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#### **COVID-19 Vaccination Status Reporting Process**

In order to comply with the August 5, 2021, Governor's Emergency Proclamation, employees must submit proof of full COVID vaccination or weekly test results.

For this process, please have a copy of your COVID vaccination card/record or test result available before starting.

### Steps:

- Verify current contact information. Add new contact if necessary. This will not change your official employee record. To make official name or address changes, submit a DOE OTM 300-006 form to Employee Records and Transactions.
- 2. Indicate your vaccination or testing status.
- 3. Fill in all required fields.
- Upload a copy of your vaccination card/record or test result. Skip this step if you
  do not have a digital copy and bring the document to your worksite office for
  verification.
- 5. Carefully read the attestation statement. Click on the check box to indicate you have read and understand the statement before submitting your status.

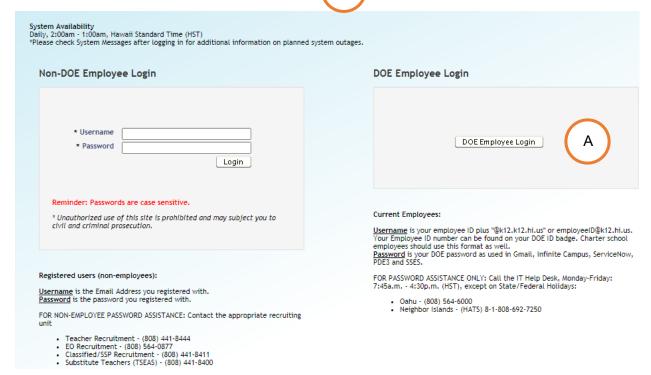
These links may assist you in completing the process:

- Quicksheets: COVID-19 Attestation of Vaccination or Testing
- Memorandum: <u>August 13, 2021, Attestation of COVID-19 Testing or Vaccination</u>

If you have any questions about the COVID-19 vaccination or testing requirement, please contact the Office of Talent Management by emailing <a href="mailto:otmhelp@k12.hi.us">otmhelp@k12.hi.us</a>

### **Getting Started**

- 1. Access the Department's eHR homepage by inputting this web address: <a href="https://ehr.k12.hi.us/">https://ehr.k12.hi.us/</a>
- 2. Click on the **DOE Employee Login** button.



- 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.

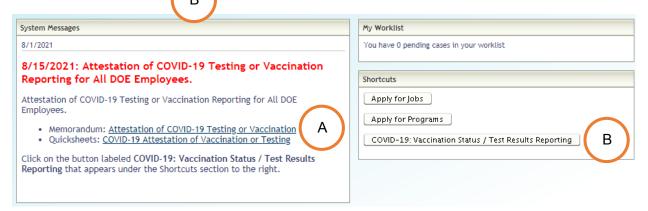
**Important Message:** For assistance with the employeeID@k12.hi.us login logging on to eHR, please contact the IT Help Desk. Support requests may be made online using ServiceNow via http://help.hidoe.org. You may also call the IT Help Desk by telephone at (808) 564-6000, or for neighbor islands, please use the HATS line at 8-1-808-692-7250.

### Reporting COVID-19 Vaccination Status

1. Review the information contained in: "System Messages" (if applicable).



2. When ready, click on the "COVID-19: Vaccination Status / Test Results Reporting" button.



3. Welcome to the **Hawaii Department of Education Employment Opportunities** screen. Click the section containing the words: "**Report Your Vaccination Status**" to begin the process.

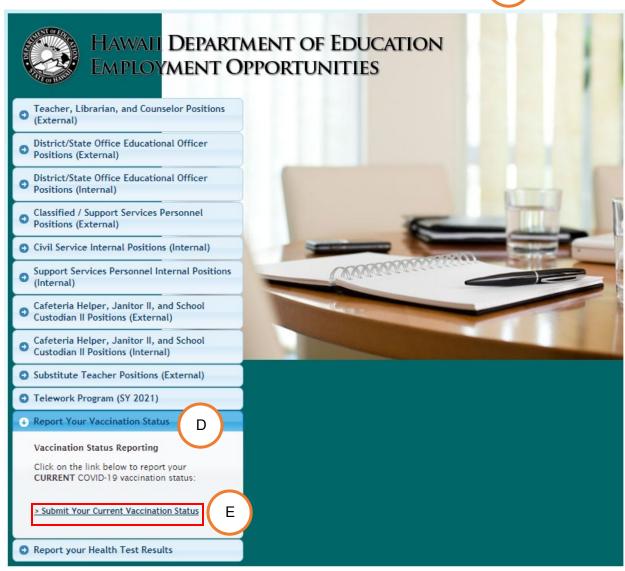


4. Review the information in the message: "Report Your Vaccination Status."



5. When ready, click: "Submit Your Current Vaccination Status."

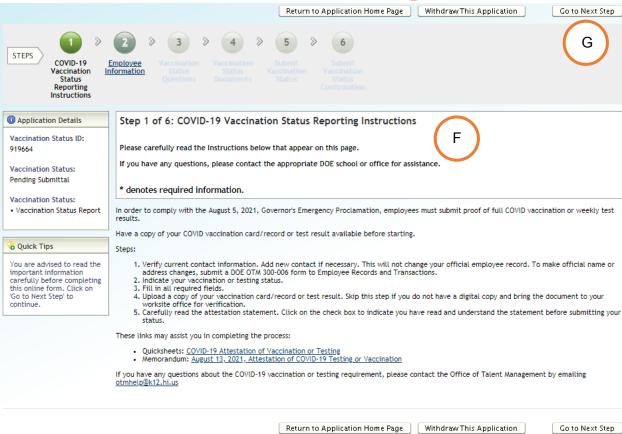




### 6. Step 1: COVID-19 Vaccination Status Reporting Instructions

Review the information provided.

When ready, click on the "Go to Next Step" button.



Go to Next Step

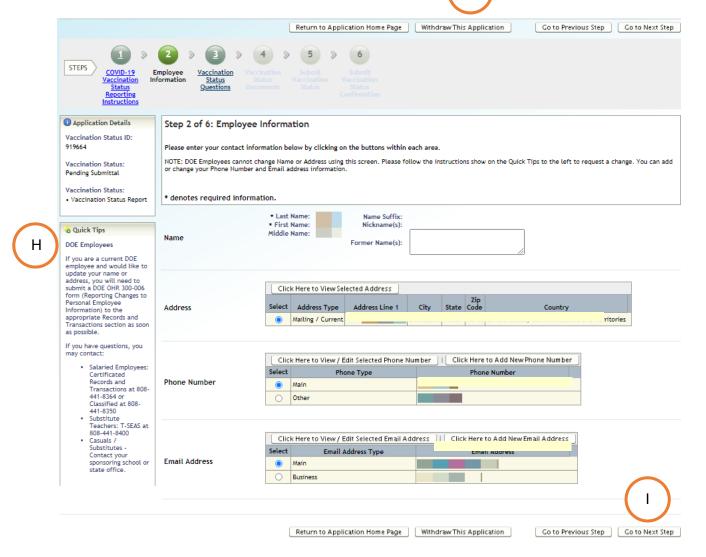
### 7. Step 2: Employee Information

Review the information provided below.

The "Quick Tip" section will guide you should you need to update your personal information.

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When ready, click on the "Go to Next Step" button.

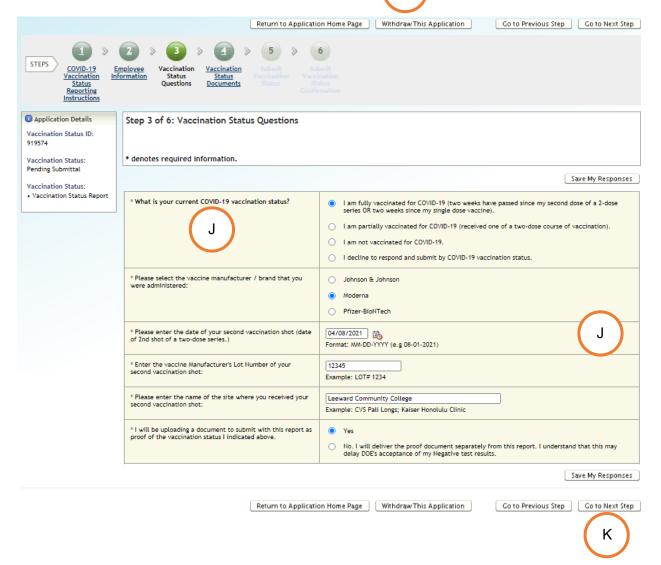


### 8. Step 3: Vaccination Status Questions

Input the information requested below. Depending on your answer to the first question, "What is your current COVID-19 vaccination status" different follow-up questions will be asked. All questions require an answer.



When ready, click on the "Go to Next Step" button. K

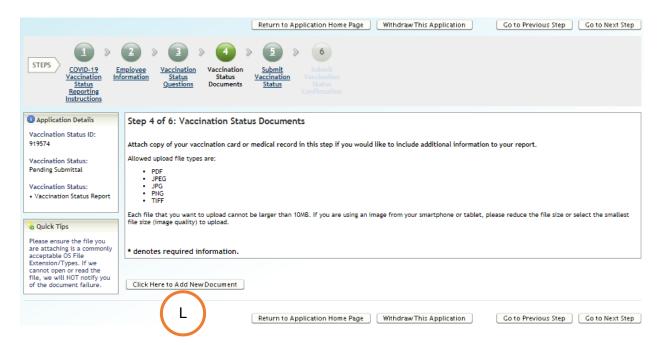


### 9. Step 4: Vaccination Status Documents

To upload a status document, click on the "Click Here to Add New Document" button.



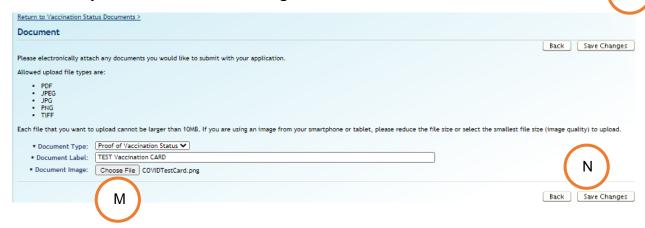
**Note**: If, in the previous step, you chose not to upload a proof document with this report, you can click on the "**Go to Next Step**" button.



Input the information requested below. To upload an image of your document, click on the "Choose File" button.

Note: Images can only be of the following file types: PDF, JPEG, JPG, PNG or TIFF.

When ready, click on the "Save Changes" button. Then, click on the "Back" button.

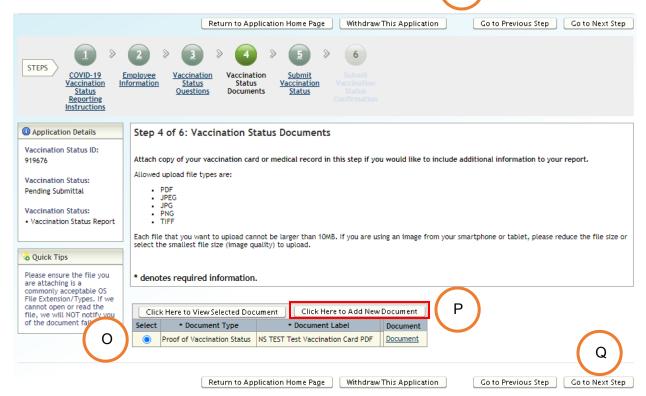


Back on the Test Results Documents screen, you will see your uploaded document listed at the bottom of the screen.

If you need to add another document, click on the "Click Here to Add New Document" button.



When you are ready, click on the "Go to Next Step" button. Q



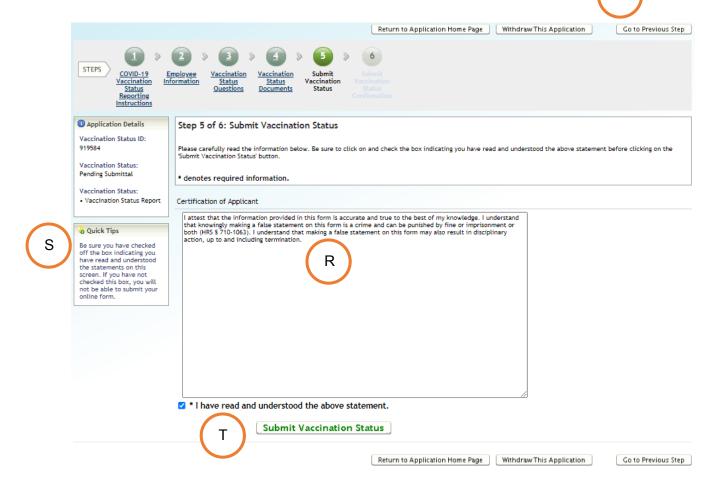
### 10. Step 5: Submit Vaccination Status

Review the attestation statement.

Follow the instructions provided in "Quick Tips".

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When ready, place a check in the box next to "I have read and understood the above statement", and click the "Submit Vaccination Status" button.

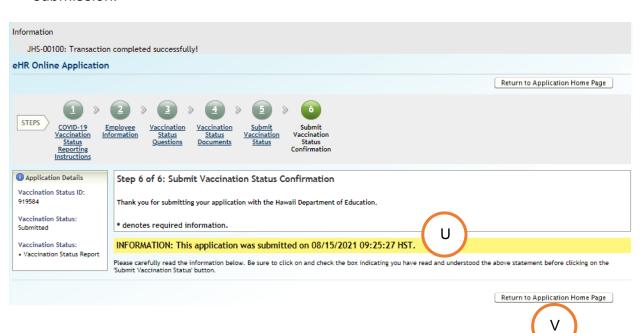


# 11. Step 6: Submit Vaccination Status Confirmation

Review the date and time the application was submitted.



When ready, click the "Return to Application Home Page" button to review your submission.



### Viewing Submitted Vaccination Status

1. At the bottom of the Online Application Home Page, you'll see a section entitled "My Application History."

Select the button next to "COVID Vaccination Status", and click the "View Application" button.

You'll be able to view, download, and print a copy of your report as you feel necessary.

My Application History

Below you will find the application(s) you have created and/or submitted. If your application has a status of 'Pending Submittal', please select the application and click on 'Go To Application'. If your application has already been submitted, you will only be able to view the information. If changes or updates need to be made to a submitted application, please contact the appropriate recruitment section in writing. If you wish to withdraw an in progress application that you no longer want to submit for a job, click on 'Withdraw Application'. To view a PDF version of your application at any time, click on View Application (not available for withdrawn applications).

