

How to Input COVID-19 Immunization Attestation (Employees)

This guide will show you how to input your COVID-19 immunization information to confirm that you have been vaccinated. First, two tips:

- Your screen may look different than the images you see in the directions below. The number of tiles you see and the options you have in drop-down menus will depend on your role at the college.
- The <u>Highline ITS Help Desk</u> can help if you have problems with sign-in credentials, usernames or passwords.

Directions

1. Once you have logged in to <u>ctcLink</u>, click **HCM** at the top of the window or **HCM Self-Service** on the left navigation.

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My Institution Vier	SctcLink	GAT	E	W	A	Y
Canvas	Your Gateway to ctcLink	How do I?				
Student Homepage HCM Self-Service	-	If you need to tools, check ou you'll find Quic training exercis content will be materials are d	know how t the <u>ctcLi</u> k Reference es to get y added to eveloped.	to use so <u>nk Trainir</u> ce Guides rou on yo the traini	ome of the a <u>g website</u> (QRG) an ur way. N ng websit	e ctcLink g. There Id Iore te as

2. The Employee Self Service page will display. Click the Immunization Attestation tile.

	▼ Employee Self Service		
Time	Payroll	Immunization Attestation	
~		0.00	-
Personal Details	Benefit Details		

3. The **COVID-19 Vaccination Attestation** page will display. In the **Vaccination Details** section, select the immunization or exemption type from the **Immunization** drop-down list and input the date received in the **Date Taken** field.

Note: Highline exemption policies and processes are still under review. If you submit an exemption request, you will be contacted to complete the process when it has been finalized.

3		
Immunization	Date Taken	
 ✓ Exemption - Medical Exemption - Religious 	+ -	
Johnson & Johnson / Janssen Moderna - 1st dose Moderna - 2nd dose Other COVID-19 Vaccine Pfizer-BioNTech - 1st dose Pfizer-BioNTech - 2nd dose	ovided is accurate and true, and I further verification.	
isciplinary Action		
acknowledge that knowingly provid ollege COVID protocols, including isciplinary action. No I Agree	ling incorrect information and/or not following policies on face coverings, may result in	

4. To input your second dose information, click the **Plus** [+] sign to add another row and repeat step 3.

COVID-19 Vaccination	Attestatio	n	
Vaccination Details			
Immunization	Date Tak	en	
Pfizer-BioNTech - 1st dose	✓ 04/02/20	21	+ -
	~		+ -

5. In the Self Attestation section, click I Agree to change the slider from No to Yes, confirming that you agree with the statement.

Note: Your record may be randomly selected for a verification audit, meaning that you would be asked to provide documentation to verify your immunization data.

mmunization	Date Taken			
Pfizer-BioNTech - 1st dose 🗸 🗸	04/02/2021		+	-
Pfizer-BioNTech - 2nd dose v	04/23/2021		+	-
eclare that the information I have p d I acknowledge that it may be sul	provided is accurate a bject to further verific	and true, ation.		
eclare that the information I have p d I acknowledge that it may be sul Yes I Agree sciplinary Action	provided is accurate a bject to further verific	and true, ation.		

6. In the Disciplinary Action section, click I Agree to change the slider from No to Yes, confirming that you agree with the statement.

COVID-19 Vaccination Atte	estation		
Vaccination Details			
2			
*Immunization	Date Taken		
Pfizer-BioNTech - 1st dose V	04/02/2021	F —	
Pfizer-BioNTech - 2nd dose v	04/23/2021	F —	
Self Attestation			
I declare that the information I have pr subject to further verification.	rovided is accurate and true, and I ack	nowledge that it may be	
Yes I Agree			
Disciplinary Action			
I acknowledge that knowingly providing incorrect information and/or not following college COVID protocols, including policies on face coverings, may result in disciplinary action.			
Submit			

7. Verify your information is accurate and click **Submit** to save.

COVID-19 Vaccination Atte	estation		
Vaccination Details			
3			
*Immunization	Date Taken		
Pfizer-BioNTech - 1st dose 🗸 🗸	04/02/2021 🗰 🗕		
Pfizer-BioNTech - 2nd dose v	04/23/2021 -		
Self Attestation			
I declare that the information I have pro- subject to further verification.	rovided is accurate and true, and I acknowledge that it may be		
Disciplinary Action			
I acknowledge that knowingly providing incorrect information and/or not following college COVID protocols, including policies on face coverings, may result in disciplinary action.			
Submit			

8. Your information will be saved, but you will stay on the page. Click the **Employee Self Service** link at the top left of the page to return to the **Employee Self Service** page.

C Employee Self Service		
COVID-19 Vaccination Atte	estation	
Vaccination Details		
(?)		
*Immunization	Date Taken	
Pfizer-BioNTech - 1st dose 🗸 🗸	04/02/2021 🗰 🗕	
Pfizer-BioNTech - 2nd dose v	04/23/2021 🗰 🛨 🗕	
Self Attestation		
I declare that the information I have pro subject to further verification.	ovided is accurate and true, and I acknowledge that it may be	
Disciplinary Action		
I acknowledge that knowingly providing incorrect information and/or not following college COVID protocols, including policies on face coverings, may result in disciplinary action. Yes I Agree		
Submit		

9. You can return to the **COVID-19 Vaccination Attestation** page to make updates. For example, you can input information now about your first dose and return later to enter information about your second dose.