

# EMPLOYEE SELF SERVICE USER GUIDE VACCINATION

## OVERVIEW

On August 11, 2021, the California Department of Public Health (CDPH) issued the State Public Health Officer Order - Vaccine Verification for Workers in Schools which requires school districts to verify vaccine status for all staff.

To assist districts with this requirement, the Employee Self Service (ESS) application has been enhanced to provide employees the ability to certify their vaccination status and upload proof of vaccination records when warranted.

**BEST** **Vaccination**

**Main Menu**

- Home
- Employee Info
- Earnings
- Benefits
- Taxes
- Vaccination**
- Leave Balances
- Attendance
- Preferences
- Change Password
- User Guide
- Logout

**COVID-19 Vaccination Status:** Unknown  
COVID-19 vaccination status has not been confirmed.

Please select your COVID-19 vaccination status:

**Unvaccinated**       **Incompletely Vaccinated**       **Fully Vaccinated**

"Unvaccinated" means persons who have not received any doses of COVID-19 vaccine

I certify that the information provided is correct.

**COVID-19 Vaccination History**

	Vaccination Description	Vaccine Date	Date Entered	HR Verified	Date Verified	Delete
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Once logged in to ESS, click on Vaccination. Upon entry into the Vaccination page, the COVID-19 Vaccination Status defaults to Unknown.

## COVID VACCINATION STATUS

There are three COVID-19 vaccination status options as defined by the California Department of Public Health (CDPH):

**Unvaccinated** - Radio button

Default: checked; persons who have not received any doses of COVID-19 vaccine

**Incompletely Vaccinated** - Radio button

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Default: unchecked; persons who have received at least one dose of COVID-19 vaccine but do not meet the definition of fully vaccinated

**Fully Vaccinated** - Radio button

Default: unchecked; individuals who are considered fully vaccinated for COVID-19 two weeks or more after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna or vaccine authorized by the World Health Organization), or two weeks or more after they have received a single-dose vaccine (Johnson and Johnson [J&J]/Janssen). COVID-19 vaccines that are currently authorized for emergency use:

1. By the US Food and Drug Administration (FDA), are listed at the FDA COVID-19 Vaccines webpage
2. By the World Health Organization (WHO), are listed at WHO COVID-19 Vaccines webpage

**ADD COVID-19 VACCINATION**

The Add COVID-19 Vaccination section displays when status Incompletely Vaccinated or Fully Vaccinated is selected and outlines the modes that may be used as proof of vaccination pursuant to the CDPH Guidance for Vaccine Records Guidelines & Standards.

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**BEST VET** Vaccination

**Main Menu**  
Home  
Employee Info  
Earnings  
Benefits  
Taxes  
**Vaccination**  
Leave Balances  
Attendance  
Preferences  
Change Password  
User Guide  
Logout

**COVID-19 Vaccination Status:** Unknown  
COVID-19 vaccination status has not been confirmed.

Please select your COVID-19 vaccination status:  
 Unvaccinated     Incompletely Vaccinated     Fully Vaccinated

"Fully Vaccinated" means individuals who are considered fully vaccinated for COVID-19: two weeks or more after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna or vaccine authorized by the World Health Organization), or two weeks or more after they have received a single-dose vaccine (Johnson and Johnson [J&J]/Janssen). COVID-19 vaccines that are currently authorized for emergency use:  
1. By the US Food and Drug Administration (FDA), are listed at the FDA COVID-19 Vaccines webpage  
2. By the World Health Organization (WHO), are listed at WHO COVID-19 Vaccines webpage

**Add COVID-19 Vaccination**

Pursuant to the CDPH Guidance for Vaccine Records Guidelines & Standards, only the following modes may be used as proof of vaccination:

1. COVID-19 Vaccination Record Card (issued by the Department of Health and Human Services Centers for Disease Control & Prevention or WHO Yellow Card) which includes name of person vaccinated, type of vaccine provided and date last dose administered); OR
2. a photo of a Vaccination Record Card as a separate document; OR
3. a photo of the client's Vaccination Record Card stored on a phone or electronic device; OR
4. documentation of COVID-19 vaccination from a health care provider; OR
5. digital record that includes a QR code that when scanned by a SMART Health Card reader displays to the reader client name, date of birth, vaccine dates and vaccine type; OR
6. documentation of vaccination from other contracted employers who follow these vaccination records guidelines and standards.

**Vaccination Description:**  
(Select) ▾

**Vaccination Date:**  
▾

**Vaccination Document:**  
(valid file formats: png, jpg, jpeg, gif, pdf)

I certify that the information provided is correct.

**COVID-19 Vaccination History**

	Vaccination Description	Vaccine Date	Date Entered	HR Verified	Date Verified	Delete
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## Vaccination Description - Dropdown (Required)

Default: (Select); the selection descriptions within the dropdown are customizable by district. Please refer to Appendix A attached to the end of this document for reference.

## Vaccination Date - Calendar control (Required)

Default - blank; date the vaccination dose was administered

## Vaccination Document - Upload field (Required)

"[Browse]" - field used to browse for document to upload vaccination records; file size must be less than 25MB and in png, jpg, jpeg, gif or pdf format

## Certification Statement - Checkbox (Required)

Default: unchecked; the checkmark indicates that the information provided is correct

### **COVID-19 Vaccination History**

Default: blank; grid that displays informational data regarding the uploaded vaccination documents. Uploaded documents can be viewed once submitted, and records that have not been verified can be deleted.

### ***Function Buttons***

There are two function buttons that immediately display upon entry:

**[Submit]:** Enables once certification statement checkbox has been checked; submits Vaccination status

**[Cancel]:** Cancels all entry within the page and restores defaults

## SUBMITTING COVID-19 VACCINATION STATUS

To begin the vaccination submission process, select a vaccination status:

### UNVACCINATED

This selection is used when no doses of the vaccine have been received.

The screenshot shows a web interface for updating vaccination status. On the left is a 'Main Menu' with links: Home, Employee Info, Earnings, Benefits, Taxes, Vaccination, Electronic Consent, Leave Balances, Attendance, Preferences, Change Password, User Guide, and Logout. The main content area is titled 'Vaccination' and shows 'COVID-19 Vaccination Status: Unknown' with the message 'COVID-19 vaccination status has not been confirmed.' Below this, it asks to 'Please select your COVID-19 vaccination status:' with three radio buttons: 'Unvaccinated' (selected), 'Incompletely Vaccinated', and 'Fully Vaccinated'. A note states: '"Unvaccinated" means persons who have not received any doses of COVID-19 vaccine'. There is a checked checkbox for 'I certify that the information provided is correct.' and 'Submit' and 'Cancel' buttons. At the bottom, there is a 'COVID-19 Vaccination History' table with columns: Vaccination Description, Vaccine Date, Date Entered, HR Verified, Date Verified, and Delete.

1. Select status Unvaccinated
2. Check the 'I certify that the information provided is correct' checkbox
3. Click [Submit]

### INCOMPLETELY VACCINATED

This selection is used when only the first dose of a 2-dose series of the vaccine has been received.

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**BESTNET** Vaccination

**Main Menu**  
Home  
Employee Info  
Earnings  
Benefits  
Taxes  
Vaccination  
Electronic Consent  
Leave Balances  
Attendance  
Preferences  
Change Password  
User Guide  
Logout

**COVID-19 Vaccination Status:** Unknown  
COVID-19 vaccination status has not been confirmed.

Please select your COVID-19 vaccination status:  
 Unvaccinated  **Incompletely Vaccinated**  Fully Vaccinated

"Incompletely vaccinated" means persons who have received at least one dose of COVID-19 vaccine but do not meet the definition of fully vaccinated.

**Add COVID-19 Vaccination**

Pursuant to the CDPH Guidance for Vaccine Records Guidelines & Standards, only the following modes may be used as proof of vaccination:

1. COVID-19 Vaccination Record Card (issued by the Department of Health and Human Services Centers for Disease Control & Prevention or WHO Yellow Card) which includes name of person vaccinated, type of vaccine provided and date last dose administered); OR
2. a photo of a Vaccination Record Card as a separate document; OR
3. a photo of the client's Vaccination Record Card stored on a phone or electronic device; OR
4. documentation of COVID-19 vaccination from a health care provider; OR
5. digital record that includes a QR code that when scanned by a SMART Health Card reader displays to the reader client name, date of birth, vaccine dates and vaccine type; OR
6. documentation of vaccination from other contracted employers who follow these vaccination records guidelines and standards.

**Vaccination Description:**

**Vaccination Date:**

**Vaccination Document:**  
(valid file formats: png, jpg, jpeg, gif, pdf)  
C:\Desktop\JDoe 1st Dose.jpg

I certify that the information provided is correct.

**COVID-19 Vaccination History**

	Vaccination Description	Vaccine Date	Date Entered	HR Verified	Date Verified	Delete
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1. Select status Incompletely Vaccinated
2. Click the Vaccination Description dropdown and select the appropriate dose and description. Note: the selection descriptions within the dropdown are customizable by district; please refer to Appendix A attached to this document for reference.
3. Click the Vaccination Date dropdown to select the date the vaccine was received
4. Under Vaccination Document, click [Browse] to locate the document to upload; file must be less than 25MB and in png, jpg, jpeg, gif or pdf format
5. Check the 'I certify that the information provided is correct' checkbox
6. Click [Submit]

Once the information has been submitted, the uploaded document displays within the COVID-19 Vaccination History grid.

## FULLY VACCINATED

This selection is used when the second dose of a 2-dose series vaccine or a single-dose vaccine has been received.

**BESTNET Vaccination**

**COVID-19 Vaccination Status:** Incompletely Vaccinated  
 "Incompletely vaccinated" means persons who have received at least one dose of COVID-19 vaccine but do not meet the definition of fully vaccinated.

Please select your COVID-19 vaccination status:

Unvaccinated       Incompletely Vaccinated       Fully Vaccinated

"Fully Vaccinated" means individuals who are considered fully vaccinated for COVID-19: two weeks or more after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna or vaccine authorized by the World Health Organization), or two weeks or more after they have received a single-dose vaccine (Johnson and Johnson (J&J/Janssen)). COVID-19 vaccines that are currently authorized for emergency use:

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3. a photo of the client's Vaccination Record Card stored on a phone or electronic device; OR
4. documentation of COVID-19 vaccination from a health care provider; OR
5. digital record that includes a QR code that when scanned by a SMART Health Card reader displays to the reader client name, date of birth, vaccine dates and vaccine type; OR
6. documentation of vaccination from other contracted employers who follow these vaccination records guidelines and standards.

**Vaccination Description:**  
 Pfizer second dose

**Vaccination Date:**  
 9/9/2021

**Vaccination Document:**  
 (valid file formats: png, jpg, jpeg, gif, pdf)  
 C:\Desktop\JDoe 2nd Dose.jpg      Browse...

I certify that the information provided is correct.

Submit      Cancel

**COVID-19 Vaccination History**

	Vaccination Description	Vaccine Date	Date Entered	HR Verified	Date Verified	Delete
	Pfizer first dose	07/01/2021	09/09/2021	<input type="checkbox"/>		<input checked="" type="checkbox"/>

1. Select status Fully Vaccinated
2. Click the Vaccination Description dropdown and select the appropriate dose and description.  
 Note: the selection descriptions within the dropdown are customizable by district; please refer to Appendix A attached to this document for reference.
3. Click the Vaccination Date dropdown to select the date the vaccine was received





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4. Under Vaccination Document, click [Browse] to locate the document to upload; file must be less than 25MB and in png, jpg, jpeg, gif or pdf format
5. Check the 'I certify that the information provided is correct' checkbox
6. Click [Submit]

Once the information has been submitted, the uploaded document displays within the COVID-19 Vaccination History grid.

## COVID-19 VACCINATION HISTORY

The COVID-19 Vaccination History displays uploaded documents upon submission.

COVID-19 Vaccination History							
		Vaccination Description	Vaccine Date	Date Entered	HR Verified	Date Verified	Delete
		Pfizer second dose	09/09/2021	09/09/2021	<input type="checkbox"/>		
		Pfizer first dose	07/01/2021	09/09/2021	<input type="checkbox"/>		

### View Document

To view an uploaded document, click the paperclip icon on the record. When prompted, make one of the following selections:



1. Click [Open] to view the document
2. Click [Save] to save the document to a destination
3. Click [Cancel] to cancel all actions and return to the screen

### Delete Vaccination

A Vaccination record can be deleted up until it has been modified by HR. A red X will display indicating that the record is available to delete. If the record has been updated in the personnel system, the red X no longer displays.



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The screenshot shows a table titled "COVID-19 Vaccination History" with the following data:

	Vaccination Description	Vaccine Date	Date Entered	HR Verified	Date Verified	Delete
▶	Pfizer second dose	09/09/2021	09/09/2021	<input type="checkbox"/>		
	Pfizer first dose	07/01/2021	09/09/2021	<input type="checkbox"/>		

A dialog box titled "Message from webpage" is overlaid on the table. It contains a question mark icon and the text "Are you sure you want to delete the selected line?". Below the text are "OK" and "Cancel" buttons. A red arrow points from the "Delete" column of the first row to the dialog box.

To delete a document:

1. Click the red X
2. When prompted, click [OK] to delete the document, or click [Cancel] to cancel the action and return to the screen