Vaccine Management in Workday (Boosters)

Brown is taking all necessary precautions as more individuals come back to campus. To allow this to happen safely, all employees who have received an FDA-approved vaccination against COVID-19 must provide a completed vaccination card from your vaccination provider.

1. Select the Benefits app on your Home landing page and under the External Links menu, select Vaccine Management

2. Enter your name in Worker field and select OK

3. Enter today’s date in the Effective Date field and select OK. Select Edit Additional Data to move forward

4. Leave your status in Vaccine Status as unchanged

5. Complete Booster Status, Booster Brand and Booster Date

6. Load vaccine documentation, if applicable, on the Please upload your vaccine documentation step

7. Select Submit to complete the process

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