



# **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.

## 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. Below the DOE login section, 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**

**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.

## 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**

The screenshot shows the eHR system interface. At the top, there is a header with the eHR logo, the Hawaii State Department of Education logo, and system information including 'Instance: HRPROD3 System', 'Date/Time: 08/16/2021 07:24:57', and a 'Module' dropdown set to 'Home'. Navigation links for Home, Help, and Logout are visible. Below the header, a welcome message reads 'Welcome to the DOE Human Resources Management System!'. The main content area is divided into two sections: 'System Messages' (A) and 'My Worklist'. The 'System Messages' section displays a message from 8/15/2021: 'Attestation of COVID-19 Testing or Vaccination Reporting for All DOE Employees.' It includes links to a memorandum and quicksheets. The 'My Worklist' section indicates 'You have 2 pending cases in your worklist' and features a 'Go to Pending Cases' button (B). Below this, a 'Shortcuts' section contains buttons for 'Apply for Jobs', 'Apply for Programs', and 'COVID-19: Vaccination Status / Test Results Reporting'.

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**” from the drop-down box, and entering “**verify vaccination.**” Click on the “**Go**” button to filter the list.

**Pending Cases**

Filter By:

Go To Case:  Show All Cases

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>	Verify Vaccination Status	5259411	Booster Verification - [Progress Bar]	Pending Input	Waianae Elem (270)	[Progress Bar]	01/05/2022
<input type="radio"/>	<a href="#">Show</a>	Verify Vaccination Status	5259401	Booster Verification - [Progress Bar]	Pending Input	Waianae Elem (270)	[Progress Bar]	01/05/2022
<input type="radio"/>	<a href="#">Show</a>	Current Vaccination Status Reporting	5259399	Online Application	Pending Input		[Progress Bar]	01/05/2022
<input type="radio"/>	<a href="#">Show</a>	Current Vaccination Status Reporting	5259398	Online Application	Pending Input		[Progress Bar]	01/05/2022

**C**

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

**Pending Cases**

Filter By: Process Case Label  Go Advanced Search

D 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
<input checked="" type="radio"/>	<a href="#">Show</a>	Verify Vaccination Status	5259411	Booster Verification -	Pending Input	Waianae Elem (270)		01/05/2022
<input type="radio"/>	<a href="#">Show</a>	Verify Vaccination Status	5259401	Booster Verification -	Pending Input	Waianae Elem (270)		01/05/2022
<input type="radio"/>	<a href="#">Show</a>	Current Vaccination Status Reporting	5259399	Online Application	Pending Input			01/05/2022
<input type="radio"/>	<a href="#">Show</a>	Current Vaccination Status Reporting	5259398	Online Application	Pending Input			01/05/2022

5. Click on the “Applicant Addl Info” button. E

**Applicant Transaction:** \_\_\_\_\_ - Case: 5259411 **Booster Verification** - (270)

Applicant Addl Info Status: Pending Input Save Only Go Comments

Filter By: Person Application Key  Go

E

Application Questions Modify Application Date

Select	Details	Person Application Key	* App Start Date	Appoint Type	* Correspondence Medium	* Person Type	Application Status	* Task ID
<input checked="" type="radio"/>	<a href="#">Show</a>	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

Modify Effective Date 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
<input checked="" type="radio"/>	01/05/2022	2	Vaccination Status Check	Vaccination Status - Pending	01/05/2022	78503	Pending Submittal	5259411	
<input type="radio"/>	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      \* Request to Fill Key: 78503 [Application Fact Sheet](#)  
 App Start Date: 01/05/2022                      Job Group Code: Federal Reports  
 Application Opening Status: Eligible            \* Job Category ID: HSR Health Status Reporting  
 Posting Key ID: Vaccination Status Report (Finite)

Comment:

New Application Opening Show Audit Info

Applicant Addl Info Status: Pending Input Save Only Go Comments

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.

**I**

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

Person Additional Info: [redacted] - Case: 5259411 Booster Verification - (270)

DOE ID: [redacted] Last Name: [redacted] Suffix: [redacted] First Name: [redacted] Middle Name: [redacted]

Applicant Action Back **Save Changes**

Select	Report Date	Vaccine For	Vaccination Status	Vaccination Type	Vaccination Brand	Vaccination Shot Series	Lot Number	Site	Vaccination Date	Verified by DOE ID	Verifier Name	Vaccination Verification Method	Verification Status	Verified Date	Comment	Delete?
<input checked="" type="radio"/>	01/05/2022	COVID-19	Booster	Booster	Pfizer-BioNTech	Single Shot Dos	RF2022	Queens	11/05/2021	11111111		Vaccination Card	Verified - Booster	01/05/2022		<input type="checkbox"/>
<input type="radio"/>	08/25/2021	COVID-19	Partially/First	Vaccination	Pfizer-BioNTech	First Shot in Se	Pfizer - FA74b	Walgreens, Ewa	07/25/2021			Vaccination Card	Verified - Partially/Vaccin	08/25/2021		<input type="checkbox"/>

Documents

Select	Document Type ID	Document Label	OS File Extension / Type	Effective Date	Effective Date Seq	Action Reason	HR Action Status	Download Document	Annual?	Delete?
<input checked="" type="radio"/>	Proof of Vaccination Status	RR Test Booster Card	.JPG					Download Document	No	<input type="checkbox"/>
<input type="radio"/>	Proof of Vaccination Status	Vaccination Card	.JPG					Download Document	No	<input type="checkbox"/>

New Documents:

Applicant Action Back **Save Changes**

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

Person Additional Info: [redacted] - Case: 5259411 Booster Verification - (270)

DOE ID: [redacted] Last Name: [redacted] Suffix: [redacted] First Name: [redacted] Middle Name: [redacted]

**Applicant Action** Back Save Changes

Select	Report Date	Vaccine For	Vaccination Status	Vaccination Type	Vaccination Brand	Vaccination Shot Series	Lot Number	Site	Vaccination Date	Verified by DOE ID	Verifier Name	Vaccination Verification Method	Verification Status	Verified Date	Comment	Delete?
<input checked="" type="radio"/>	01/05/2022	COVID-19	Booster	Booster	Pfizer-BioNTech	Single Shot Dos	RF2022	Queens	11/05/2021	11111111		Vaccination Card	Verified - Booster	01/05/2022		<input type="checkbox"/>
<input type="radio"/>	08/25/2021	COVID-19	Partially/First	Vaccination	Pfizer-BioNTech	First Shot in Se	Pfizer - FA74b	Walgreens, Ewa	07/25/2021			Vaccination Card	Verified - Partially/Vaccin	08/25/2021		<input type="checkbox"/>

Documents

Select	Document Type ID	Document Label	OS File Extension / Type	Effective Date	Effective Date Seq	Action Reason	HR Action Status	Download Document	Annual?	Delete?
<input checked="" type="radio"/>	Proof of Vaccination Status	RR Test Booster Card	.JPG					Download Document	No	<input type="checkbox"/>
<input type="radio"/>	Proof of Vaccination Status	Vaccination Card	.JPG					Download Document	No	<input type="checkbox"/>

New Documents:

**Applicant Action** Back Save Changes



11. On the “Application Transaction” screen, click on the “Add Row” button. L

Applicant Transaction: ██████████ - Case: 5259411 Booster Verification - ██████████ (270)

Applicant Addl Info    Status: Pending Submittal    Save Only    Go    Comments

Filter By: Person Application Key        Go

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Application Questions    Modify Application Date

Select	Details	Person Application Key	* App Start Date	Appoint Type	* Correspondence Medium	* Person Type	Application Status	* Task ID
<input checked="" type="radio"/>	<a href="#">Show</a>	1062559	01/05/2022	(C1M) Permanent / Permanent Member	Online	Active Employee	Available	Current Vaccination Status Reporting

Person Actions

Filter By: Request to Fill Key            L

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Modify Effective Date    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
<input checked="" type="radio"/>	01/05/2022	2	Vaccination Status Check	Vaccination Status - Pending	01/05/2022	78503	Pending Submittal	5259411	
<input type="radio"/>	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    \* Request to Fill Key: 78503    [Application Fact Sheet](#)  
 App Start Date: 01/05/2022    Job Group Code: Federal Reports  
 Application Opening Status: Eligible    \* Job Category ID: HSR Health Status Reporting  
 Posting Key ID: Vaccination Status Report (Finite)

Comment:

Applicant Addl Info    Status: Pending Submittal    Save Only    Go    Comments

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

Person Actions

Filter By: Request to Fill Key       

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Show Highest Sequence    Reset Sort    M    Add Row    N

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
<input checked="" type="radio"/>	01/05/2022	3	Vaccination Status Check	Verified Booster	01/05/2022	78503	Pending Submittal	5259411	
<input type="radio"/>	01/05/2022	2	Vaccination Status Check	Vaccination Status - Pending	01/05/2022	78503	Pending Submittal	5259411	
<input type="radio"/>	01/05/2022	1	Report Vaccination Status	Vaccination Status	01/05/2022		Approved	5259403	

Disapproval Reason:

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

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
<input checked="" type="radio"/>	<a href="#">Show</a>	1062559	01/05/2022	(C1M) Permanent / Permanent Member	Online	Active Employee	Available	Current Vaccination Status Reporting

Person Actions

Filter By: Request to Fill Key |  |

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
<input checked="" type="radio"/>	01/05/2022	3	Vaccination Status Check	Verified Booster	01/05/2022	78503	Pending Submittal	5259411	
<input type="radio"/>	01/05/2022	2	Vaccination Status Check	Vaccination Status - Pending	01/05/2022	78503	Pending Submittal	5259411	
<input type="radio"/>	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 | \* Request to Fill Key: 78503 [Application Fact Sheet](#)  
 App Start Date: 01/05/2022 | Job Group Code: Federal Reports  
 Application Opening Status: Eligible | \* Job Category ID: HSR Health Status Reporting  
 Posting Key ID: Vaccination Status Report (Finite)

Comment:

N

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

O

Status: Pending Submittal | **Submit** |  |

|

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

The screenshot shows the eHR system interface. At the top, there is a navigation bar with the eHR logo, the Department of Education logo, and the text "Hawai'i State Department of Education". The system name "HRCYCLE2" and the date "01/05/2022 16:02:55" are displayed. A "Pending Cases" tab is highlighted in red. Below the navigation bar, an information box contains the message "JHS-00100: Transaction completed successfully!". Below this, the applicant transaction is identified as "Case: 5259411 Booster Verification - (270)". The status is shown as "Approved" in a red box. A filter by "Person Application Key" is visible. Below the filter, there is a table for "Application Questions" with columns for Select, Details, Person Application Key, \* App Start Date, Appoint Type, \* Correspondence Medium, \* Person Type, Application Status, and \* Task ID. The first row is selected and shows details for a "Vaccination Status Check" with a status of "Current Vaccination Status Reporting". Below this is a "Person Actions" section with a filter by "Request to Fill Key". At the bottom, there is a table for "Person Actions" with columns for Select, \* Effective Date, \* Effective Date Seq No, \* Action, \* Reason, App Start Date, Request to Fill Key, HR Action Status, Process Case Step Key, and Preview Notification. The first row is selected and shows a "Vaccination Status Check" with a status of "Verified Booster".

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

The screenshot shows the "Pending Cases" screen. At the top, there is a filter by "Process Case Label" and a "Go" button. Below the filter, there is a table for "Pending Cases" with columns for Select, Details, Task Description, Process Case Step Key, Process Case Label, Process Step Status, Location Description, Last Updated By, and Last Update Date. The first row is selected and highlighted in red, showing a "Verify Vaccination Status" case with a status of "Approved". The second row is unselected and shows a "Verify Vaccination Status" case with a status of "Pending Input".