SHARE HCM—HR Monitoring Employee COVID Vaccinations

Target Audience: SHARE HCM HR Users

Change Summary: Tracking Employee COVID Vaccinations

The HR Team can use this **Job Aid** to Track Employee COVID Vaccinations and COVID Testing Results in SHARE HCM

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Track Employee COVID Vaccinations

1. Login to SHARE HCM and navigate to the following page: NavBar > Navigator > Workforce Monitoring > Health and Safety > Record Medical Exam Results > Health Card

2. Enter Employee Empl ID and Click Search

3. Scroll down to the Immunization Details section

4. Click on the Magnifying Glass icon and Select the Immunization Code (i.e., J&J, MOD1, MOD2, OTH1, OTH2, PFZ1, PFZ2) that was administered to your employee

5. In the Start Date field select the date of the employee's immunization

Note: Leave the **End Date** field blank

Note: Leave the Comments field blank

6. If the employee received a second immunization dosage, click on the Plus sign to Add a new row. Note: Skip to Line #9 if the employee received the J & J single dose

7. Click on the Magnifying Glass icon and Select the Immunization Code

8. In the Start Date field select the date of the employee's second immunization (if applicable)

Note: If the immunization code or brand is not known, use OTH1 or OTH2 code for the first or second vaccination

9. Click on the SAVE button to save the entry

Health Card 2

Manual Labor   Person ID 300624

Drug Sensitivities

Data   Personalize | Find | 🔄 | 🔢   First ◄ 1 of 1 ► Last

	*Drug Name	
1		🗓 ➕ ➖

Previous Tests Administered

Data   Personalize | Find | 🔄 | 🔢   First ◄ 1 of 1 ► Last

	*Test Date	*Test Name	
1	🗓		➕ ➖

Allergy Details   Find | View All   First ◄ 1 of 1 ► Last
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*Regulatory Region USA 🔍 United States

Data   Personalize | Find | 🔄 | 🔢   First ◄ 1 of 1 ► Last

	*Allergy Code	Description	*Start Date	End Date	Comments	
1	🔍		🗓	🗓		➕ ➖

③ →

Immunization Details   Find | View All   First ◄ 1 of 1 ► Last
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*Regulatory Region USA 🔍 United States

Data   Personalize | Find | View All | 🔄 | 🔢   First ◄ 1-2 of 2 ► Last

	*Immunization Code	Description	*Start Date	End Date	Comments	
1	MOD1 ④ 🔍	Moderna COVID Vax Dose 1	02/26/2021 ⑤ 🗓	🗓		➕ ⑥ ➖
2	MOD2 ⑦ 🔍	Moderna COVID Vax Dose 2	04/01/2021 ⑧ 🗓	🗓		➕ ➖

Medication Details   Find | View All   First ◄ 1 of 1 ► Last
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*Regulatory Region USA 🔍 United States

Data   Personalize | Find | View All | 🔄 | 🔢   First ◄ 1 of 1 ► Last

	*Medication Code	Description	*Start Date	End Date	Comments	
1	🔍		🗓	🗓		➕ ➖

Disease Details   Find | View All   First ◄ 1 of 1 ► Last
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*Regulatory Region USA 🔍 United States

Data   Personalize | Find | View All | 🔄 | 🔢   First ◄ 1 of 1 ► Last

	*Disease Code	Description	Start Date	End Date	Comments	
1	🔍		🗓	🗓		➕ ➖

🖫 Save   🔄 Return to Search   📧 Notify
⑨

Recording COVID Test Result For Your Employee

1. Login to SHARE HCM and navigate to the following page: Navigation: Workforce Monitoring > Health and Safety > Record Medical Exam Results > Respiratory Exam

2. Enter Employee Empl ID and Click Search

3. Enter the date the test was taken in the Exam Date field

4. In the Exam Type field click on the dropdown arrow and select COVID Test Negative, or select COVID Test Positive, based upon the test results.

5. Click on the SAVE button to save the entry

Respiratory Exam Addr/Phone

Manual Labor   Person ID 300624

Exam Information   Find | View All   First ◀ 1 of 1 ▶ Last

*Exam Date 02/26/2021 📅 ③   *Exam Type COVID Test Negative ▾ ④   ➕ ➖

Next Exam [   ] 📅

Physician ID [   ] 🔍

Country USA 🔍 United States

Address   [Edit Address]

Phone [   ]

💾 Save   🔍 Return to Search   ✉ Notify

⑤

Sample CDC Covid-19 Vaccination Record Card

SHARE HCM COVID-19 Queries

Query Name	Purpose
NMS_COVID_VACCINATION_STATUS	The output from this query lists all active employees and show whether they are fully vaccinated and have surpassed the two-week window after the last dose, or if they are not fully vaccinated and are required to do weekly testing. There are three possible outcomes with this query— 'Fully Vaccinated – No Testing Required', 'Fully Vaccinated- 2 Week Testing Required' (for those employees who have received the final dose but have not surpassed the 2-week window), and 'Requires Weekly Testing'.
NMS_COVID_TESTING_REQUIRED	The output from this query lists all active employees who require a COVID test in the week for which you are running the query. If you run the query with today's date, the query will look at the calendar to determine if there is a COVID test recorded in the system between Saturday and Friday of this week (ex—Run Date 11/1/21 will check for test recorded between 10/30/21 and 11/5/21). Once a test is recorded for the current week, the employee will drop off the query results. This query can also be run historically to see what employees did not have a test recorded for a specific week.

Updated: 01-NOV-2021