Vaccine Management in Workday

Workday Program
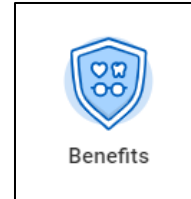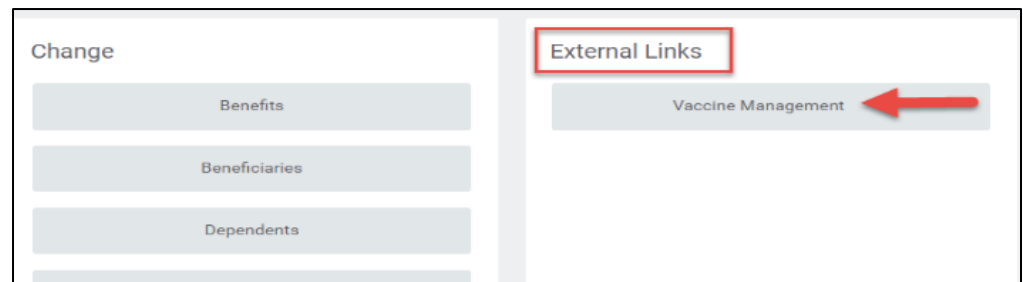
Brown is taking all necessary precautions as we bring more individuals back to campus. In order to allow this to happen safely, all employees who have received an FDA-approved vaccination against COVID-19 must provide a completed vaccination card received from your vaccination provider.
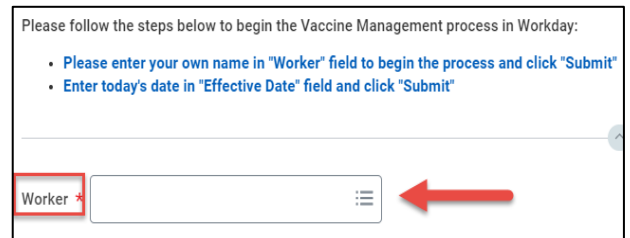
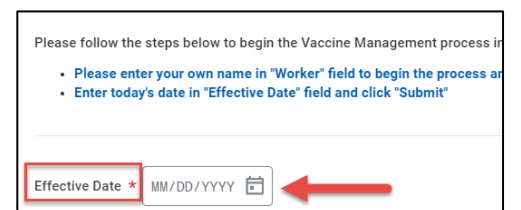1. Select the **Benefits** app on your Home landing page

Benefits

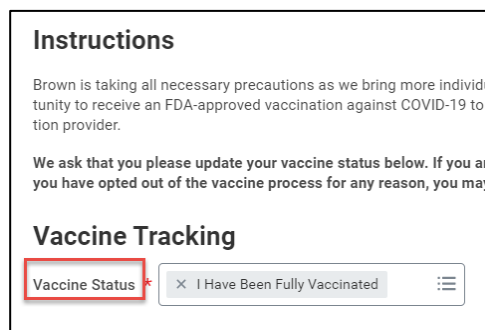2. Under External Links, select **Vaccine Management**

Change
- Benefits
- Beneficiaries
- Dependents

External Links
- Vaccine Management

3. Enter your name in **Worker** field and click **"OK"**

Please follow the steps below to begin the Vaccine Management process in Workday:
- **Please enter your own name in "Worker" field to begin the process and click "Submit"**
- **Enter today's date in "Effective Date" field and click "Submit"**

Worker *

4. Enter today's date in the **Effective Date** field and click **"OK"**

Please follow the steps below to begin the Vaccine Management process in
- **Please enter your own name in "Worker" field to begin the process an**
- **Enter today's date in "Effective Date" field and click "Submit"**

Effective Date * MM/DD/YYYY

5. Update your vaccine status by clicking on "Please Update Your Vaccine Status" step and click "Submit"

Instructions

Brown is taking all necessary precautions as we bring more individu
tunity to receive an FDA-approved vaccination against COVID-19 to p
tion provider.

We ask that you please update your vaccine status below. If you are
you have opted out of the vaccine process for any reason, you may

Vaccine Tracking

Vaccine Status * × I Have Been Fully Vaccinated

February 2021

Vaccine Management in Workday

Documents

Document Link   Vaccine Management

Instructions   Please load your fully completed vaccine documentation.

Drop file here

or

Select files

6. Load vaccine documentation, if applicable on the "Please upload your vaccine documentation" step and click "Submit".
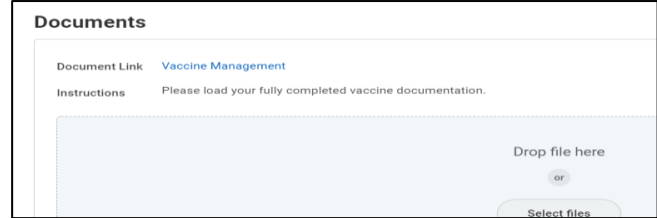
7. Select **Submit** to complete the process