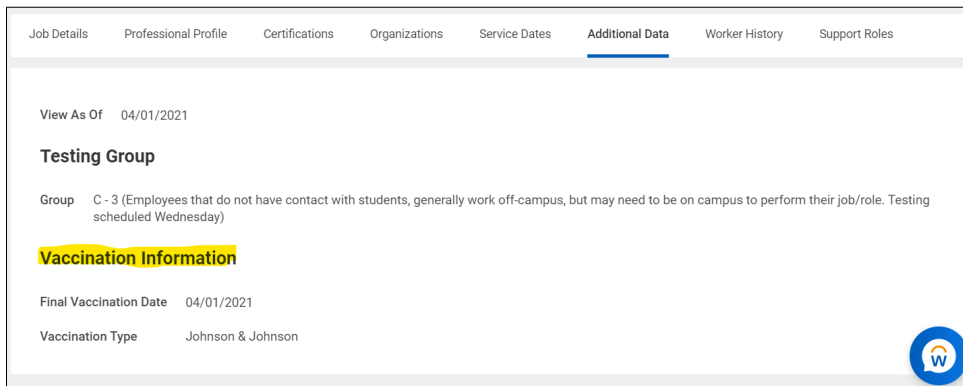


HOW DO I SEE MY VACCINATION RECORD IN WORKDAY?

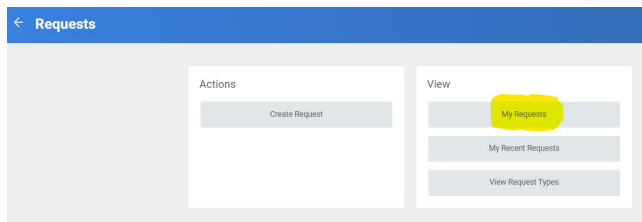
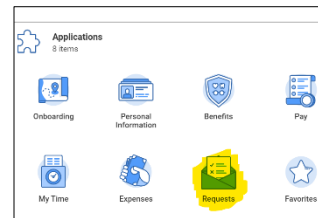
To view your vaccination date and vaccine manufacturer after your information has been submitted and approved

1. Click on your tiny picture in the upper right-hand corner of the Workday home page. Click on View Profile.
2. In the left-hand menu, click on Overview and then click on the tab labeled Additional Data.



To view the vaccination card you uploaded

1. On the Workday home screen, click on the Request worklet
2. Click on My Requests



3. Click on the Vaccination Information Request

The screenshot shows the 'My Requests' page in the Workday interface. It has a blue header with the text 'My Requests' and a search icon. Below the header, there is a table with one row. The table has columns: Request, Type, Description, Status, Resolution, Initiation Date, and Completion Date. The row contains the following data: Request: Vaccination Information Request, Type: Vaccination Information Request, Description: (empty), Status: Successfully Completed, Resolution: Done, Initiation Date: 04/01/2021 01:03:35.442 PM, Completion Date: 04/01/2021 01:04:15.362 PM. The 'Request' column is highlighted in yellow.

Request	Type	Description	Status	Resolution	Initiation Date	Completion Date
Request : Vaccination Information Request	Vaccination Information Request		Successfully Completed	Done	04/01/2021 01:03:35.442 PM	04/01/2021 01:04:15.362 PM

4. Click on the Vaccination Card document to display the card itself

The screenshot shows the 'View Request' page in the Workday interface. It has a blue header with the text 'View Request' and 'Request : Vaccination Information Request'. Below the header, there are several fields: 'Request Type: Vaccination Information Request', 'Request Date: 04/01/2021 01:03:35.442 PM', 'Completion Date: 04/01/2021 01:04:15.362 PM', and 'Resolution: Done'. Below these fields, there is a section titled 'Requester' and a section titled '3 items'. The '3 items' section contains a table with columns 'Question' and 'Answers'. The table has one row: 'Question: Upload Vaccination Card', 'Answers: Johnson & Johnson'. Below the table, there is a document icon labeled 'VACCINATION CARD TEST.docx' with a yellow highlight. A blue arrow points from the document icon to the right, where a 'COVID-19 Vaccination Record Card' is displayed. The card contains the text: 'Please keep this record card, which includes medical information about the vaccines you have received. Por favor, guarde esta tarjeta de registro, que incluye información'. The card also features the CDC logo.