# Flu: Submitting Proof of Flu Vaccination, Requesting Exemption and Viewing Status

# Associate

### PURPOSE

Follow the steps below to submit your annual Flu proof of vaccination or exemption request.

## SUBMITTING PROOF OF YOUR VACCINATION

1. In Workday, search Add My Vaccination in the search bar.

Q	add my vaccination	$\otimes$
Ē	Add My Vaccination Task	

*Or* navigate to it: Click your Profile > Personal Section> Vaccinations tab > **Add**.



2. Complete the prompts. Fields may vary based on selections.



2a. Vaccination: Attach itemized proof of vaccination that clearly shows your name, type of shot, date received, and then select Health Record in the Category field. Description is optional. Click Submit.

Attachments		
PDF Flu Receipt.pdf		
<ul> <li>Successfully U</li> </ul>	ploaded!	
Description		
Category *	× Health Record	:=



**<u>Tip</u>**:" Type "Health Record" in the Category box and press Enter to search or scroll through list.



## Associate

### **2b. Religious Exemption:**

<u>New Submissions</u>, Complete the prompts and click **Submit**. Type your personal statement of objection in the next step. Attachments are not needed for consideration.

<u>Resubmissions</u>, you do not need to resubmit annually.

**2c. Medical Exemption**: Use "Exempt-Medical", "Temporary" is for Teammate Health use only.

<u>New submissions</u>, download the "Medical Exemption Form" and bring it to your provider to complete (link in task).

Resubmissions, you do not need to resubmit annually.

3. For Exemptions, you will receive a pop up to Complete

**Questionnaire** or you can find the task in your Inbox. Complete questionnaire and click **Submit**.

#### **IMPORTANT:** Your

exemption is not submitted until this step is complete.

Success! Event submitted Up Next: Mickey Mouse View Details Complete Questionnaire



**Note:** For new medical exemptions, this is where you attach your completed "Medical Exemption Form."

(Required)	mittee medical documentation to Associate health for a Medical Exemptio
O Yes	
<b>N</b> O	
Attach complete (Required)	d Flu Medical Contraindication Exemption Request Form.
	Drop files here
	or
	Salaat files



Next, the submission routes to Teammate Health to review. You will receive a Workday Notification  $\hat{\mu}^{\bullet}$  and Email when complete, informing you of Approval or Denial reason.

 You can check the approval status by navigating to your Inbox > Archive tab.

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Mickey Mouse	For	Days	From Last 30		
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## VIEWING ALL COMPLETED VACCINATIONS

To view all of your completed vaccinations, go to your **Profile** > **Personal** and click the **Vaccinations** tab.

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