



**COVID-19 Vaccination Status
Verification Instructions (For School
and Office Administration)**

August 2021

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COVID-19 Vaccination Status Verification Process

This process involves the verification of an employee's COVID-19 vaccination status as reported and submitted via eHR.

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 displays the eHR homepage with two main login sections. On the left is the 'Non-DOE Employee Login' section, which includes input fields for 'Username' and 'Password', a 'Login' button, and a red reminder: 'Reminder: Passwords are case sensitive.' Below this is a section for 'Registered users (non-employees)' with instructions on how to use the 'Username' and 'Password' fields, and a list of phone numbers for password assistance. On the right is the 'DOE Employee Login' section, which features a 'DOE Employee Login' button circled in orange. Below this button is a section for 'Current Employees' with instructions on how to format the 'Username' and 'Password' fields, and a section for 'FOR PASSWORD ASSISTANCE ONLY' with contact information for the IT Help Desk, including phone numbers for Oahu and Neighbor Islands.

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 Vaccination 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 for the Hawai'i State Department of Education. The top navigation bar includes the eHR logo, the department name, and system information (Instance: HRPROD3, System Date/Time: 08/16/2021 07:24:57). A 'Module' dropdown is set to 'Home'. The main content area is titled 'Welcome to the DOE Human Resources Management System!'. On the left, the 'System Messages' section (A) displays a message from 8/15/2021 regarding COVID-19 reporting, with links to memorandums and quicksheets. On the right, the 'My Worklist' section (B) indicates two pending cases and features a 'Go to Pending Cases' button.

3. On the Pending Cases screen, you should see a list of process cases that require your attention. This includes the **“Verify Vaccination Status”** 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.

The screenshot shows the 'Pending Cases' screen. At the top, the 'Filter By' dropdown (C) is set to 'Task Description' with 'verify vacc' entered in the search field. The 'Go' button is visible. Below the filter, the 'Show All Cases' checkbox is checked. The main area displays a table of pending cases. The table has 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 the 'Show' button next to it is highlighted with a red box.

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"/>	Show	Verify Vaccination Status	4941218	Vaccination Verification -	Approved	Wheeler Elem (236)		08/15/2021
<input type="radio"/>	Show	Verify Vaccination Status	4941236	Vaccination Verification -	Pending Submittal	Kalani High (119)		08/15/2021
<input type="radio"/>	Show	Verify Vaccination Status	4941136	Vaccination Verification -	Pending Submittal	Miilani High (216)		08/15/2021
<input type="radio"/>	Show	Verify Vaccination Status	4941160	Vaccination Verification -	Pending Submittal	Central Dist-Administration (055)		08/15/2021
<input type="radio"/>	Show	Verify Vaccination Status	4941160	Vaccination Verification -	Pending Submittal	Wheeler Elem (236)		08/15/2021
<input type="radio"/>	Show	Verify Vaccination Status	4941242	Vaccination Verification -	Pending Submittal	Wheeler Elem (236)		08/15/2021
<input type="radio"/>	Show	Verify Vaccination Status	4941242	Vaccination Verification -	Pending Submittal	Kaiser High (154)		08/15/2021
<input type="radio"/>	Show	Verify Vaccination Status	4941233	Vaccination Verification -	Pending Submittal	Kalani High (119)		08/15/2021
<input type="radio"/>	Show	Verify Vaccination Status	4941231	Vaccination Verification -	Pending Submittal	Aina Haina Elem (100)		08/15/2021
<input type="radio"/>	Show	Verify Vaccination Status	4941227	Vaccination Verification -	Pending Input	Honolulu Dist-Administration (050)		08/15/2021

- Select the row next to the employee for whom you are verifying vaccination status, and click on the “Go To Case” button.

D

Pending Cases

Filter By:

| 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"/>	Show	Verify Vaccination Status	4941098	Vaccination Verification - (153)	Pending Input	Wilson Elem (153)		08/15/2021
<input type="radio"/>	Show	Manage Substitute Teacher Sponsor Approval	4913760	Sub Teacher Sponsor - (153)	Pending Submittal	Wilson Elem (153)		07/28/2021
<input type="radio"/>	Show	Manage Substitute Teacher Sponsor Approval	4872485	Sub Teacher Sponsor - (153)	Pending Submittal	Wilson Elem (153)		07/06/2021

D

- Click on the “Applicant Addl Info” button.

E

Applicant Transaction: - Case: 4941218 Vaccination Verification - (236)

Status: Pending Submittal [Comments](#)

Filter By:

Select	Details	Person Application Key	* App Start Date	Appoint Type	* Correspondence Medium	* Person Type	Application Status	* Task ID
<input checked="" type="radio"/>	Show	919676	08/15/2021	(F1) Regular-Tenured	Online	Active Employee	Available	Current Vaccination Status Reporting

Person Actions

Filter By:

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"/>	08/15/2021	2	Vaccination Status Check	Vaccination Status - Pending	08/15/2021	78487	Pending Submittal	4941218	
<input type="radio"/>	08/15/2021	1	Report Vaccination Status	Vaccination Status	08/15/2021		Approved	4941215	
<input type="radio"/>	04/13/2016	0	Register Applicant	Register Applicant			Approved	-2316276	

Disapproval Reason:

[Application Openings](#) [Application Details](#) [Contact Info](#)

Effective Date: 08/15/2021 00:00:02 * Request to Fill Key: 78487 [Application Fact Sheet](#)
 App Start Date: 08/15/2021 Job Group Code: Federal Reports
 Application Opening Status: Eligible * Job Category ID: HSR Health Status Reporting
 Posting Key ID: Vaccination Status Report (Finite)

Comment:

Status: Pending Submittal [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:

- Verified By Pers ID
- Vaccination Verification Method
- Verification Status

Enter and verify as many fields as possible based upon the submitted or employee provided documentation.

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

The screenshot shows the 'Vaccination Verification' screen for Case: 4941218. The 'Save Changes' button is circled in red and labeled with a 'J'. The 'Applicant Action' button is also circled in red and labeled with a 'J'. The 'Vaccinations' table contains one entry for COVID-19, Fully Vaccinated, with a verification status of 'Verified - Fully Vaccinated'. The 'Documents' table shows a 'Proof of Vaccination Status' document.

Select	Vaccine For	Vaccination Status	Vaccination Type	Vaccination Brand	Vaccination Shot Series	Lot Number	Site	Vaccination Date	Verified By Pers ID	Verify Person Name	Vaccination Verification Method	Verification Status	Delete?
<input checked="" type="checkbox"/>	COVID-19	Fully Vaccinated	Vaccination	Janssen from Johnson & Johnson	First Shot in Series	56789	Queen's Medical Center	07/05/2021	111111111	Sample, Principal	Vaccination Card	Verified - Fully Vaccinated	

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

The screenshot shows the 'Vaccination Verification' screen for Case: 4941218. The 'Applicant Action' button is circled in red and labeled with a 'K'. The 'Save Changes' button is also circled in red and labeled with a 'K'. The 'Vaccinations' table and 'Documents' table are identical to the previous screenshot.

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

Applicant Transaction: - Case: 4941218 Vaccination Verification - (236)

Applicant Addl Info Status: Pending Submittal Save Only ▾ [Go](#) [Comments](#)

Filter By: Person Application Key [Go](#)

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"/>	Show	919676	08/15/2021	(F1) Regular-Tenured	Online	Active Employee	Available	Current Vaccination Status Reporting

Person Actions

Filter By: Request to Fill Key [Go](#) L

[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"/>	08/15/2021	2	Vaccination Status Check	Vaccination Status - Pending	08/15/2021	78487	Pending Submittal	4941218	
<input type="radio"/>	08/15/2021	1	Report Vaccination Status	Vaccination Status	08/15/2021		Approved	4941215	
<input type="radio"/>	04/13/2016	0	Register Applicant	Register Applicant			Approved	-2316276	

Disapproval Reason:

[Application Openings](#) [Application Details](#) [Contact Info](#)

Effective Date: 08/15/2021 00:00:02 * Request to Fill Key: 78487 [Application Fact Sheet](#)
 App Start Date: 08/15/2021 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 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 the appropriate option from the drop-down list. N

Person Actions

Filter By: Request to Fill Key [Go](#)

[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"/>	08/15/2021	3	Vaccination Status Check	Verified Fully Vaccinated	08/15/2021	78487	Pending Submittal	4941218	
<input type="radio"/>	08/15/2021	2	Vaccination Status Check	Vaccination Status - Pending	08/15/2021	78487	Pending Submittal	4941218	
<input type="radio"/>	08/15/2021	1	Report Vaccination Status	Vaccination Status	08/15/2021		Approved	4941215	
<input type="radio"/>	04/13/2016	0	Register Applicant	Register Applicant			Approved	-2316276	

Disapproval Reason:

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

Applicant Transaction: - Case: 4941218 Vaccination Verification - (236)

Applicant Add 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"/>	+ Show	919676	08/15/2021	(F1) Regular-Tenured	Online	Active Employee	Available	Current Vaccination Status Reporting

Person Actions

Filter By: Request to Fill Key Go

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"/>	08/15/2021	3	Vaccination Status Check ▼	Verified Fully Vaccinated ▼	08/15/2021	78487	Pending Submittal	4941218	
<input type="radio"/>	08/15/2021	2	Vaccination Status Check	Vaccination Status - Pending	08/15/2021	78487	Pending Submittal	4941218	
<input type="radio"/>	08/15/2021	1	Report Vaccination Status	Vaccination Status	08/15/2021		Approved	4941215	
<input type="radio"/>	04/13/2016	0	Register Applicant	Register Applicant			Approved	-2316276	

Disapproval Reason:

[Application Openings](#) [Application Details](#) [Contact Info](#)

Effective Date: 08/15/2021 00:00:02 * Request to Fill Key: 78487 [Application Fact Sheet](#)
 App Start Date: 08/15/2021 Job Group Code: Federal Reports
 Application Opening Status: Eligible * Job Category ID: HSR Health Status Reporting
 Posting Key ID: Vaccination Status Report (Finite)

Comment:

Edit Opening Details Show Audit Info

Applicant Add Info Status: Pending Submittal Select Action ▼ Go [Comments](#)

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

Status: Pending Submittal Submit ▼ Go

 Go

15. A successful transaction message will appear, and the “**Status**” will change “**Pending Submittal**” to “**Approved.**”

Click on the “**Pending Cases**” tab to return to the “**Pending Cases**” screen. P

Information
JHS-00100: Transaction completed successfully!

Applicant Transaction: - Case: 4941218 Vaccination Verification - (236)
Applicant Add Info Status: **Approved** Comments

Filter By: Person Application Key

Application Questions

Select	Details	Person Application Key	* App Start Date	Appoint Type	* Correspondence Medium	* Person Type	Application Status	* Task ID
<input checked="" type="radio"/>	Show	919676	08/15/2021	(F1) Regular-Tenured	Online	Active Employee	Available	Current Vaccination Status Reporting

Person Actions

Filter By: Request to Fill Key

Show Highest Sequence Reset Sort

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"/>	08/15/2021	3	Vaccination Status Check	Verified Fully Vaccinated	08/15/2021	78487	Approved	4941218	
<input type="radio"/>	08/15/2021	2	Vaccination Status Check	Vaccination Status - Pending	08/15/2021	78487	Approved	4941218	
<input type="radio"/>	08/15/2021	1	Report Vaccination Status	Vaccination Status	08/15/2021		Approved	4941215	
<input type="radio"/>	04/13/2016	0	Register Applicant	Register Applicant			Approved	-2316276	

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

Pending Cases

Filter By: Process Case Label

Go To Case | Show All Cases

Previous 1-10 of 100 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"/>	Show	Verify Vaccination Status	4941218	Vaccination Verification - (236)	Approved	Wheeler Elem (236)		08/15/2021
<input type="radio"/>	Show	Verify Vaccination Status	4941116	Vaccination Verification - (236)	Pending Submittal	Wheeler Elem (236)		08/15/2021