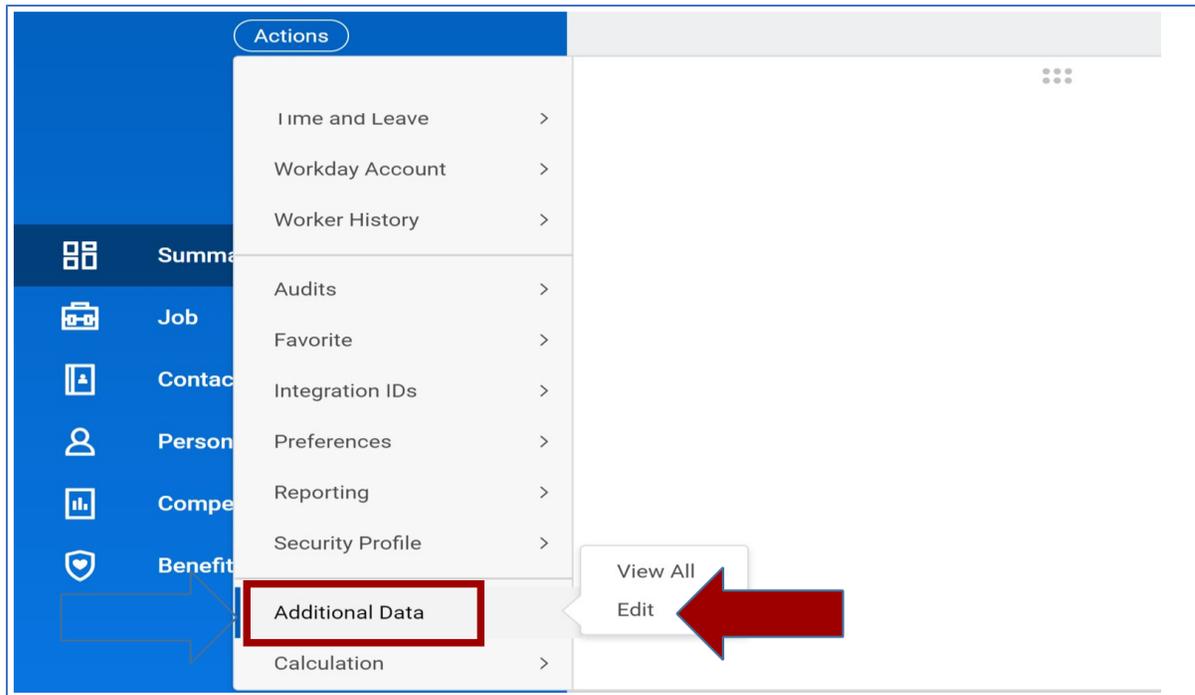


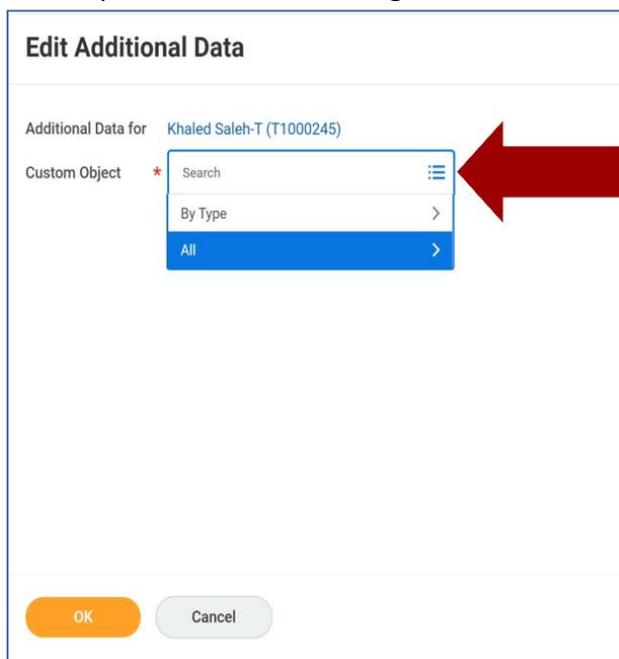
COVID 19 Vaccination Incentive for SPS Tracking

Entering Initial Employee Vaccination Information

1. To track the employee vaccination status in SPS, HRCs may go to the **Actions** button on the employee's **profile page**, click on actions, scroll to the bottom of the list of actions to the **Additional Data** option. Select the **Edit** option next to Additional Data.

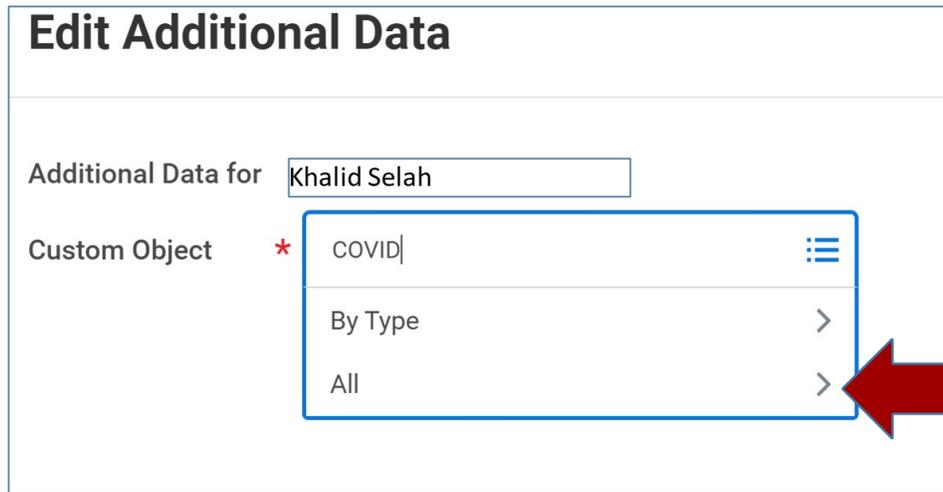


2. You will see the next screen below, type COVID in the Custom Object box, or click on the dropdown menu on the right side of the box.



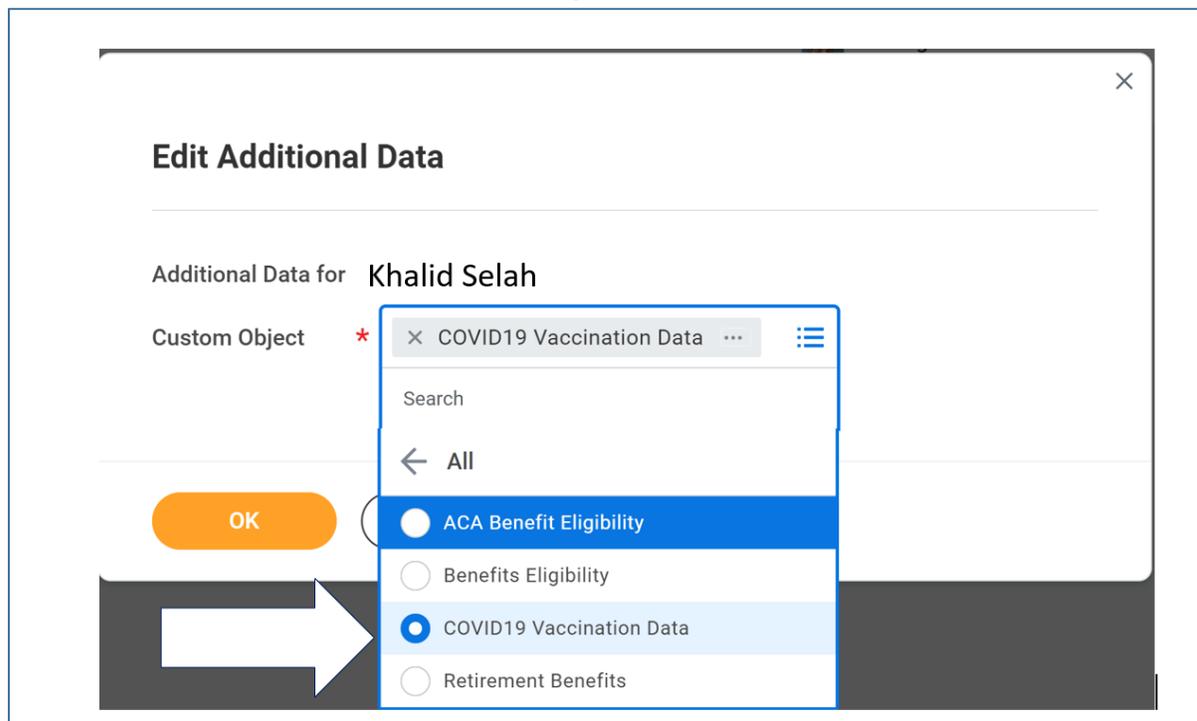
COVID 19 Vaccination Incentive for SPS Tracking

3. If you select the dropdown menu, click on "ALL" to see all options.



The screenshot shows a form titled "Edit Additional Data". The "Additional Data for" field contains the name "Khalid Selah". Below this, the "Custom Object" field has a dropdown menu open. The menu options are "COVID", "By Type", and "All". A red arrow points to the "All" option, indicating it should be selected.

4. Select the **COVID 19 Vaccination Data** option and click **OK**



The screenshot shows the same "Edit Additional Data" form. The "Custom Object" dropdown menu is open, and the "COVID19 Vaccination Data" option is selected. A white arrow points to the "OK" button, indicating it should be clicked.

This is the page for entering all vaccination data for the employee:

Scenario One - Employee is vaccinated:

After you have received the employee's completed vaccination card AND the employee agreement for the incentive:

The **Vaccination Manufacturer**—the specific brand name for the vaccine (Moderna, Pfizer or J&J **OR** the Approved Exception) from the dropdown menu,

COVID 19 Vaccination Incentive for SPS Tracking

The **Vaccination Completion Date**—the date of the J&J vaccination or the date of the 2nd dose of the Moderna or Pfizer vaccines,

Scenario Two - Employee has Approved Exception

FOR the Approved Exception use the Approved Exception Date ONLY

The **Approved Exception Date** —the date your agency has received and approved the documentation from the employee for a medical or religious exception to receiving the vaccination.

DO NOT Complete any other data here.

Edit Additional Data Khalid Selah) ... 10/19/21

Custom Object COVID19 Vaccination Data

COVID19 Vaccination Data

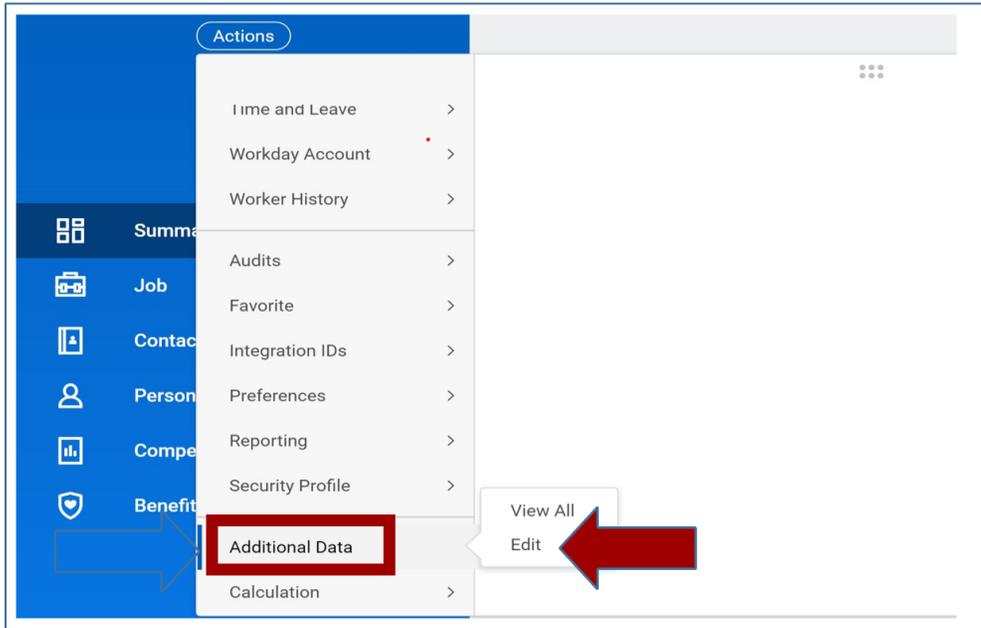
Vaccination Manufacturer	<input type="text" value="x Moderna"/>
Vaccination Completion Date	<input type="text" value="04/16/2021"/>
Incentive Received	<input checked="" type="checkbox"/>
COVID Incentive PPE Date	<input type="text" value="08/24/2021"/>
Approved Exception Date	<input type="text" value="MM/DD/YYYY"/>
Booster Vaccination Manufacturer	<input type="text"/>
Booster Vaccination Completion Date	<input type="text" value="MM/DD/YYYY"/>
Booster Vaccination Exception Date	<input type="text" value="MM/DD/YYYY"/>
Booster Vaccination #2 Manufacturer	<input type="text"/>
Booster Vaccination # 2 Completion Date	<input type="text" value="MM/DD/YYYY"/>
Booster Vaccination # 2 Exception Date	<input type="text" value="MM/DD/YYYY"/>

5. Once completed, click **OK** at the bottom of the page, and **Done** on the next page.

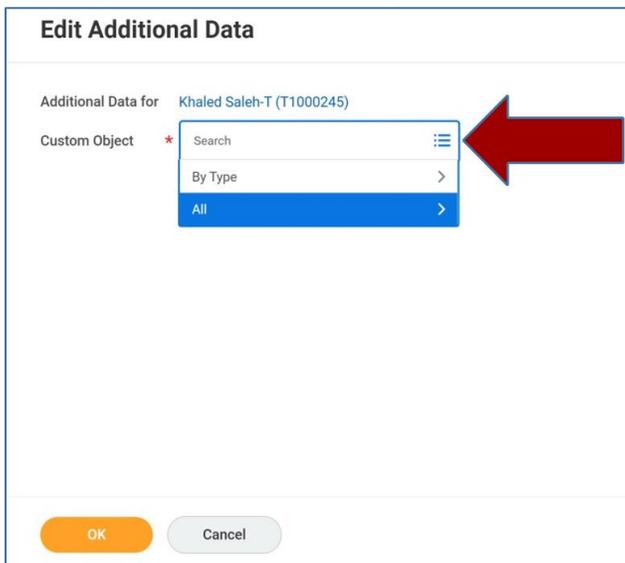
COVID 19 Vaccination Incentive for SPS Tracking

Entering Vaccination Booster Information

1. To enter the employee vaccination booster information in SPS, HRCs may go to the **Actions** button on the employee's **profile page**, click on actions, scroll to the bottom of the list of actions to the **Additional Data** option. Select the **Edit** option next to Additional Data.



2. You will see the next screen below, type COVID in the Custom Object box, or click on the dropdown menu on the right side of the box.



COVID 19 Vaccination Incentive for SPS Tracking

3. If you select the dropdown menu, click on "ALL" to see all options.

Edit Additional Data

Additional Data for

Custom Object *

- COVID| 
- By Type >
- All >



4. Select the **COVID 19 Vaccination Data** option and click **OK**

Edit Additional Data

Additional Data for [Amy Angst \(W1088673\)](#)

Custom Object *

ACA Benefit Eligibility

Benefits Eligibility

COVID19 Vaccination Data

Retirement Benefits



COVID 19 Vaccination Incentive for SPS Tracking

5. This is the page for entering all vaccination booster data for the employee:

Scenario One - Employee has received booster vaccination(s):

Leaving the original vaccination information in the system, enter the **Booster Vaccination Manufacturer** and the **Booster Vaccination Completion Date (Orange arrows)**.

Scenario Two - Employee has Approved Exception(s)

Leaving the original exception information in the system, enter only the **Booster Vaccination Exemption Date**.

The screenshot shows a form titled "Edit Additional Data Khalid Selah" with a "Custom Object" of "COVID19 Vaccination Data". The form contains the following fields:

- Vaccination Manufacturer: Moderna
- Vaccination Completion Date: 04/16/2021
- Incentive Received:
- COVID Incentive PPE Date: 08/24/2021
- Approved Exception Date: MM/DD/YYYY
- Booster Vaccination Manufacturer: (empty) - Red arrow
- Booster Vaccination Completion Date: MM/DD/YYYY - Red arrow
- Booster Vaccination Exception Date: MM/DD/YYYY - Teal arrow
- Booster Vaccination #2 Manufacturer: (empty) - Red arrow
- Booster Vaccination # 2 Completion Date: MM/DD/YYYY - Red arrow
- Booster Vaccination # 2 Exception Date: MM/DD/YYYY - Teal arrow

At the bottom of the form are "OK" and "Cancel" buttons.

Important Reminder:

Only add the new vaccination or booster information in the appropriate fields. Do not change ANY of the previously entered vaccination information that has been entered on the employee.

6. Once completed, click **OK** at the bottom of the page, and **Done** on the next page.