COVID-19 Booster Shot Verification Instructions (For School and Office Administration)

January 2022

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COVID-19 Booster Shot Verification Process

This process involves the verification of an employee's COVID-19 booster shot as reported and submitted via eHR. The booster shot approval process is very similar to the process used for approving vaccination status cases. If you've processed and approved a vaccination status case previously, this process will be very familiar to you.

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. Ⓐ

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.

Verifying COVID-19 Booster Shot Status

1. Review the information contained in: "**System Messages**" (if applicable). (A)

2. When ready, click on the "**Go to Pending Cases**" button. (B)

3. On the Pending Cases screen, you should see a list of process cases that require your attention. This includes the "**Booster Verification**" cases. (C)

   Note: If no cases appear, place a check in the box next to "**Show All Cases**."

   Tip: You can filter the list by using the "**Filter By**" option, selecting "**Task Description**" form the drop-down box, and entering "**verify vaccination**." Click on the "**Go**" button to filter the list.

4. Select the row next to the employee for whom you are verifying the booster shot status, and click on the "**Go To Case**" button. **D**

5. Click on the "**Applicant Addl Info**" button. **E**

6. Review and verify that the provided information is correct and accurate. **F**

7. To view the submitted vaccination card, click on the "**Download Document**" button. **H**

8. When you are ready to verify the information, the following fields require attention:
   - Vaccination Type – be sure "Booster" is selected
   - Vaccination Brand
   - Vaccination Shot Series – Single Shot Dose
   - Verified By DOE ID
   - Vaccination Verification Method
   - Verification Status
   - Verified Date

   I

   Enter and verify as many fields as possible based upon the submitted or employee provided documentation.

9. When all of the information has been entered and verified, click on the "**Save Changes**" button.

10. Click on the "**Applicant Action**" button to return to the "**Applicant Transaction**" screen.

11. On the "**Application Transaction**" screen, click on the "**Add Row**" button. (L)

12. A new action row will be inserted. In the "**Action**" column, select "**Vaccination Status Check**." (M)

In the "**Reason**" column, select "**Verified Booster**." (N)

13. When you are ready, select "**Submit**" from the drop-down box next to "**Status**". N

N

Applicant Transaction: [   ] - Case: 5259411 Booster Verification - [   ] (270)

Applicant Addl Info   Status: Pending Submittal   Select Action ▼   Go   Comments

Filter By Person Application Key ▼ [   ] Go

Application Questions

Select	Details	Person Application Key	* App Start Date	Appoint Type	* Correspondence Medium	* Person Type	Application Status	* Task ID
●	⊞ Show	1062559	01/05/2022	(C1M) Permanent / Permanent Member	Online	Active Employee	Available	Current Vaccination Status Reporting

Person Actions

Filter By Request to Fill Key ▼ [   ] 🖉 Go

Show Highest Sequence   Reset Sort | Add Row

Select	* Effective Date	* Effective Date Seq No	* Action	* Reason	App Start Date	Request to Fill Key	HR Action Status	Process Case Step Key	Preview Notification
●	01/05/2022 📅	3	Vaccination Status Check ▼	Verified Booster ▼	01/05/2022	78503	Pending Submittal	5259411	
○	01/05/2022	2	Vaccination Status Check	Vaccination Status - Pending	01/05/2022	78503	Pending Submittal	5259411	
○	01/05/2022	1	Report Vaccination Status	Vaccination Status	01/05/2022		Approved	5259403	

Disapproval Reason: [   ]

Application Openings   Application Details   Contact Info

Effective Date: 01/05/2022 00:00:02
App Start Date: 01/05/2022
Application Opening Status: Eligible
Posting Key ID: Vaccination Status Report (Finite)

* Request to Fill Key: 78503 Application Fact Sheet
Job Group Code: Federal Reports
* Job Category ID: HSR Health Status Reporting

Comment: [   ]

Edit Opening Details   Show Audit Info

14. Comments may be entered in the text box that is provided. When ready, click on the "**Go**" button.

O

Status: Pending Submittal   Submit ▼   [   ] More   Go

[   ] Go

15. A successful transaction message will appear, and the "**Status**" will change from "**Pending Submittal**" to "**Approved**."

Click on the "**Pending Cases**" tab to return to the "**Pending Cases**" screen. **P**

16. On the "**Pending Cases**" screen, the case will now show up as "**Approved**."

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