

People & Culture – PeopleSoft Vaccination User Guide Oct 2021

Purpose

The following guide is intended to assist **employees** to record their vaccination details in PeopleSoft.

Supported Employees or Employment Coaches can record a vaccination record on behalf of a **supported employee**, by raising a request form in the new #teampossible Support Hub. Please refer to last page of this guide for instructions.

Process:

Entering your Vaccination History

1. Go to <https://prod.efhris.com.au>
2. Log into PeopleSoft using your Network Username and Password
3. Under Employee Self Service you will see a new Tile called **VACCINATIONS**
4. Once you click this Tile, you will open up the Vaccination view.

The screenshot shows the 'Employee Self Service' dashboard. The 'Vaccinations' tile is highlighted with a yellow border. Other tiles include 'My Time and Leave', 'Company Directory', 'Announcements', and 'Payroll and Banking'. The 'Announcements' tile shows 'No Announcements available'. The 'Payroll and Banking' tile shows 'Last Payslip 12/08/2021'.

5. If you have never entered any vaccination details it will default to:

Vaccine Details

No vaccinations reported.

[Add Vaccination](#)

However, if you have previous vaccination details loaded you will be able to see these:

Vaccine Details

Date	Vaccine	Status	Last Updated By
08/07/2021	Covid-19	Recorded	>
16/06/2021	Covid-19	Recorded	>

6. To enter new details of your vaccination history, please select **Add Vaccination** and a new pop up will display

7. Select the Type of vaccine:

Cancel

Add Vaccination

Continue

*Vaccine

Decline Vaccine

8. Select one of the below options that reflect the type of vaccine you have received:

Cancel

Add Vaccination

Continue

***Vaccine**

Covid-19

Hepatitis A

Hepatitis B

Influenza

Tetanus

9. Enter the details related to vaccine you have received.

10. DATE – this must be the date you received the vaccination

Cancel

Vaccine Details

Save

Vaccine Covid-19

*Date

Manufacturer

Dose

Lot Number

Location

Location Name

Comments

100 characters remaining

Attachments

You have not added any Attachments.

[Add Attachment](#)

Acknowledgement

I hereby acknowledge that the vaccination information being submitted is true and correct

I hereby acknowledge that the vaccination information being submitted is true and correct

11. MANUFACTURER – please select from the options available (will be different for each Vaccine type)

Manufacturer	<input type="text"/>
Dose	AstraZeneca (Vaxzevria)
Lot Number	Moderna (Spikevax)
	Pfizer (Comirnaty)

12. DOSE – if open please select appropriate

Dose	<input type="text"/>
Lot Number	1
	2

13. LOT NUMBER – not required

14. LOCATION – can leave blank or select OTHER or WORKPLACE

Location	<input type="text"/>
Location Name	Other
Comments	Workplace

If you select OTHER, then you can enter details of where you received the vaccination, if it wasn't at an Endeavour Hub (e.g. Southbank Vaccination centre, General Practitioner etc.)

Location	Other
Location Name	Southbank Vaccination Hub

If you select WORKPLACE, then you can select which EF DAX Location you attended (defaults to your site, but you can select using the description search e.g. Geebung)

Cancel **Lookup**

Search for: Location Name

▼ Search Criteria Show Operator

Location Code (begins with)

Description (begins with)

Search Clear

▼ Search Results Only the first 300 results can be displayed. 300 rows

Location Code	Description
11111P	Subsidiary Company
20001P	Seven Hills
20003P	Castle Hill
20010P	Mount Druitt
21003P	Castle Hill
29100L	Regional Supp Office NSW/Vic
29110H	NSW - Mobile
29120H	Victoria - Mobile
30002P	Thomastown
30003P	Kew - High St

Cancel **Lookup**

Search for: Location Name

▼ Search Criteria

Location Code (begins with)

Description (begins with)

Search Clear

▼ Search Results

Location Code	Description
40015L	Geebung - Bilsen Rd
40013L	Geebung - Prosperity Pl
40014P	Geebung - Railway pde

Once you select the location it will display (see below showing details)

Vaccination Details

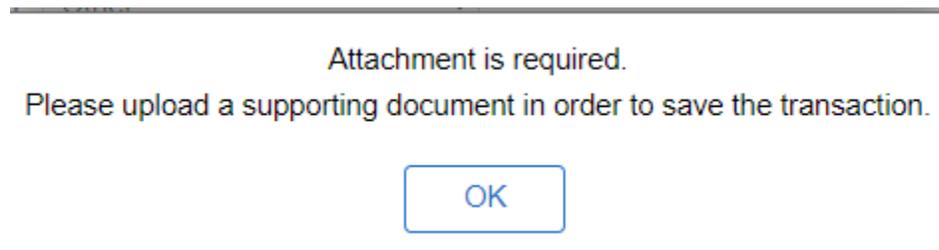
Vaccine Covid-19
Date 02/08/21
Manufacturer Pfizer (Comirnaty)
Dose 1
Location Workplace
Location Name Geebung - Railway pde
Address 38 Railway Parade Geebung, QLD, 4034
Vaccination Complete No
Comments Had vaccination at Geebung EFI

15. COMMENTS – 100 character free text to add any additional details necessary

16. ADD ATTACHMENT – this is a mandatory field. You have the option of 4 documents to evidence your vaccination.

- Government Immunization history
- Government Digital certificate
- Department of Health Consent form
- Department of Health Vaccination Card

You will not be able to submit your details for approval without an attachment and get the below error



17. ACKNOWLEDEMENT – review and tick the acknowledgment box confirming all your details are true and correct.

18. Select SAVE and the transaction will be submitted to P&C for review and approval

You will be able to see the STATUS for anything entered into PeopleSoft

Vaccine Details

+			
Date ◇	Vaccine ◇	Status ◇	Last Updated By ◇
05/10/2021	Influenza	Submitted	Kate Bush >
08/07/2021	Covid-19	Recorded	>
16/06/2021	Covid-19	Recorded	>

An email will be sent to you to advise of your submission.

The P&C team have 3 options when reviewing your submission:

APPROVED – all details entered on the page match (including the attachment)

PUSHBACK – used if some details are incorrect and needs to return to the Employee to correct. Details will be available once you open up your Vaccination tile (which will display ACTION REQUIRED)

DENY – this will be rarely used and will only be done if the transaction requires a lot of attention and therefore a new entry would be the best option.

Once reviewed by the P&C team, you will receive an email advising if the transaction has been Approved, Pushed Back or Denied. If Pushed Back or denied, you will need to review and take the appropriate action.

Once approved you will see your STATUS has been changed in Employee Self Service

Vaccine Details

+		
Date ◇	Vaccine ◇	Status ◇
30/08/2021	Covid-19	Recorded
02/08/2021	Covid-19	Recorded

Need help? Contact People Experience today.

Opting to not receive the Vaccine?

Should you be opting to not receive any Vaccination you will need to enter the details in PeopleSoft.

Please select which VACCINE you are declining and check the highlighted box:

It will open up the page allowing you to select the Reason for your decline, enter comments, attached a document detailing why (e.g. Dr letter) and you need to select the acknowledgement and hit SAVE

This will provide details of your submission and once reviewed/approved by the P&C team the STATUS will be updated.

It will appear like the below screen shot with the confirming it is a decline

Vaccine Details

Date	Vaccine	Status
27/09/2021	Hepatitis A	Submitted

Lodging a Vaccination Record for a Supported Employee

Supported Employees or Employment Coaches can record a vaccination record on behalf of a Supported Employee, by raising a request form in the new #teampossible Support Hub.

[Supported employee request - #teampossible support hub \(service-now.com\)](#)

Select **OTHER** to open so you can enter the details of the Supported Employee in the online form.

Suggestions in **yellow** below for field entries and you must attach one of the four (4) approved documents.

Supported employee request

Submit a request for a new hire or to make changes to employment conditions or personal details for SEs

When to use this form:
Use this form for supported employees who are onboarding or starting work with Endeavour Foundation, or to change their hours, location or any other employment changes or change of personal details.

What is this request about? ?

AMS timeminder
 Change of conditions
 New hire
 Personal details update
 Rehire
 Wage assessment
 Other

Other

* Full name of supported employee Supported employee ID

* What is their site?

* In a few words please tell us what your request is about

* Please provide more details below ?

Please provide any additional information that could be helpful in the actioning of your request ✖

Manage attachments ?

Please provide any required attachments: ✖