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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.

#### **Getting Started**

1. Access the Department's eHR homepage by inputting this web address: <u>https://ehr.k12.hi.us/</u>

2.	Click on the <b>DOE Employee Login</b> buttor	n. A
	System Availability Daily, 2:00am - 1:00am, Hawaii Standard Time (HST) "Please check System Messages after logging in for additional information on planned	ed system outages.
	Non-DOE Employee Login	DOE Employee Login
	* Username * Password Login	DOE Employee Login
	Reminder: Passwords are case sensitive. * Unauthorized use of this site is prohibited and may subject you to civil and criminal prosecution.	Current Employees: <u>Username</u> 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. <u>Password</u> is your DOE password as used in Gmail, Infinite Campus, ServiceNow,
	Registered users (non-employees): <u>Username</u> is the Email Address you registered with. <u>Password</u> 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	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.
- 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). А 2. When ready, click on the "Go to Pending Cases" button. B Instance Hawai'i State HRPROD3 System Date/Time: e Department P Help Module Home ~ Home × Logout of Education 08/16/2021 07:24:57 to the DOE Human Resources Management System! Welcome System Messages My Worklist A 8/1/2021 You have 2 pending cases in your worklist Go to Pending Cases 8/15/2021: Attestation of COVID-19 Testing or Vaccination В Reporting for All DOE Employees. Shortcuts Attestation of COVID-19 Testing or Vaccination Reporting for All DOE Employees. Apply for Jobs Memorandum: <u>Attestation of COVID-19 Testing or Vaccination</u> Apply for Programs Quicksheets: COVID-19 Attestation of Vaccination or Testing COVID-19: Vaccination Status / Test Results Reporting Click on the button labeled COVID-19: Vaccination Status / Test Results Reporting that appears under the Shortcuts section to the right.
- 3. On the Pending Cases screen, you should see a list of process cases that require (Cyour attention. This includes the "Booster Verification" cases.

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.

Pendir	ng Case	·S											
Filter By Process Case Label V Go Advanced Search													
Go To Case Show All Cases 🗹 🔇 Previous 1-10 of 445 💌 Next 10 📎													
Select	Details	Task Description	Process Case Step Key	Process Case Label	Process Step Status	Location Description	Last Updated By	Last Update Date					
$\bigcirc$	+ Show	Verify Vaccination Status	5259411	Booster Verification -	Pending Input	Waianae Elem (270)		01/05/2022					
0	+ Show	Verify Vaccination Status	5259401	Booster Verification -	Pending Input	Waianae Elem (270)		01/05/2022					
0	+ Show	Current Vaccination Status Reporting	5259399	Online Application	Pending Input			01/05/2022					
0	+ Show	Current Vaccination Status Reporting	5259398	Online Application C	Pending Input			01/05/2022					

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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.

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

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Applicant Action Back Save Changes

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

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- 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

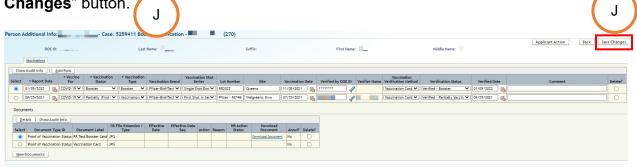
Enter and verify as many fields as possible based upon the submitted or employee provided documentation.

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Applicant Action Back Save Changes

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



Applicant Action Back Save Changes

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

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Applicant Action Back Save Changes

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

In the "Reason" column, select "Verified Booster."

Person	Actions								
ilter By	Request to Fill Key	<b>~</b>	<u> </u>						
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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
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	01/05/2022	1	Report Vaccination Status	Vaccination Status	01/05/2022		Approved	5259403	

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/her	η γοι	l are l	ready,	select "Submi	<b>t</b> " from the	drop	-dowr	n box	next to	"Stat	tus".	Ν
pplica	int Tran	saction:		- Case	: 5259411 Boost	er Verif			(270)		_	
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14. Comments may be entered in the text box that is provided. When ready, click on the "**Go**" button. ( 0 )

Status:	Pending Submittal	Submit	~	More	•
	<u><u> </u></u>				

13.

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

Click	on the	e "Per	nding Cases	" tab to re	turr	n to the	e " <b>P</b> e	endir	ng Ca	ases" s	creen.	Р	)
e	-R		Hawai'i State Syst Department of Education	( P ) 16:			Processes rent Case	Start	✓	<u>Help</u>	Logou	<u>.</u>	ged in:
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0	01/05/2022	1	Report Vaccination Status	Vaccination Status		01/05/2022		Approved	5259403				

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

Pending Cases													
Filter By Process Case Label V													
Go To Case         I Show All Cases         ✓         Next 10         Next 10													
Select	Details	Task Description	Process Case Step Key	Process Case Label	Process Step Status	Location Description	Last Updated By	Last Update Date					
$\bigcirc$	+ Show	Verify Vaccination Status	5259411	Booster Verification - (270)	Approved	Waianae Elem (270)		01/05/2022					
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