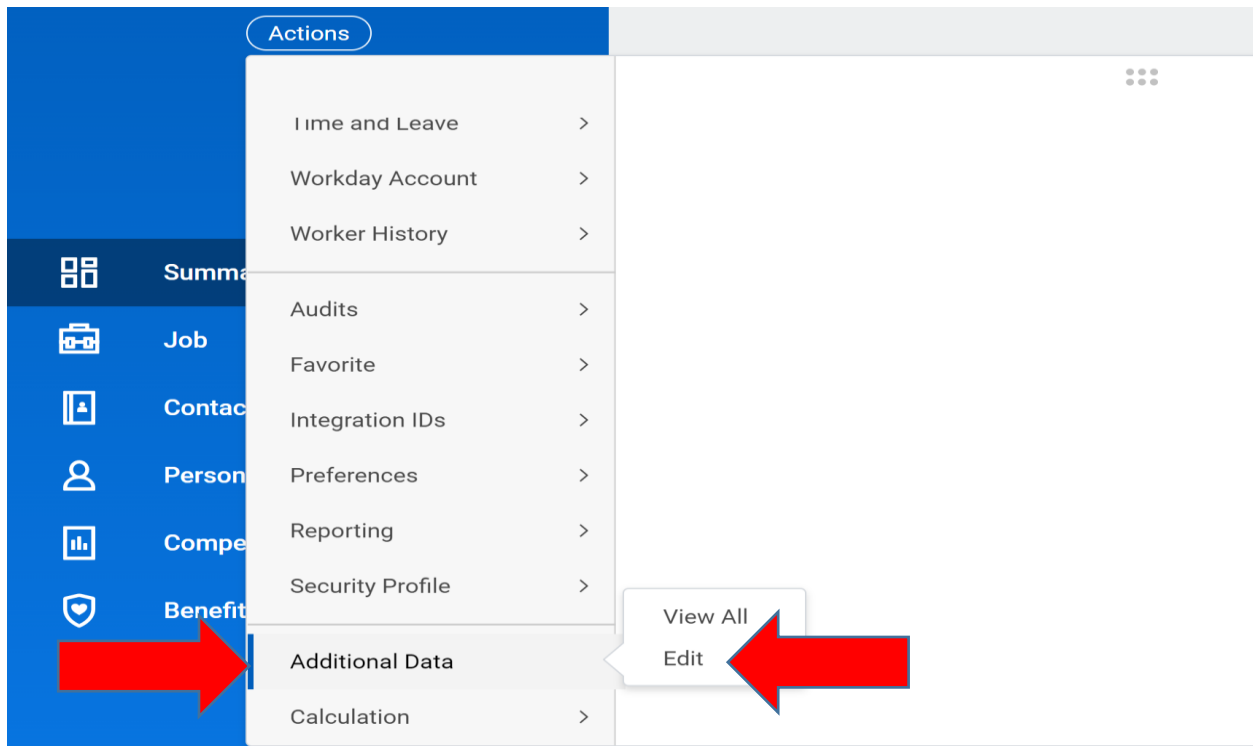
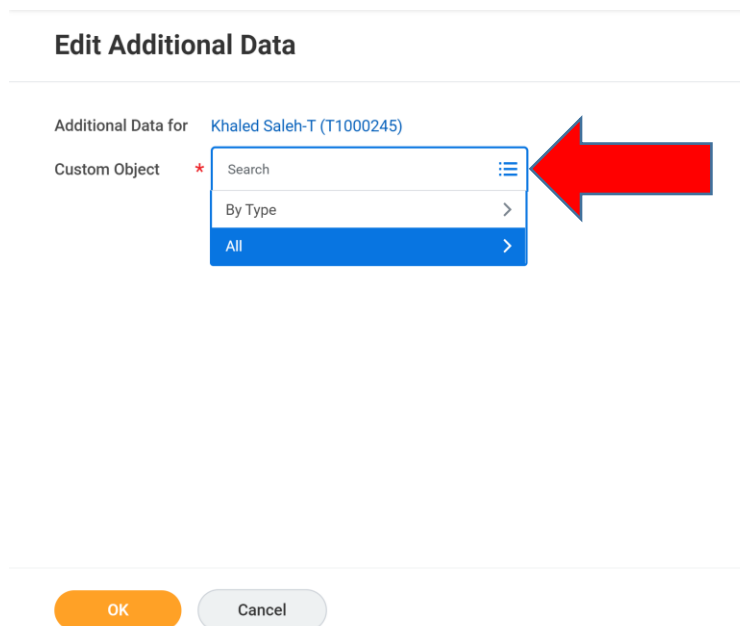


# COVID 19 Vaccination Incentive for SPS Tracking and Payment

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 and Payment

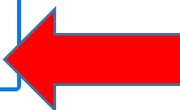
3. If you select the dropdown menu, click on "ALL" to see all options.

## 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

Custom Object \*

- Search
- < All
- ACA Benefit Eligibility
- Covid19 Vaccination Data
- Retirement Benefits



This is the page for entering all vaccination data for the employee, **after you have received the employee's completed vaccination card AND the employee agreement for the incentive:**

## COVID 19 Vaccination Incentive for SPS Tracking and Payment

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

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




**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.** DBM will be completing the Incentive Pay of \$100 for all employees that have completed the Vaccination or Exception process. DBM will populate the **Incentive Received** box and the date of the pay period of the incentive.

Custom Object Covid19 Vaccination Data

### Covid19 Vaccination Data

|                             |   |   |
|-----------------------------|---|---|
| Vaccination Manufacturer    | <input type="text"/>                    |  |
| Vaccination Completion Date | <input type="text" value="MM/DD/YYYY"/> |   |
| Incentive Received          | <input type="checkbox"/>                |   |
| COVID Incentive PPE Date    | <input type="text" value="MM/DD/YYYY"/> |   |
| Approved Exception Date     | <input type="text" value="MM/DD/YYYY"/> |   |

OK

Cancel

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