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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: <u>https://ehr.k12.hi.us/</u>

2.	Click on the DOE Employee Login buttor	ר. 🗛
	System Availability Daily, 2:00am - 1:00am, Hawaii Standard Time (HST) 'Please check System Messages after logging in for additional information on planned	d system outages.
	Non-DOE Employee Login	DOE Employee Login
	* Username * Password Login	DOE Employee Login
	Reminder: Passwords are case sensitive. * Unauthorized use of this site is prohibited and may subject you to civil and criminal prosecution.	Current Employees: <u>Username</u> is your employee ID plus "@k12.k12.hi.us" or employeeID@k12.hi.us. Your Employee ID number can be found on your DOE ID badge. Charter school employees should use this format as well. <u>Password</u> is your DOE password as used in Gmail, Infinite Campus, ServiceNow,
	Registered users (non-employees): <u>Username</u> is the Email Address you registered with. <u>Password</u> is the password you registered with. FOR NON-EMPLOYEE PASSWORD ASSISTANCE: Contact the appropriate recruiting unit • Teacher Recruitment - (808) 441-8444 • EO Recruitment - (808) 564-0877 • Classified/SSP Recruitment - (808) 441-8411 • Substitute Teachers (TSEAS) - (808) 441-8400	PDE3 and SSES. FOR PASSWORD ASSISTANCE ONLY: Call the IT Help Desk, Monday-Friday: 7:45a.m 4:30p.m. (HST), except on State/Federal Holidays: • Oahu - (808) 564-6000 • Neighbor Islands - (HATS) 8-1-808-692-7250

- 3. To Sign in, enter your employeeID@k12.hi.us and click on the Next button.
- 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: "Syste	m Messages" (if applicable). A
2. When ready, click on the "Go to Pending C	ases" button. B
effective definition of Education of Education of 2002 07:24:57	✓ The Part Kogout
Welcome to the DOE Human Resources Management S	ystem!
System Messages A	My Worklist You have 2 pending cases in your worklist
Reporting for All DOE Employees.	
Attestation of COVID-19 Testing or Vaccination Reporting for All DOE Employees. Memorandum: <u>Attestation of COVID-19 Testing or Vaccination</u> Quicksheets: <u>COVID-19 Attestation of Vaccination or Testing</u> Click on the button labeled COVID-19: Vaccination Status / Test Results Reporting that appears under the Shortcuts section to the right.	Shortcuts Apply for Jobs Apply for Programs COVID-19: Vaccination Status / Test Results Reporting

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.

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**" form the drop-down box, and entering "**verify vaccination**." Click on the "**Go**" button to filter the list.

Pendi	ng Case	s						
Filter By	Task D	escription 🗸 veri	ify vacc	<u><u>C</u>o <u>A</u>dvanced Sear</u>	rch			
Go	To Case	Show All Cases				🔇 Pr	revious 1-10 of 31	 <u>Next 10</u>
Select	Details	Task Description	Process Case Step Key	Process Case Label	Process Step Status	Location Description	Last Updated By	Last Update Date
	+ Show	Verify Vaccination Status	4941218	Vaccination Verification -	Approved	Wheeler Elem (236)		08/15/2021
0	+ Show	Verify Vaccination Status	4941236	Vaccination Verification -	Pending Submittal	Kalani High (119)		08/15/2021
0	+ Show	Verify Vaccination Status	4941136	Vaccination Verification -	Pending Submittal	Mililani High (216)		08/15/2021
0	+ Show	Verify Vaccination Status	4941160	Vescination Verification -	Pending Submittal	Central Dist-Administration (055)		08/15/2021
0	+ Show	Verify Vaccination Status	494	tion Verification -	Pending Submittal	Wheeler Elem (236)		08/15/2021
0	+ Show	Verify Vaccination Status	494	tion Verification -	Pending Submittal	Wheeler Elem (236)		08/15/2021
0	+ Show	Verify Vaccination Status	4941242	conation Verification -	Pending Submittal	Kaiser High (154)		08/15/2021
0	+ Show	Verify Vaccination Status	4941233	Vaccination Verification -	Pending Submittal	Kalani High (119)		08/15/2021
0	+ Show	Verify Vaccination Status	4941231	Vaccination Verification -	Pending Submittal	Aina Haina Elem (100)		08/15/2021
0	+ Show	Verify Vaccination Status	4941227	Vaccination Verification -	Pending Input	Honolulu Dist-Administration (050)		08/15/2021

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4. Select the row next to the employee for whom you are verifying vaccination status, and click on the "**Go To Case**" button.

ilter By	Process (Case Label	-			<u> </u>	<u>A</u> dvanced	Search				
Go T	o Case	Show All	Cases []								
Select	Details	Ta	sk Descrip	tion	Process Case Step Key		Process Case Lat	bel	Process S Status	itep	Location Description	Last Updated B
	+ Show Ve	erify Vaccinati	on Status		4941098	Vaccination V	erification -	le le se	(153) Pending Inp	ut W	ilson Elem (153)	laine.
0	<u> → Show</u> M	anage Substitu	te Teacher	Sponsor Approva	l 4913760	Sub Teacher	Sponsor -	(153)	Pending Sub	mittal W	ilson Elem (153)	-
0	+ Show M	anage Substitu	te Teacher	Sponsor Approva	l 4872485	Sub Teacher	Sponsor -	(153)	Pending Sub	mittal W	ilson Elem (153)	
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	t Date	No	2 Vaccina	* Action	Vaccinati	* Reason	Date	Key	HR Action Status	Key	Notification	
Selec	00/13/2	021	1 Report \	accination Status	Vaccinat	ion Status	08/15/2021	70-07	Approved	494121	5	
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D

- 6. Review and verify that the provided information is correct and accurate. F Keturn to Appl Person Additional Info: Applicant Action Back Save Changes Middle Name: DOE ID: Last Name: Suffix: First Name: Vaccinations Show Audit Info I Add Row * Vaccination F ● COVID-19 ♥ Fully Vaccinated ♥ Vaccination ♥ Janssen from Johnson & Johnson ♥ ▼ 5678 Queer 1 Pending V Documents Details | Show Audit Info Select Document Type ID Document Label 7 Type ID Document Label 7 Type ID Date Seq Active Control of the Seq Active Section Status INS TEST Test Vaccination Card PCP Adobe PCP NewDocuments Applicant Action Back Save Changes 7. To view the submitted vaccination card, click on the "Download Document" button. Н Return to Applications > Person Additional Info: DOE ID: Last Name: Suffix: Fi Vaccinations Show Audit Info || Add Row * Vaccine For * Vaccination Status * Vaccination Select Туре Vaccination Brand Vaccination Shot Series Lot Number Site ✔ 56789 COVID-19 V Fully Vaccinated ✓ Vaccination ✓ Janssen from Johnson & Johnson ✓ Queen's Medical Cer Documents Details ShowAudit Info OS File HR
 - Details
 Show Audit Info

 Select
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 Effective Date
 Effective Date
 HR Date
 Download Document
 Download Document
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 Delete?

 Image: Note that the second s
- 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.

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Person	Additiona	l Info:	- 14 C	- Case: 49	41218 Va	cinatio	n Verifica	ation ·			(236)											
	DOI <u>Vaccinations</u>	E ID:		Last	Name:				s	suffix:				First Nam	e:			Middle Name:		Applicant Action	Back	Save Changes
Sho	wAudit Info	I Add Row	J																			_
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۲	COVID-19 V	Fully Vaccinat	ed 🗸	Vaccination 🗸	Janssen from	Johnson &	Johnson 🗸	First 9	Shot in Seri	ies 🗸	56789		Queen's Medic	cal Center	07/05/2021] 🔯	1111111	Sample, Principal	Vaccination Card 🗸	Verified - Fully Vaccin	ated	~
Docu	iments																	_				
	etails Shi	ow Audit Info																				
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Sele	ct Docum	nent Type ID	Doci	ument Label	/ Type	Date	Date Seq /	Action	Reason St	tatus	Document	Annul?	? Delete?									
	Proof of V	accination Status	NS TEST Test	Vaccination Card PI	F Adobe PDF					Dov	wnload Document	No										
Ne	w Documents																					
																				Applicant Action	Back	Save Changes

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



Applicant Action Back Save Changes

10. Click on the "Applicant Action" button to return to the "Applicant Transaction"

screen	К	C 4	24210 1/2		tion a	(224)					(к		
DOE Vaccinations	ID:	La	st Name:	i vernica	Suffi		First Nar	ne:	1	tiddle Name:		Applicant Action	Back Sav	e Changes
ShowAudit Info Select For COVID-19	Add Row Vaccination Status Fully Vaccinated	Vaccination Type Vaccination ▼	Vaccination Brai Janssen from Johnson & .	nd Johnson 🗸	Vaccination Shot Se First Shot in Series	ies Lot Number	Site	Vaccination Date	Verified By Pers Id	Verif Person Name Sample, Principal	Vaccination Verification Method	Verification Sta	tus V	Delete?
Documents Dectails Sho Select Docum Proof of Va New Documents	w Audit Info	ument Label Vaccination Card I	OS File Extension / Type Date PDF Adobe PDF	Effective Date Seq A	HR Action Reason Status	Download Document Ann Download Document No	nul? Delete?	·						
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Updated 8/2021

On the	e " Ap p	olicati	ion Transac	tion" screen,	click c	on the	e "Add R	ow"	button.	L		
Applicar	nt Transa	ction:		- Case: 4941218 \	/accinatio	on Verifi	ication -		(236)			
				Арр	olicant Addl	Info Sta	atus: Pending Su	bmittal	Save Only	♥ [<u>G</u> o <u>Co</u>	mme
Filter By	Person Appli	cation Key	•	<u>C</u> o								
Appl	ication Ques	tions	Modify Application Dat	e								
Select D	Per Appli etails Ke	rson cation * ey Star	App t Date Appoint Type	* Correspondence Medium * Pe	rson Type	Application Status	* 1	Task ID				
• •	Show 9	919676 08/1	5/2021 (F1) Regular-Tenur	ed Online Activ	e Employee	Available	Current Vaccina	tion Status	Reporting			
Filter By	Modify Effect	tive Date	Show Highest Seque	nce Reset Sort	Add Rov			Process]		
Select	* Effective Date	* Effective Date Seq No	* Action	* Reason	App Start Date	Request to Fill Key	HR Action Status	Case Step Key	Preview Notification			
	08/15/2021	2	Vaccination Status Check	Vaccination Status - Pending	08/15/2021	78487	Pending Submittal	4941218				
0	08/15/2021	1	Report Vaccination Status	Vaccination Status	08/15/2021		Approved	4941215				
0	04/13/2016	0	Register Applicant	Register Applicant			Approved	-2316276				
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<u>IN</u> ew	Application	Opening	ShowAudit Into									
				Арр	olicant Addl	Info Sta	atus: Pending Su	bmittal	Save Only	~	<u>Co</u>	mme

12. A new action row will be inserted. In the "Action" column, select "Vaccination M Status Check."

In the "**Reason**" column, select the appropriate option from the drop-down list. N

Person	erson Actions											
Filter By	Iter By Request to Fill Key 🗸 🤦 🤦											
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ter By	Person Application	Key 🗸								
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14. Comments may be entered in the text box that is provided. When ready, click on the "**Go**" button.

Status:	Pending Submittal	(Submit 🗸	 <u>C</u> o
	<u> </u>		

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

Click of	on the	"Pen	ding Cases"	tab to retu	rn to th	e " Pe r	nding	y Cas	ses" so	reen	. Р)
e	R		Hawai'i State Department of Education	P Modul	le Processes Cases Cur	ent Case	✓ <u>Start Pro</u>	Hon hocess	ne ?H	lelp oyee List	× Logout Current	Logged in:
Informatio	on											
JHS-0	0100: Trar	nsaction co	mpleted successfully!									
Applican	nt Transa	ction:		- Case: 49412	18 Vaccina	tion Veri	fication	•	(2	36)		
								Applicant	t Addl Info	Status:	Approved	Comments
Filter By	Person Appli	ication Key	▼	<u>G</u> o								
Appli	ication Que:	stions					_					
Select De	Pe Appli etails K	rson cation * ey Star	App t Date Appoint Type	* Correspondence Medium	* Person Type	Application Status	n	* Ta	ask ID			
• ±	Show	919676 08/1	5/2021 (F1) Regular-Tenur	ed Online	Active Employe	e Available	Current	Vaccinati	on Status Repo	rting		
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0	08/15/2021	2	Vaccination Status Check	Vaccination Status - Pe	nding 08/15/2	21 78487	Approved	4941218				
0	08/15/2021	1	Report Vaccination Status	Vaccination Status	08/15/2	021	Approved	4941215				
0	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 V								
Go To Case Show All Cases 🖌 😵 Next 10 🖉								
Select	Details	Task Description	Process Case Step Key	Process Case Label	Process Step Status	Location Description	Last Updated By	Last Update Date
	+ Show	Verify Vaccination Status	4941218	Vaccination Verification - (236)	Approved	Wheeler Elem (236)		08/15/2021
0	+ Show	Verify Vaccination Status	4941116	Vaccination Verification -	Pending Submittal	Wheeler Elem (236)		08/15/2021