Introduction

This guide will give you step-by-step guidance on how to complete or update the COVID-19 Self-Attestation information in SJSU @ Work. Questions about why this information is needed can be sent to up-vaccine-mgmt@sjsu.edu. To get assistance with entering your data, or help with any errors you may encounter, please contact hr-info-systems@sjsu.edu.

Jump to the appropriate section by clicking one of the links below.

- **Enter Your Vaccination Information**
- **Add Booster Information**

SJSU | UNIVERSITY PERSONNEL

Enter Your Vaccination Information

Use these steps to enter your initial vaccination or exemption information. See Add Booster Information to update your record with your booster shot information.

Navigate to the COVID-19 Vaccination Self-Certification page 1. Open one.SJSU 2. Search for COVID 3. Select COVID-19 Self Certification (PeopleSoft HR) item 4. Click Start to open the page	**SAN JOSÉ STATE UNIVERSITY** — Single Sign-On Logout one.SJSU Spartan App Portal — COVID — Filtered by: Staff — Staff ▼ — Carrie ▼ Search Results — COVID-19 Self C... **Tasks** COVID-19 Self Certification (PeopleSoft HR) FAQs - COVID-19 Travel Suspension (Google Doc) Covid-19 Self Certifcati... SJSU's COVID-19 Employee Testing Program is now in place for APC, CFA, CSUEU, SUPA, UAPD and non-represented employees, as well as auxiliary employees, volunteers and others in unpaid appointments. Enter your information now! Need help? Send questions to up-vaccine-mgmt@sjsu.edu. view more… view all **COVID-19 Self Certification** *PeopleSoft HR* ♥ ⊕ Start
Section I - Self-Certification of COVID-19 Vaccination Status You have four choices: • Fully Vaccinated* – you will be prompted to enter the details of your vaccination; see the next page • Medical Exemption** • Religious Exemption** • Will not be accessing campus*** *Documentation is required and once verified you will be exempted from testing. **Documentation is required but will not exempt you from testing. ***Documentation may be requested to confirm this selection.	**COVID 19 Vaccination Self-Certification** — *Carrie Medders* In the interest of maintaining the health and safety of students, employees, guests, and all members of campus communities, the California State University requires all students, faculty, staff, auxiliary staff and volunteers who are accessing campus facilities at any CSU location to be immunized against SARS-CoV-2, the virus that causes COVID-19. Individuals may seek an exemption based on medical or religious grounds. This requirement is effective immediately with certification required no later than September 30, 2021. (Grace periods will be taken into consideration, if applicable.) Students or employees may seek an exemption based on medical or religious grounds. This requirement is effective immediately, with certification required no later than the date published by the campus. Please review the SJSU COVID-19 webpage for more details.. Apart from the CSU vaccination requirement described above, SJSU has implemented weekly mandatory COVID-19 testing for SJSU employees, auxiliary employees, volunteers and other unpaid appointments who will be accessing the SJSU campus and other university locations. Individuals may opt out of this required testing if they are not accessing university facilities or by providing documentation that they are fully vaccinated. Please complete the appropriate information below and provide documentation of your status. If you wish to register medical and/or religious exemptions to vaccinations at this time, you may do so; however, you will be considered unvaccinated and must undergo mandatory COVID-19 testing as directed by SJSU. Documentation will be reviewed and you will be informed if further information is needed. **Last Self-Certification Submission Date: 01/03/2022** ⬅ **NEW** **Section I: Self-Certification of COVID-19 Vaccination Status** You must select one of the following options: ☐ I certify that I have received an approved vaccine and that my COVID-19 vaccination status is current. **I understand that I must promptly provide proof of vaccination and must attach documentation to support this status in order to opt-out of mandatory COVID-19 testing.** ☐ I certify that I qualify for a medical exemption and have not received a COVID-19 vaccine and/or booster, nor do I plan to. I understand that I may be expected to provide supporting documentation to this effect immediately upon request. ☐ I certify that I qualify for a religious exemption and have not received a COVID-19 vaccine and/or booster, nor do I plan to. I understand that I may be expected to provide supporting documentation to this effect immediately upon request. ☐ I confirm that at this time I will not be physically accessing or performing work at SJSU facilities but understand that if this changes, I must undergo mandatory COVID-19 testing unless I provide proof of fully vaccinated status.

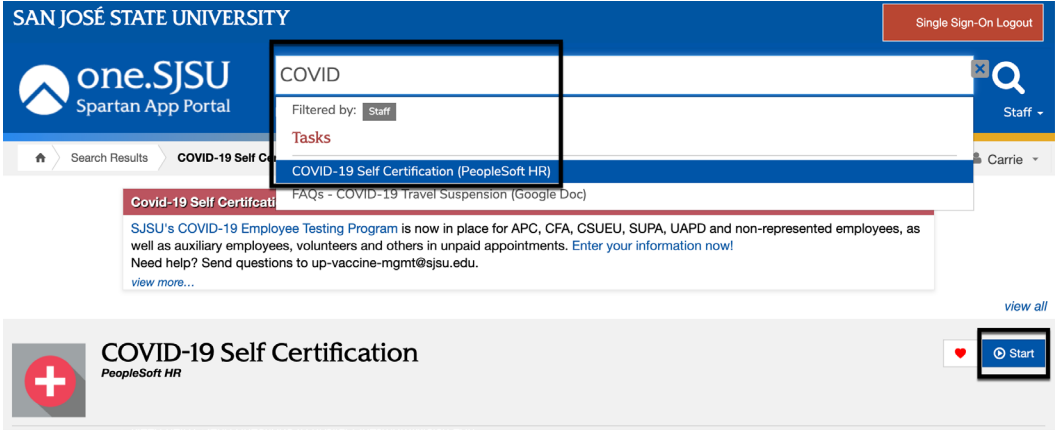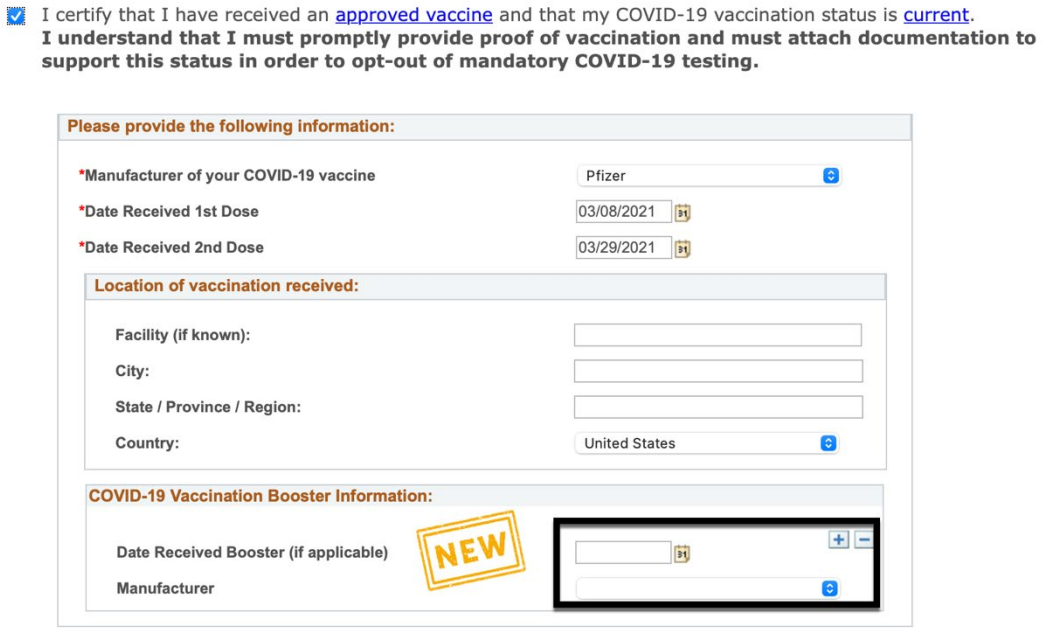|	
Section I - Enter your vaccination details (for those who selected fully vaccinated) 5. Enter the Manufacturer and date(s) you received your vaccine dose(s) 6. You may enter the Location where you received the vaccination if desired; optional 7. Enter the date and manufacturer of your booster, if applicable Note: The number of doses required to enter the initial vaccination information is dependent on the manufacturer you select.	☑ I certify that I have received an approved vaccine and that my COVID-19 vaccination status is current. **I understand that I must promptly provide proof of vaccination and must attach documentation to support this status in order to opt-out of mandatory COVID-19 testing.** **Please provide the following information:** *Manufacturer of your COVID-19 vaccine — Pfizer *Date Received 1st Dose — 03/08/2021 *Date Received 2nd Dose — 03/29/2021 **Location of vaccination received:** Facility (if known): City: State / Province / Region: Country: United States **COVID-19 Vaccination Booster Information:** Date Received Booster (if applicable) — NEW Manufacturer
Section II - Self-Attestation of Accuracy of Information Provided 8. Check the box to confirm that the information provided is accurate; you will not be able to submit your information without checking this	**Section II: Self-Attestation of Accuracy of Information Provided** ☑ I confirm that the information I have provided is accurate and truthful to the best of my knowledge. I also understand that violations of this policy, including dishonesty, may subject Employees to discipline pursuant to California Education Code Section 89535.
Section III - Attachments For those attesting to be fully vaccinated you are REQUIRED to attach your vaccination record. For those requesting an exemption you are REQUIRED to attach supporting documentation.	**Section III - Attachments** Upload your COVID-19 vaccination documentation or documentation supporting your medical or religious exemption. Attached File: [Attach] ← **After you click submit you must also click the Finish button on the next page to complete the process.** [Submit] Please note: The format of your attachment must be one of the following types: .jpg, .jpeg, .png or .pdf. Please confirm before uploading your document.

9. Click the Attach button 10. Find the file on your device and upload it	
Section III - Attachments Once uploaded, your file name will display. You can view or delete the document if necessary. 11. Click Submit to submit your record and documentation	**Section III - Attachments** Upload your COVID-19 vaccination documentation or documentation supporting your medical or religious exemption. Attached File: csu_image.jpg [View] [Delete] **After you click submit you must also click the Finish button on the next page to complete the process.** [Submit] ←
Complete the Process Once you submit your record you will be prompted to complete the process. 12. Click the Finish button to complete the process	**COVID 19 Vaccination Self-Certification** **Date of Submission:** **01/31/2022** ← NEW Thank you for submitting your COVID-19 Vaccine information. Click "Finish" to return to the Homepage. [Finish]

Add Booster Information

The steps in this section can be used to add the date of your booster shot and update your vaccination documentation.

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Section I – Enter the date of your booster shot 5. Enter the date and manufacturer for your booster shot in the Date Received Booster and Manufacturers field; do not change the dates of the other dose(s)	☑ I certify that I have received an approved vaccine and that my COVID-19 vaccination status is current. **I understand that I must promptly provide proof of vaccination and must attach documentation to support this status in order to opt-out of mandatory COVID-19 testing.** **Please provide the following information:** *Manufacturer of your COVID-19 vaccine Pfizer *Date Received 1st Dose 03/08/2021 *Date Received 2nd Dose 03/29/2021 **Location of vaccination received:** Facility (if known): City: State / Province / Region: Country: United States **COVID-19 Vaccination Booster Information:** Date Received Booster (if applicable) NEW + − Manufacturer
Section III – Update Your Attachment Once you receive your booster shot you also need to upload a copy of your updated vaccination card or the updated digital record of your vaccinations.	**Section III - Attachments: Proof of COVID-19 Vaccination** Upload your COVID-19 vaccination documentation or documentation supporting your medical or religious exemption. PLEASE NOTE: The format of your attachment must be one of the following types: .jpg, .jpeg, .png or .pdf. Please confirm before you upload your attachment. Attached File: IMG_3463.jpeg View Delete ← Please note: The format of your attachment must be one of the following types: .jpg, .jpeg, .png or .pdf. Please confirm before uploading your document.

You must first delete the original document you uploaded then upload the new document. 6. Click the Delete button	
Section III – Upload Your New Document Once you delete the original document you will see the Attach button. 7. Click Attach 8. Find your new document on your hard drive and upload it	**Section III - Attachments: Proof of COVID-19 Vaccination** Upload your COVID-19 vaccination documentation or documentation supporting your medical or religious exemption. PLEASE NOTE: The format of your attachment must be one of the following types: .jpg, .jpeg, .png or .pdf. Please confirm before you upload your attachment. **Attached File:** [Attach] ⬅
Section III – Confirm and Submit Once uploaded, your file name will display. You can view or delete the document if necessary. 9. Click Submit to submit your updated record and documentation	**Section III - Attachments: Proof of COVID-19 Vaccination** Upload your COVID-19 vaccination documentation or documentation supporting your medical or religious exemption. PLEASE NOTE: The format of your attachment must be one of the following types: .jpg, .jpeg, .png or .pdf. Please confirm before you upload your attachment. **Attached File:** E523E91A-BE3E-45BD-9ABE-0C2AEF0EDE0D.png [View] [Delete] **After you click submit you must also click the Finish button on the next page to complete the process.** [Submit] ⬅
Complete the Process Once you submit your record you will be prompted to complete the process. 10. Click the Finish button to complete the process	**COVID 19 Vaccination Self-Certification** **Date of Submission:** 01/31/2022 ⬅ NEW Thank you for submitting your COVID-19 Vaccine information. Click "Finish" to return to the Homepage. [Finish]