



# **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](mailto: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

The screenshot shows the eHR homepage with two main login sections. On the left is the 'Non-DOE Employee Login' section, which includes fields for Username and Password, a Login button, and a reminder that passwords are case sensitive. On the right is the 'DOE Employee Login' section, which features a 'DOE Employee Login' button circled in orange with the letter 'A' next to it. Below the DOE login button, there is a 'Current Employees' section with instructions on how to format the username and password, and a 'FOR PASSWORD ASSISTANCE ONLY' section with contact information for the IT Help Desk.

**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 user interface with two main sections: "System Messages" and "Shortcuts".


**System Messages:** The header is "System Messages" with a sub-header "8/1/2021". The main message is "8/15/2021: Attestation of COVID-19 Testing or Vaccination Reporting for All DOE Employees." Below this, it says "Attestation of COVID-19 Testing or Vaccination Reporting for All DOE Employees." and lists two items: "Memorandum: [Attestation of COVID-19 Testing or Vaccination](#)" and "Quicksheets: [COVID-19 Attestation of Vaccination or Testing](#)". A callout 'A' points to the "Attestation of COVID-19 Testing or Vaccination" link. Below the list, it says "Click on the button labeled COVID-19: Vaccination Status / Test Results Reporting that appears under the Shortcuts section to the right."

**Shortcuts:** This section contains three buttons: "Apply for Jobs", "Apply for Programs", and "COVID-19: Vaccination Status / Test Results Reporting". A callout 'B' points to the "COVID-19: Vaccination Status / Test Results Reporting" button.

**My Worklist:** The header is "My Worklist" with the text "You have 0 pending cases in your worklist".

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

The screenshot shows the Hawaii Department of Education Employment Opportunities page. The header includes the Department of Education logo and the text "HAWAII DEPARTMENT OF EDUCATION EMPLOYMENT OPPORTUNITIES". A list of job categories is displayed on the left, with the "Report Your Vaccination Status" link highlighted in blue. Below this link, the text "Vaccination Status Reporting" is shown, followed by the instruction "Click on the link below to report your CURRENT COVID-19 vaccination status:". A red box highlights the link "> Submit Your Current Vaccination Status".

DEPARTMENT OF EDUCATION  
STATE OF HAWAII

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

Vaccination Status Reporting

Click on the link below to report your CURRENT COVID-19 vaccination status:

[> Submit Your Current Vaccination Status](#)

## 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

1

 >> 

2

 >> 

3

 >> 

4

 >> 

5

 >> 

6

G

**Application Details**

Vaccination Status ID:  
919664

Vaccination Status:  
Pending Submittal

Vaccination Status:  
• Vaccination Status Report

### 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](mailto:otmhelp@kt12.hi.us)

[Return to Application Home Page](#) [Withdraw This Application](#) [Go to Next Step](#)



## 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](#)

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: 919664

Vaccination Status: Pending Submittal

Vaccination Status: + Vaccination Status Report

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**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:    Name Suffix:

\* First Name:    Nickname(s):

Middle Name:    Former Name(s):

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**Address**

[Click Here to View Selected Address](#)

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

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**Phone Number**

[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="text"/>
<input type="radio"/>	Other	<input type="text"/>

---

**Email Address**

[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="text"/>
<input type="radio"/>	Business	<input type="text"/>

[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 m

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.

M 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

N O

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 a web application interface for vaccination status reporting. At the top, there are navigation buttons: "Return to Application Home Page", "Withdraw This Application", "Go to Previous Step", and "Go to Next Step". Below this is a progress bar with 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.

On the left side, there is a sidebar with "Application Details" and "Quick Tips". The "Application Details" section shows: Vaccination Status ID: 1062551, Vaccination Status: Pending Submittal, and Vaccination Status: + Vaccination Status Report. The "Quick Tips" section provides instructions on file formats and sizes.

The main content area is titled "Step 4 of 6: Vaccination Status Documents". It contains instructions to attach a copy of the vaccination card or medical record, lists allowed file types (PDF, JPEG, JPG, PNG, TIFF), and states that files cannot be larger than 10MB. A note indicates that an asterisk (\*) denotes required information.

At the bottom of the main content area, there are two buttons: "Click Here to View Selected Document" and "Click Here to Add New Document". Below these buttons is a table with the following structure:

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

At the bottom of the page, there are navigation buttons: "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

**Quick Tips**

Be sure you have checked off the box indicating you have read and understood the statements on this screen. If you have not checked this box, you will not be able to submit your online form.

### 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: 1062551

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).

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

A