

on Process Name: COVID-19 Self-Certificati

Overview : This document provides an overview on how to report your current COVID19 vaccination status. A fully vaccinated status is certifiable after the following post inoculation/waiting period:

- x Two weeks (14 days) after their second shot in a-dose series
- x Two weeks (14 days) after a single shot vaccine
- x Boosters must be received with 30 days of eligibility

Log In 1. Navigate to MyHR (https://www.csueastbay.edu/myhr/_) 2. Click the SIGN INbutton signin Signin signin Signin

3. Select theStudent Employee tab.

Page Navigation and Self-Certification

4. Click the "COVID19 Self Certificatio" hyperlink located below the Student Assistant Time Header

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	Timesheet
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5. In Section I, populate the applicable checkbox:

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Please upload	d a copy of your Vaccination Record Caronly in Section III – Attachments: Proof o
COVID19 Vac	cination
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e from the State o	of California, letter from a health care provider, etc.
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File Attachment	
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Click the "Uplo	bad' button to upload your file
File Attachment	
Choose File Vaccin	nation Test.docx
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12.	Verify the Attached File field is populated <u>Deleter in a convector of Cov(Dello Vaccingtion Agence of problem Cov</u> Code from the State of California, letter from a health care provider, etc. Attached File: Vaccingtion Test docx
13.	Click the 'Submit' button of finalize your entry
14.	Click the 'Finish' button to be redirected to the Employee tab

Whom to Contact for Help? Please log a service ticket via th<u>e Service D</u>esk