larger than 10MB. If you are using an image from your smartphone or tablet, please reduce the file size or select the smallest file size (image quality) to upload.

* denotes required information.

Click Here to Add New Document

Return to Application Home Page Withdraw This Application Go to Previous Step Go to Next Step

Input the information requested below. To upload an image of your document, click on the “**Choose File**” button. N

Note: Images can only be of the following file types: PDF, JPEG, JPG, PNG or TIFF.

When ready, click on the “**Save Changes**” button. Then, click on the “**Back**” button. O

Return to Vaccination Status Documents >

Document

Back Save Changes

Please electronically attach any documents you would like to submit with your application.

Allowed upload file types are:

- PDF
- JPEG
- JPG
- PNG
- TIFF

Each file that you want to upload cannot be larger than 10MB. If you are using an image from your smartphone or tablet, please reduce the file size or select the smallest file size (image quality) to upload.

* Document Type: Proof of Vaccination Status

* Document Label: TEST Booster Card

* Document Image: Choose File COVIDTestCard2.jpg

Back Save Changes

Back on the Vaccination Status Documents screen, you will see your uploaded document listed at the bottom of the screen. **P**

If you need to add another document, click on the “**Click Here to Add New Document**” button. **Q**

When you are ready, click on the “**Go to Next Step**” button. **R**

The screenshot displays the 'Step 4 of 6: Vaccination Status Documents' interface. At the top, a progress bar shows six steps: 1. COVID-19 Vaccination Status Reporting Instructions, 2. Employee Information, 3. Vaccination Status Questions, 4. Vaccination Status Documents (current step), 5. Submit Vaccination Status, and 6. Submit Vaccination Status Confirmation. Navigation buttons at the top include 'Return to Application Home Page', 'Withdraw This Application', 'Go to Previous Step', and 'Go to Next Step'.

On the left, the 'Application Details' section shows 'Vaccination Status ID: 1062951', 'Vaccination Status: Pending Submittal', and 'Vaccination Status: • Vaccination Status Report'. Below it, 'Quick Tips' advise ensuring the file is a commonly acceptable OS File Extension/Types.

The main content area, titled 'Step 4 of 6: Vaccination Status Documents', instructs users to 'Attach copy of your vaccination card or medical record in this step if you would like to include additional information to your report.' It lists allowed upload file types: PDF, JPEG, JPG, PNG, and TIFF, with a note that files cannot be larger than 10MB. A note states '* denotes required information.' Below this, there are two buttons: 'Click Here to View Selected Document' and 'Click Here to Add New Document'.

A table at the bottom lists the uploaded document:

Select	* Document Type	* Document Label	Document
<input checked="" type="radio"/>	Proof of Vaccination Status	TEST Booster Card	Document

Navigation buttons at the bottom include 'Return to Application Home Page', 'Withdraw This Application', 'Go to Previous Step', and 'Go to Next Step'.

10. Step 5: Submit Vaccination Status

Review the attestation statement.

S

Follow the instructions provided in “Quick Tips”.

T

When ready, place a check in the box next to “I have read and understood the above statement”, and click the “Submit Vaccination Status” button.

U

Return to Application Home Page Withdraw This Application Go to Previous Step

STEPS

1 COVID-19 Vaccination Status Reporting Instructions

2 Employee Information

3 Vaccination Status Questions

4 Vaccination Status Documents

5 Submit Vaccination Status

6 Submit Vaccination Status Confirmation

Application Details

Vaccination Status ID: 919584

Vaccination Status: Pending Submittal

Vaccination Status: • Vaccination Status Report

Step 5 of 6: Submit Vaccination Status

Please carefully read the information below. Be sure to click on and check the box indicating you have read and understood the above statement before clicking on the 'Submit Vaccination Status' button.

* denotes required information.

Certification of Applicant

I attest that the information provided in this form is accurate and true to the best of my knowledge. I understand that knowingly making a false statement on this form is a crime and can be punished by fine or imprisonment or both (HRS § 710-1063). I understand that making a false statement on this form may also result in disciplinary action, up to and including termination.

☒ * I have read and understood the above statement.

Submit Vaccination Status

Return to Application Home Page Withdraw This Application Go to Previous Step

11. Step 6: Submit Vaccination Status Confirmation

Review the date and time the application was submitted.

V

When ready, click the “**Return to Application Home Page**” button to review your submission.

W

Information

JHS-00100: Transaction completed successfully!

eHR Online Application

Return to Application Home Page

STEPS

- 1 COVID-19 Vaccination Status Reporting Instructions
- 2 Employee Information
- 3 Vaccination Status Questions
- 4 Vaccination Status Documents
- 5 Submit Vaccination Status
- 6 Submit Vaccination Status Confirmation

Application Details

Vaccination Status ID: 1062951

Vaccination Status: Submitted

Vaccination Status: • Vaccination Status Report

Step 6 of 6: Submit Vaccination Status Confirmation

Thank you for submitting your COVID-19 vaccination status to the Hawaii Department of Education.

* denotes required information.

INFORMATION: This application was submitted on 01/05/2022 10:31:19 HST.

If you reported a **PARTIAL VACCINATION** status, you will be exempt from testing provided that you follow up to become fully vaccinated.

Refer to the [DOE COVID-19 Weekly Testing Protocol](#) document for more information.

Return to Application Home Page

V

W

Viewing Submitted Booster Shot Status

1. At the bottom of the Online Application Home Page, you'll see a section entitled **"My Application History."**

Select the button next to **"Report Your Vaccination Status"**, and click the **"View Application"** button.

A

You'll be able to view, download, and print a copy of your report as you feel necessary.

My Application History

Below you will find the application(s) you have created and/or submitted. If your application has a status of 'Pending Submittal', please select the application and click on 'Go To Application'. If your application has already been submitted, you will only be able to view the information. If changes or updates need to be made to a submitted application, please contact the appropriate recruitment section in writing. If you wish to withdraw an in progress application that you no longer want to submit for a job, click on 'Withdraw Application'. To view a PDF version of your application at any time, click on View Application (not available for withdrawn applications).

Go To Application		View Application		
Select	Details	Application Description	App Start Date	Application Status
<input checked="" type="radio"/>	Show	1062551 - Report Your Vaccination Status	01/05/2022	Submitted

A