

Employee Self-Service Vaccine Reporting

<u>Overview</u>

The Employee Self-Service Vaccine Self Reporting explains the basic functions that employee would perform in their PeopleSoft account.

Summary of Instructions

- Go to the Immunizations Tile
- Enter Vaccine Information and Save
- Upload Supporting Documents

Detailed Instructions

1	Log in using the Viking Portal.	VIKING PORTAL CLASS SCHEDULE CANVAS LMS	QUICKLINKS
		BLONG BEACH About Academics Admissions & Aid Cam	npus Life Offices Co
2	On the Viking Portal, click the HR Employee System tile to log in.	HR Employee System	



4	This is the	Vaccination Info
	Immunization Data	Employee
	Entry Page	*Vaccine
		First Dose Date
		Second Data
		Reviewed & Approved
		Please provide details of your COVID-19 vaccination record.
		 Select your vaccine type and the date of each dose. Attach a file of your proof of vaccination for LBCC staff to review. Examples include a picture of your CDC Vaccination Card or CA Immunization Record or a screenshot of your Digital Vaccination Record. Click Add Attachment and My Device. Select the file you wish to attach. Click Hu Upload button and then Done when complete. View your attachment and then click Submit. Note these fields cannot be updated once LBCC staff has approved and reviewed your vaccine information.
		Agreement: I understand that I am required to provide accurate information. I hereby affirm that I have accurately and truthfully answered everything herein. In submitting this information, I consent to sharing my vaccine status with responsible personnel associated with the LBCC vaccination status programs.
		Submit Data
		Save
		Attachment
		Immunization
		Add Attachment Submit
5	Use the Vaccine pull	Vaccination Info
	down menu and	Employee
	select your vaccine.	*Vaccine
		First Dage Date
		Johnson & Johnson
		Second Dose Date Moderna
		Reviewed & Approved
6	If you received the	
	Moderna or Pfizer	Vaccination Info
	datas of your first	Employee
	and second dose	*Vaccine Moderna ~
		First Dose Date 02/01/2021
		Second Dose Date 03/01/2021
		Beviewed & Approved
		Iteviewed & Approved

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	If you received the Johnson & Johnson vaccine, record the date when you received it.	Vaccination Info Employee *Vaccine Johnson & Johnson ~ Date 08/02/2021
7	Save vaccine information by hitting the "Save" button on the vaccine data entry page.	Vaccination Info Employee 'Vaccine Moderna 'Vaccine Vaccine Moderna 'Vaccine First Dose Date 01/01/2021 Employee Second Dose Date 02/02/2021 Employee Reviewed & Approved Info Presse provide details of your COVID-19 vaccination record. Select your vaccine type and the date of each dose. Attach a file of your proof of vaccination for LBCC staff to review Examples include a picture of your CDC Vaccination Card or CA Immunization Record or a screenshot of your Digital Vaccination Record. Cick K datachment and then Done when complete. View your attachme then cick Submit. Note these fields cannot be updated once LBCC staff has approved and reviewed your vaccine information. Agreement: I understand that I am required to provide accurate information. I hereby affirm that I have accurately and truthfully answered everything herein. In submitting this information, I consent to sharing my vaccine status with responsible personnel associated with the LBCC vaccination status programs. Submit Data
		Immunization Add Attachment Submit

8	Ones the "Cove"	Vaccination Info	
U	Unce the Save		
	button is clicked you	Employee	
	will see the	*Vaccine Moderna ~	
	following message.	First Dose Date 01/01/2021	
	Your Record Has	Second Dose Date 02/02/2021	
	Been Saved	Reviewed & Approved	
		Info	
		Your record has been saved	
		Submit Data	
		Save	
		Attachment	
		Immunization	
		Add Attachment Submit	
٩			
5	Part of the		
	verification process	Vaccination Info	
	requires you to	Employee	
		*Vaccine Moderna	
	your vaccination		
	an image or PDF	First Dose Date 01/01/2021	
		Second Dose Date 02/02/2021	
		Reviewed & Approved	
	Authorized Human		
	Resources	Info	
	personnel will	Your record has been saved	
	validate your	Submit Data	
	vaccination record	Save	
	to make sure it	Attachment	
	type and dates		
	provided before	Immunization K	
	approving	Add Attachment Submit	
	submission		

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	to upload your vaccination record.		
10	Click the "My Device" tile and browse to the file to upload. Acceptable file formats are PNG, JPG and PDF. Valid vaccination records include: CDC Vaccination Card, Digital Vaccination Record, or CA Immunization Record.	Choose From Image: My Device	
11	Once file is located on your device and selected, it will update the File Attachment page so you can review that the correct file is selected. Once you verify that the correct file is	File Attachment ×	
	selected, click the "Upload" button.		

12	After the file upload	File Attachment Done
	complete, click the	Choose From
	"Done" to finalize	
	your submission.	
		My Device
		Googe Vaccine lest prig File Size: 11KB
		Unicad Complete
		Gpidud oumpiete
13	Verify the image	
	appears clearly by	Immunization
	clicking the "View	View Attachment Submit
	Attachment".	Please View Attachment Before Submitting VaccineTest.png
14	If everything looks	
	good, click the	Immunization
	"Submit" button to	View Attachment Submit
	complete the	Please View Attachment Before Submitting VaccineTest.png
	upload process.	
15	Once the file has	
	been submitted the	Immunization
	buttons will be	View Attachment Submit
	grayed out. You are	Please View Attachment Before Submitting VaccineTest.png
	now done with the	
	vaccine collection	
	process.	

16	Once Human	Vaccination Info
	Resources has	Employee
	verified and	*Vaccine Moderna ~
	approved the	First Dose Date 01/01/2021
	vaccine information.	Second Dose Date 02/02/2021
	Your record will be	Reviewed & Approved Yes
	updated with a	Info
	"Yes" indicator next	Please provide details of your COVID-19 vaccination record.
	to the Reviewed &	Select your vaccine type and the date of each dose.
	Approved.	 Attach a file of your proof of Vaccination for LBCC start to revew. Examples include a picture of your CDC vaccination Card or CA immunization Record or a screenshot of your Digital vaccination Record. Click Add Attachment and My Device. Select the file you wish to attach. Click the Unload butten and then Dene when complete.
		View your attachment and then click Submit.
		Note these fields cannot be updated once LBCC staff has approved and reviewed your vaccine information.
		Agreement: I understand that I am required to provide accurate information. I hereby affirm that I have accurately and truthfully answered everything herein.
		In submitting this information, I consent to sharing my vaccine status with responsible personnel associated with the LBCC vaccination status programs.
		Submit Data
		Save
		Attachment
		Immunization

17	Troubleshooting	Delete Browser Cache if you happen to see this error and try to submit again.
		Reviewed & Approved Data being updated does not exist. When trying to save your changes, the system could not find the existing data in the database.
		eer This problem can happen if another user deleted the information while you were making changes. Make a note of what you were doing, then cancel the page and retry.
		If the problem persists this may be the result of an application programming error and should be reported to technical support staff.
		Possible application errors that could cause this including deleting the data with SqlExec while the record is in the component buffers.
		on
10		
18		During the View Attachment you are prevented by browser pop-up blocker.
		Immunization
		View Attachment Submit
		Please View Attachment Before Submitting VaccineTest.png
		Click the Options Tile
		1 Firefox prevented this site from opening a pop-up window. Options
		Allow pop-ups for an and the second
		Edit Pop-up Blocker Options
		Don't show this message when pop-ups are blocked