

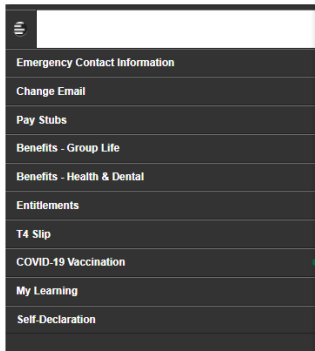
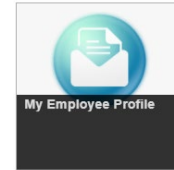
COVID-19 Vaccination Self-Declaration User Guide

Created: September 30, 2021

Process

Employee

1. Log into [PSC Client](#).
2. On the PSC Client home screen, click on the 'My Employee' icon.
3. Click COVID-19 Vaccination self-declaration from the left side menu.



4. Review the wording on the page and select the appropriate option.
 - a. Fully vaccinated check 'Yes'.

Yes, I have been fully-vaccinated for COVID-19

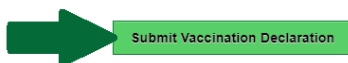
 Yes

5. Click Submit Vaccination Declaration at the bottom of the page. Status will change to *Submitted*.

Verification

Managers will verify proof of employees who have self-declared as fully vaccinated.

For information on how to verify Proof of COVID-19 Vaccinations, visit TASKROOM.



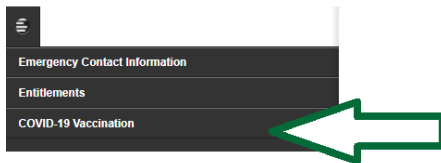
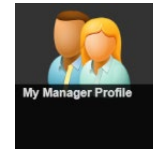
6. Once your manager has verified proof of your vaccination, the Manager Confirmation Date will appear.
7. If you need to change your declaration after it is submitted, please talk to your manager to reset the declaration.

COVID-19 Vaccination Self-Declaration User Guide

Created: September 30, 2021

Manager Verification of Proof of Vaccination

1. Log into [PSC Client](#).
2. On the PSC Client home screen, click on the 'My Manager Profile' icon.
3. Select the Employee that you need to input verification for.
4. Select from the left hand menu 'COVID-19 Vaccination'.



If Employee self-declared 'Yes':

- a. Manager visually verifies employee's vaccination record.
- b. Enter the 'Manager Confirmation Date'. This is the date you visually verified proof of vaccination (not the date the employee was vaccinated).

Manager Confirmation Date

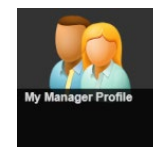
- c. Click 'Save', status will change to *Confirmed*.



Employee Unable to Access PSC Client

There may be times when a manager is able to confirm an active employee's fully-vaccinated status, but the employee is unable, at the time, to enter PSC Client and self-declare their status. In this case the manager will:

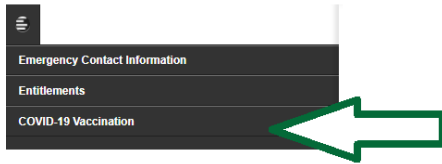
1. Log into [PSC Client](#).
2. On the PSC Client home screen, click on the 'My Manager Profile' icon.
3. Select the employee that you need to input verification for.



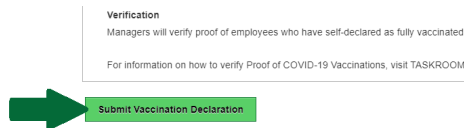
COVID-19 Vaccination Self-Declaration User Guide

Created: September 30, 2021

4. Select 'COVID-19 Vaccination' from the left-hand menu.



- a. Manager must click Submit Vaccination Declaration; status will change to *Submitted*. **Managers DO NOT need to click 'Yes' – I am fully-vaccinated' on behalf of their employee. That field is left blank in this situation.**



- b. Enter the 'Manager Confirmation Date'.

Manager Confirmation Date

- c. Click 'Save', status will change to *Confirmed*.

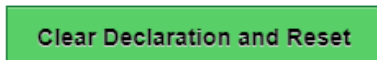


NOTE: Your direct report list will not refresh with the manager confirmation date automatically. You need to hit the back button and then re-click on the My Direct Reports for a refreshed page to view the date in the Manager Confirmation Date column.

My Direct Reports						
Q- <input type="button" value="Go"/> <input type="button" value="Actions"/>						
1 - 3						
Employee	Status	Assignment Number	Vaccine Status	Manager Confirmation Date	Last Timecard Processed (Date)	Information Last Updated
[REDACTED]	Active	[REDACTED]	Yes	21-Sep-2021	31-Jul-2021	27-Sep-2021
[REDACTED]	Active	[REDACTED]	-	24-Sep-2021	31-Jul-2021	27-Sep-2021
[REDACTED]	Active	[REDACTED]	-	-	31-Jul-2021	27-Sep-2021

1 - 3

If an employee who previously was not able to self-declare within PSC Client and had their manager verify proof of vaccination is now able to enter their declaration, the manager has the ability to clear a declaration and reset it so an employee can resubmit.



COVID-19 Vaccination Self-Declaration User Guide

Created: September 30, 2021

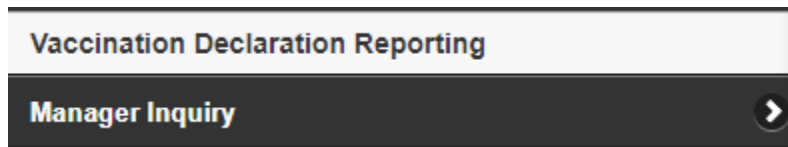
Manager Reports

A manager can run an inquiry to get a list of their current employees and their vaccination status.

1. Click 'Inquires' on the main of of PSC Client.



2. Select 'Manager Inquiry' under 'Vaccination Declaration Reporting'.



3. Click 'View' to see the report.



4. Select 'Actions' and the type of report format for the inquiry.

