

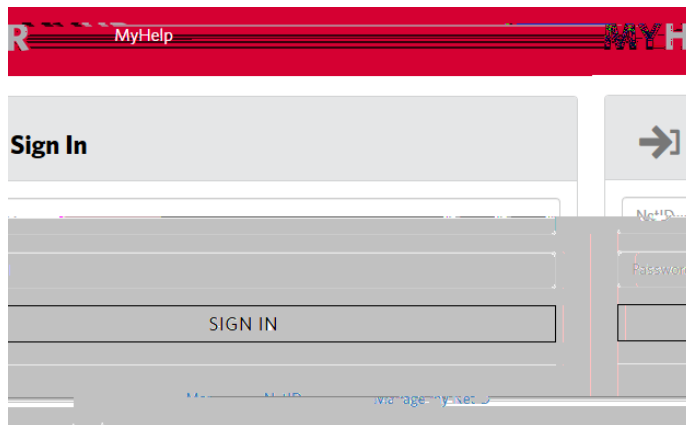


Overview: This document provides an overview on how to report your COVID19 Booster vaccination status.

Eligible employees must receive a Booster within 30 days of eligibility; an employee will be considered fully vaccinated once they receive all CDC recommended boosters for. 7(v) (o) (v) (o001 Tw 47) (53 (t)fb) 165

Navigate to [MyHR](#)

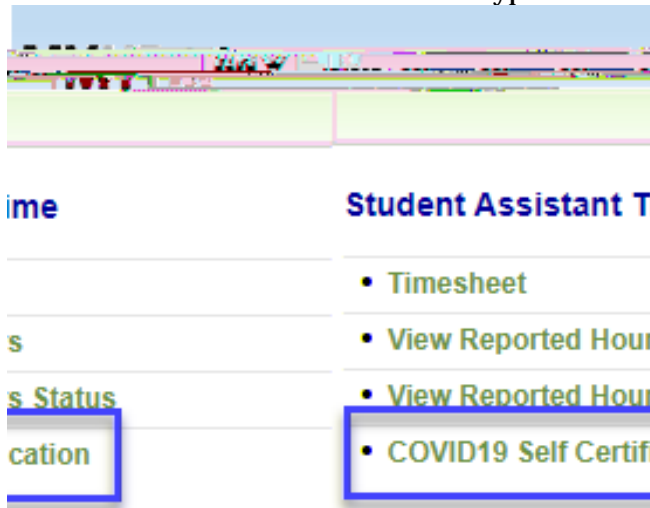
Enter your **NetID**, **Password** and Click **SIGN IN**



Select the **Student Employee** tab.

Page Navigation and Self-Certification

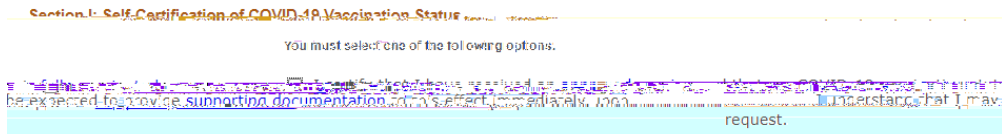
Click the “COVID19 Self Certification” hyperlink located below the Student Assistant Time Header



Vaccinated employees should provide the Inoculation Date and Manufacturer data within the COVID-19 Vaccination Booster Information section:

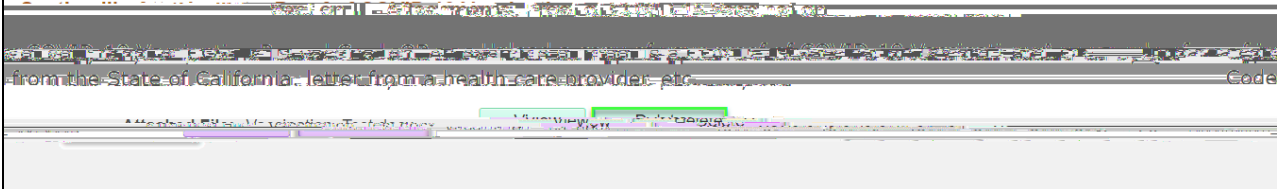


Employees seeking an exemption from the Booster, should populate the applicable checkbox located within Section I



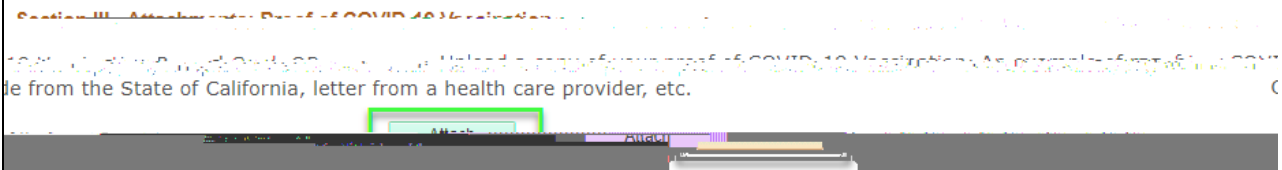
Employees will be required to delete the original attachment uploaded within Section III – Attachments: Proof of COVID-19 Vaccination

Click the “Delete” button located next to the name of the Attachment file



Please upload a copy of your **Vaccination Record Card** *only* in Section III – Attachments: Proof of COVID-19 Vaccination

Click the “Attach” button to add an attachment



Click the “Choose File” button to upload a copy of your previously saved COVID-19 Vaccination Record Card

