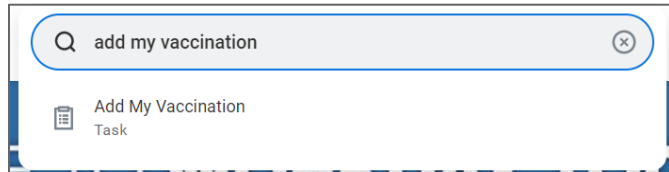


PURPOSE

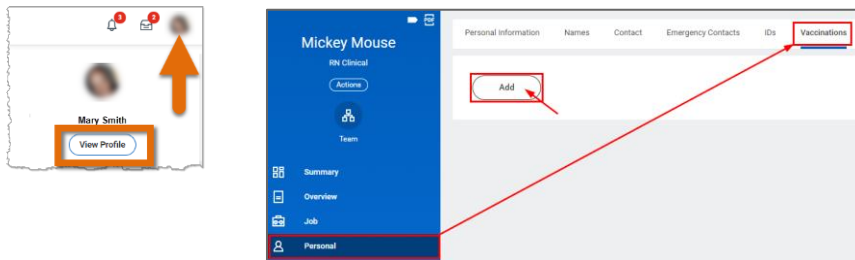
Follow the steps below to submit your annual Flu proof of vaccination or exemption request.

SUBMITTING PROOF OF YOUR VACCINATION

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



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**.



Tip: Type “Health Record” in the Category box and press Enter to search or scroll through list.

2b. Religious Exemption:

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

Resubmissions, you do not need to resubmit annually.

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

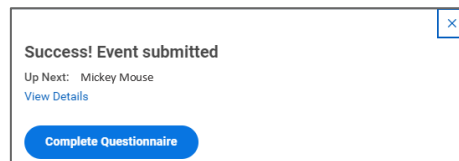
New submissions, download the “Medical Exemption Form” and bring it to your provider to complete (link in task).

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.



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

I have previously submitted medical documentation to Associate Health for a Medical Exemption: (Required)

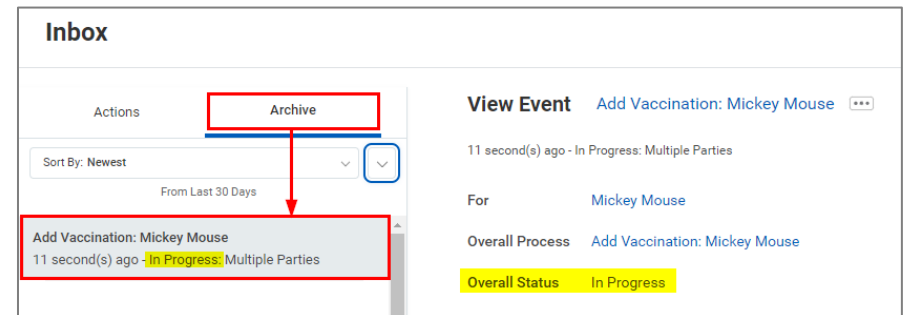
☐ Yes
☒ No

Attach completed **Flu Medical Contraindication Exemption Request Form**. (Required)

Drop files here
or
Select files

Next, the submission routes to Teammate Health to review. You will receive a Workday Notification and Email when complete, informing you of Approval or Denial reason.

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



VIEWING ALL COMPLETED VACCINATIONS

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

