



New Mexico State Personnel Board

State Personnel Office

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MEMORANDUM

DATE: December 10, 2021
TO: Agency HR Managers
FROM: Ricky Serna, Acting Director
SUBJECT: COVID-19 Vaccination and Testing Tracking

The State Personnel Office has collaborated with the DoIT SHARE Team to design an electronic COVID-19 Vaccination and Testing Tracking process in SHARE HCM. Agencies are required to use the Vaccination and Testing Tracking process to maintain all testing and vaccination records.

Attached is the Job-Aid created by DoIT for this new process. The functionality is currently available in SHARE for data entry. DoIT is working on the query management for the data, but this is contingent on getting the data entered in SHARE. The most important piece to the full roll out of this new functionality is getting employees' COVID-19 vaccination and testing data entered in SHARE.

Agencies shall utilize the new COVID-19 Vaccination and Testing Tracking function and record their employees' vaccination and testing data as soon as practicable. This will ultimately assist agencies in confirming when employees need booster shots and will allow COVID-19 vaccination and testing data to be aggregated across agencies.

Please note that COVID-19 vaccination and testing data is confidential medical information. As always, Agency HR must take all necessary precautions to keep the vaccination and testing data confidential.

If you have questions about this new process, please contact Johnna Padilla at 505-470-5180 or the DoIT Helpdesk at enterprisesupportdesk@state.nm.us.