



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 'Input Vaccination Status' process highlighted in red.

Select	Details	Process Category	Process ID	Process Description
<input checked="" type="radio"/>	Show	Health Processes	7.3.1.5	Input Vaccination Status
<input type="radio"/>	Show	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**

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**

- 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: [Redacted] - Case: 4941880 Last name, First name Vaccination Status

DOE ID: [Redacted] | Last Name: [Redacted] | Suffix: [Redacted]

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

No file chosen

I

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 Save Changes

* 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

K

J

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

* 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

Save Changes

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: HRC/CLE2 System Date/Time: 08/25/2021 15:42:06

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

Select	Effective Date	Vaccine For	Vaccination Status	Vaccination Type	Vaccination Brand	Vaccination Shot Series	Lot Number	Site	Vaccination Date	Verified By Pers Id	Verif Person Name	Vaccination Method	Verification Status	Verify Dt	Comment
<input checked="" type="checkbox"/>	08/25/2021	COVID-19	Fully Vaccinate	Vaccination	Moderna	Second Shot in	12345	LCC	04/06/2021	110014180	Carganilla, Alfredo	Vaccination Card	Verified - Fully Vaccinate	08/25/2021	

Select	Document Type ID	Document Label	OS File Extension / Type	Effective Date	Effective Date Seq	Action	Reason	HR Action Status	Download Document	Annul?	Delete?
<input checked="" type="checkbox"/>	Proof of Vaccination Status	Last name, First Name Vaccination Card	JPG						Download Document	No	<input type="checkbox"/>

Status: Pending Submittal Save Only

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]

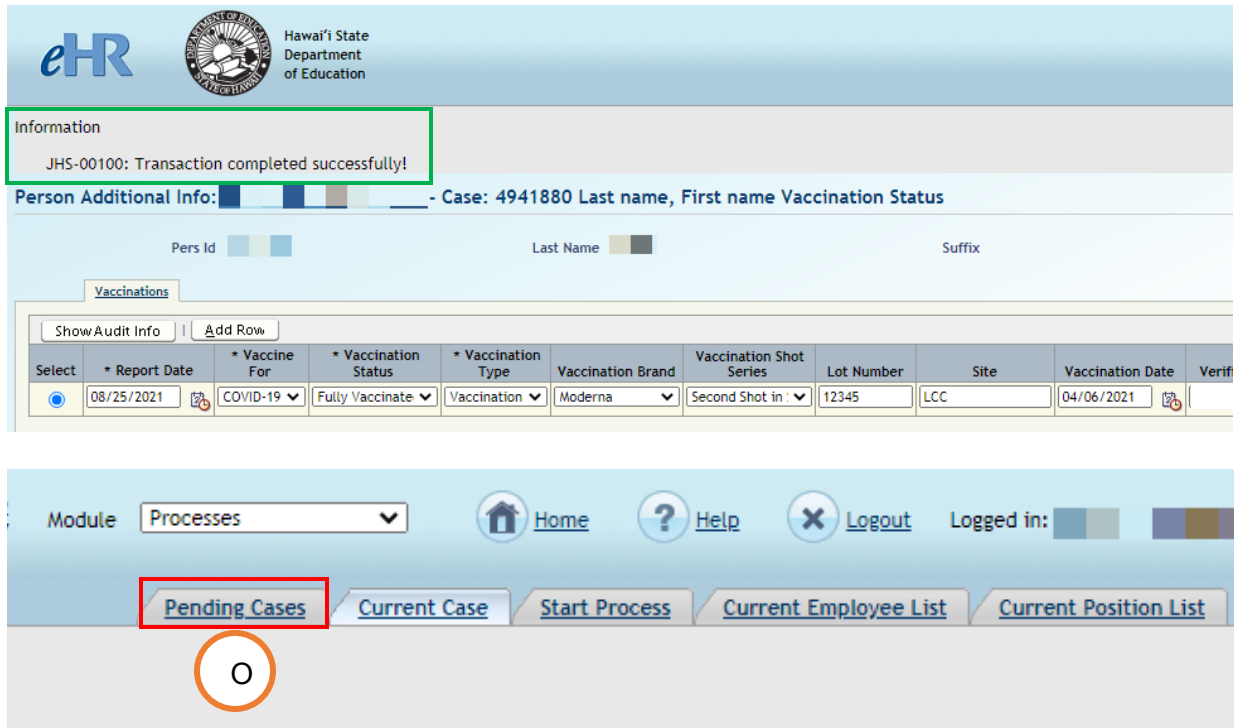
N

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. 

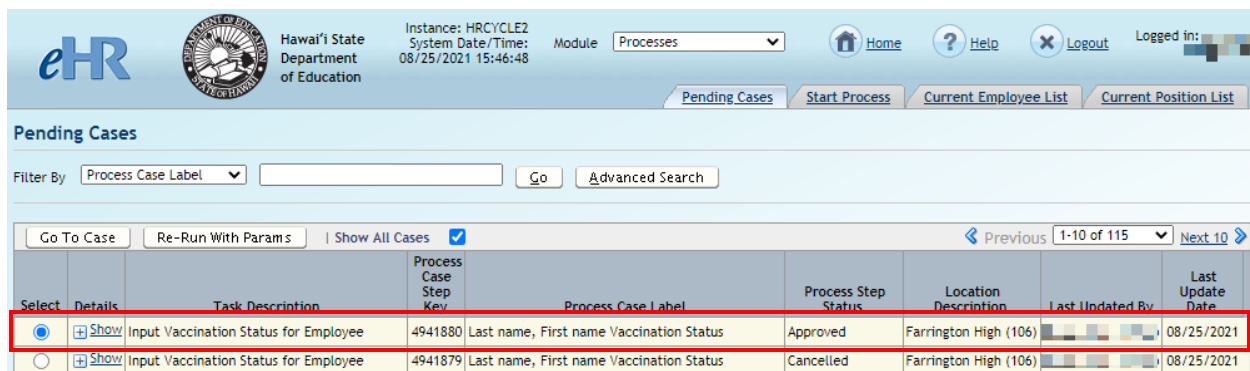


The screenshot shows the eHR interface for the Hawaii State Department of Education. At the top left, there is a green box around the 'Information' section which contains the message: 'JHS-00100: Transaction completed successfully!'. Below this, there are fields for 'Person Additional Info' and 'Case: 4941880 Last name, First name Vaccination Status'. A 'Vaccinations' table is visible with columns for Report Date, Vaccine For, Vaccination Status, Vaccination Type, Vaccination Brand, Vaccination Shot Series, Lot Number, Site, Vaccination Date, and Verify. At the bottom, there is a navigation bar with a 'Module' dropdown set to 'Processes' and several tabs: 'Pending Cases', 'Current Case', 'Start Process', 'Current Employee List', and 'Current Position List'. The 'Pending Cases' tab is highlighted with a red box, and a circle icon is placed below it.



This is a close-up of the 'Status' field in the system. The text 'Status: Approved' is displayed, with 'Approved' enclosed in a red rectangular box. To the right of the status is a 'Comments' link.

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. At the top, there is a navigation bar with the 'Module' dropdown set to 'Processes' and tabs for 'Pending Cases', 'Start Process', 'Current Employee List', and 'Current Position List'. Below the navigation bar, there is a search area with 'Filter By' set to 'Process Case Label' and a search button. A table of cases is displayed below, 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 of the table is highlighted with a red box and contains the following data: a selected radio button, a '+ Show' link, 'Input Vaccination Status for Employee', '4941880', 'Last name, First name Vaccination Status', 'Approved', 'Farrington High (106)', a user icon, and '08/25/2021'. The second row is unselected and contains: an unselected radio button, a '+ Show' link, 'Input Vaccination Status for Employee', '4941879', 'Last name, First name Vaccination Status', 'Cancelled', 'Farrington High (106)', a user icon, and '08/25/2021'.