



# **Instructions for Manually Inputting a COVID-19 Vaccination Status**

**August 2021**

## Manually Inputting a COVID-19 Vaccination Status

**Important note:** This process case does not include an approval process step. The case will be marked “Approved” upon submission, so be sure to check all entered information for accuracy.

1. From the **Home** screen, select “**Processes**” from the Module drop-down box. **A**

The screenshot shows the eHR Home screen. At the top, the 'Module' dropdown menu is set to 'Home' and is circled in red with a red 'A' next to it. The page displays system messages, a worklist with 23 pending cases, and shortcuts including 'COVID-19: Vaccination Status / Test Results Reporting'.

2. Click on the “**Start Process**” tab. **B**

The screenshot shows the eHR Pending Cases screen. The 'Start Process' tab is highlighted with a red box and a red 'B' next to it. The page shows a filter by 'Process Case Label' and a search bar.

3. From the **Process Category** drop-down box, select the “**Health Processes**” option and click on the “Filter” button. **C**

From the list, select the “**Input Vaccination Status**” process and click on the “**Start New Process**” button. **D**

The screenshot shows the eHR Start Process screen. The 'Process Category' dropdown is set to 'Health Processes' and is circled in red with a red 'C' next to it. The 'Start New Process' button is circled in red with a red 'D' next to it. A table lists processes, with the first row 'Input Vaccination Status' circled in red.

Select	Details	Process Category	Process ID	Process Description
<input checked="" type="radio"/>	<a href="#">Show</a>	Health Processes	7.3.1.5	Input Vaccination Status
<input type="radio"/>	<a href="#">Show</a>	Health Processes	7.3.1.6	Input Test Results

4. The following fields require your attention:

- **Process Case Label** Enter a title for the case.

- **Location** Enter the location ID.

**Tip:** Click on the flashlight icon to bring up a list of locations that you have access to.

- **Person** Enter the employee ID of the person that you are inputting the vaccination status information for.

**Tip:** Click on the flashlight icon to bring up a list of employees at that location.

When you are ready, click on the “**Submit Parameters**” button. **E**

Return to Edit Start Process: >

**Process Case**

Cancel Submit Parameters

Input Vaccination Status

\* Process Case Label: Last name, First name Vaccination Status

Parameters

Prompt Text	Parameter Value
Location	106  Farrington High (106)
Person	

Cancel Submit Parameters

5. Referencing the employee’s proof document(s), enter as much information as possible. The following fields (designated by asterisks) are required:

- **Effective Date**
  - **Vaccine For**
  - **Vaccination Status**
  - **Vaccination Type**
- F**

Person Additional Info: Case: 4941880 Last name, First name Vaccination Status

DOC ID: Last Name: Suffix: First Name: Middle Name: Status: Pending Submittal Save Only Go Cancel

Effective Date	Vaccine For	Vaccination Status	Vaccination Type	Vaccination Date	Verified By Person	Verified By Person	Vaccination Status	Vaccination Date	Comments	Default?
06/15/2021	COVID-19	Confirmed	Second Shot in 12w	06/15/2021			Confirmed	06/15/2021		

Documents

Select Document Type Document Label SS File Extension/Type Effective Date Effective Date Seq Action Reason NP Action Status Download Document

New Documents

Status: Pending Submittal Save Only Go Cancel

- When you are done entering all of the information, select the “**Save Only**” option and click on the “**Go**” button.

G

Module Processes | Home | Help | Logout | Logged in: [User Profile]

Pending Cases | Current Case | Start Process | Current Employee List | Current Position List

Status: Pending Submittal | Save Only | Go

Middle Name: [Input Field]

Verification Method	Verification Status	Verify Dt	Comment
Card	Verified - Fully Vaccinate	08/25/2021	

Status: Pending Submittal | Save Only | Go

G

- To upload an image or file of the employee’s proof document, click on the “**New Documents**” button.

H

Person Additional Info: [User Profile] - Case: 4941880 Last name, First name Vaccination Status

DOE ID: [Input Field] | Last Name: [Input Field] | Suffix: [Input Field]

Vaccinations

Show Audit Info | Add Row

Select	* Effective Date	* Vaccine For	* Vaccination Status	* Vaccination Type	Vaccination Brand	Vaccination Shot Series	Lot Number	
<input checked="" type="radio"/>	08/25/2021	COVID-19	x Fully Vaccinate	x Vaccination	Moderna	Second Shot in	12345	LCC

Documents

Select	Document Type ID	Document Label	OS File Extension / Type	Effective Date	Effective Date Seq	Action	Reason	HR Action Status	Downl
No rows found									

New Documents

H

8. Enter a title for the **Document Label**, and select the appropriate **OS File Extension/Type** of the image or file that you will be uploading. I

**Note:** Images or files can only be of the following file types: BMP, HTM, HTML, Adobe PDF, JPEG, JPG, MS WORD, MS WORDX, MS XLS, MS XLSX, PNG, TIF or TIFF.

\* Document Type ID: Proof of Vaccination Status  
\* Document Label: Last name, First Name Vaccination Card  
\* OS File Extension / Type: JPG  
Download Document  
Upload Document  
\*BMP  
\*HTM  
\*HTML  
Adobe PDF  
JPEG  
JPG  
MS WORD  
MS WORDX  
MS XLS  
MS XLSX  
PNG  
TIF  
TIFF

9. To upload an image or file of the employee's proof document, click on the **“Choose File”** button. J

When done, click on the **“Save Changes”** button. K

Return to Edit Person Additional Info >  
Documents  
Vaccination Details 222  
\* Document Type ID: Proof of Vaccination Status  
\* Document Label: Last name, First Name Vaccination Card  
\* OS File Extension / Type: JPG  
Download Document  
Upload Document  
Choose File No file chosen  
Save Changes

10. Click on the “Return to Edit Person Additional Info” link to return to the **Person Additional Info** screen.



[Return to Edit Person Additional Info](#) >

**Documents**

Vaccination Details 222 Save Changes

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\* Document Type ID: Proof of Vaccination Status

\* Document Label: Last name, First Name Vaccination Card

\* OS File Extension / Type: JPG

Download Document

Upload Document  No file chosen

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11. Review the information for accuracy. Once the process case is submitted, it cannot be edited or cancelled.

eHR Hawaii State Department of Education

Instance: HR/OLE2 System Date: 08/25/2021 13:42:09

Module: Processor

Case: 4941880 Last name, First name Vaccination Status

Status: Pending Submission

**Vaccinations**

Select	Effective Date	Vaccine For	Vaccination Status	Vaccination Type	Vaccination Brand	Vaccination Shot Series	Lot Number	Site	Vaccination Date	Verified By (Emp ID)	Verif Person Name	Vaccination Verification Method	Verification Status	Verify Dt	Comments
<input checked="" type="checkbox"/>	08/25/2021	COVID-19	Fully Vaccinate	Vaccination	Moderna	Second Shot in	12345	LCC	08/06/2021	11041880	Cargillia, Althea	Vaccination Card	Verified - Fully Vaccinate	08/25/2021	

**Documents**

Select	Document Type ID	Document Label	OS File Extension / Type	Effective Date	Effective Date Seq	Action	Reason	HR Action Status	Download Document	Attach	Delete?
<input checked="" type="checkbox"/>	Proof of Vaccination Status	Last name, First Name Vaccination Card	JPG						Download Document	RS	<input type="checkbox"/>

Status: Pending Submission

12. Select “**Submit**” from the drop-down box next to “**Status.**” Additional comments may be entered in the text box that is provided.

M

When you are ready, click on the “**Go**” button.

N

Instance: HRCYCLE2 18/25/2021 15:44:39 Module Processes Home Help Logout Logged in: [User Profile]

Pending Cases Current Case Start Process Current Employee List Current Position List

M

Status: Pending Submittal Submit Manually entered by admin. More Go Comments

Middle Name: [Color Selection]

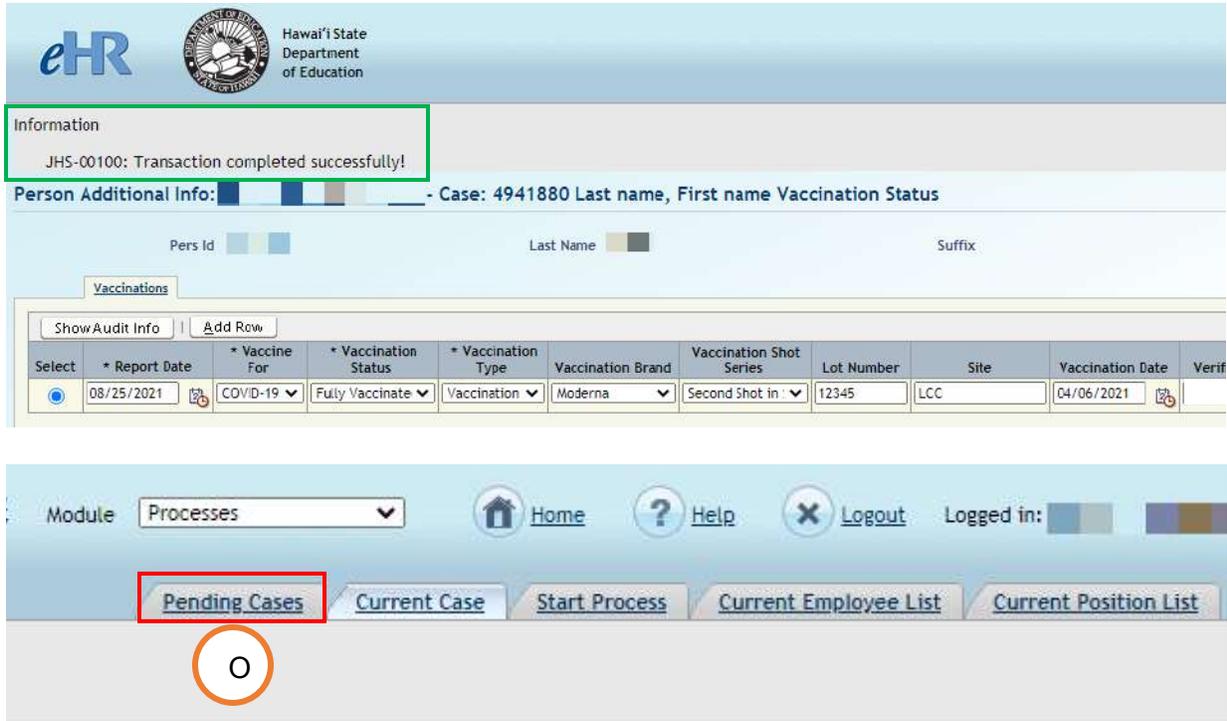
N

Vaccination Method	Verification Status	Verify Dt	Comment	Delete?
Vaccination Card	Verified - Fully Vaccinate	08/25/2021		<input type="checkbox"/>

Status: Pending Submittal Submit [Text Box] More Go Comments

13. A successful transaction message will appear, and the “**Status**” will change to “**Approved.**”

Click on the “**Pending Cases**” tab to return to the **Pending Cases** screen. 

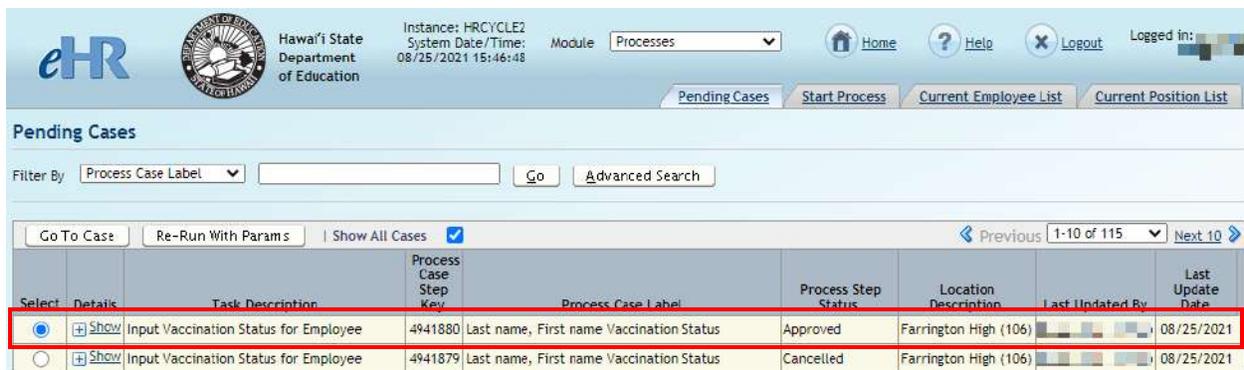


The screenshot shows the eHR interface for the Hawaii State Department of Education. At the top left, there is a green box around the 'Information' section which contains the message: 'JHS-00100: Transaction completed successfully!'. Below this, there are navigation tabs: 'Pending Cases' (highlighted with a red box), 'Current Case', 'Start Process', 'Current Employee List', and 'Current Position List'. A circle icon is positioned below the 'Pending Cases' tab.



This screenshot shows a detail view of a case. The 'Status' field is highlighted with a red box and displays the value 'Approved'. Other visible text includes 'Middle' and 'Comments'.

14. On the **Pending Cases** screen, the case will now show up as “**Approved.**”



The screenshot shows the 'Pending Cases' screen in the eHR system. It features a search filter and a table of cases. The first row of the table is highlighted with a red box, showing a case with a status of 'Approved'. The second row shows a case with a status of 'Cancelled'.

Select	Details	Task Description	Process Case Step Key	Process Case Label	Process Step Status	Location Description	Last Updated By	Last Update Date
<input checked="" type="radio"/>	<a href="#">Show</a>	Input Vaccination Status for Employee	4941880	Last name, First name Vaccination Status	Approved	Farrington High (106)		08/25/2021
<input type="radio"/>	<a href="#">Show</a>	Input Vaccination Status for Employee	4941879	Last name, First name Vaccination Status	Cancelled	Farrington High (106)		08/25/2021