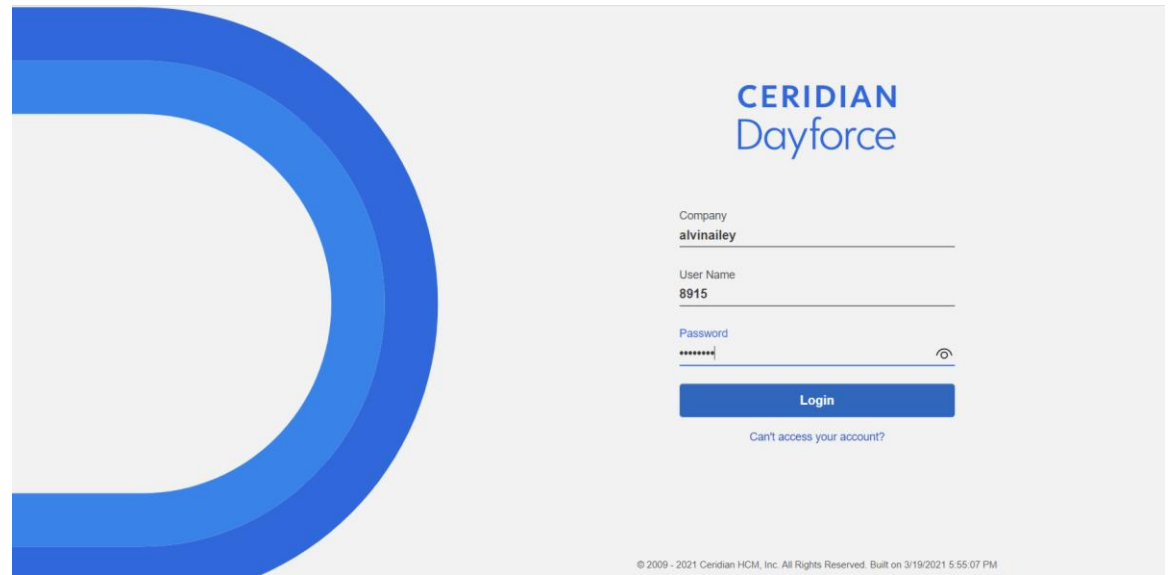


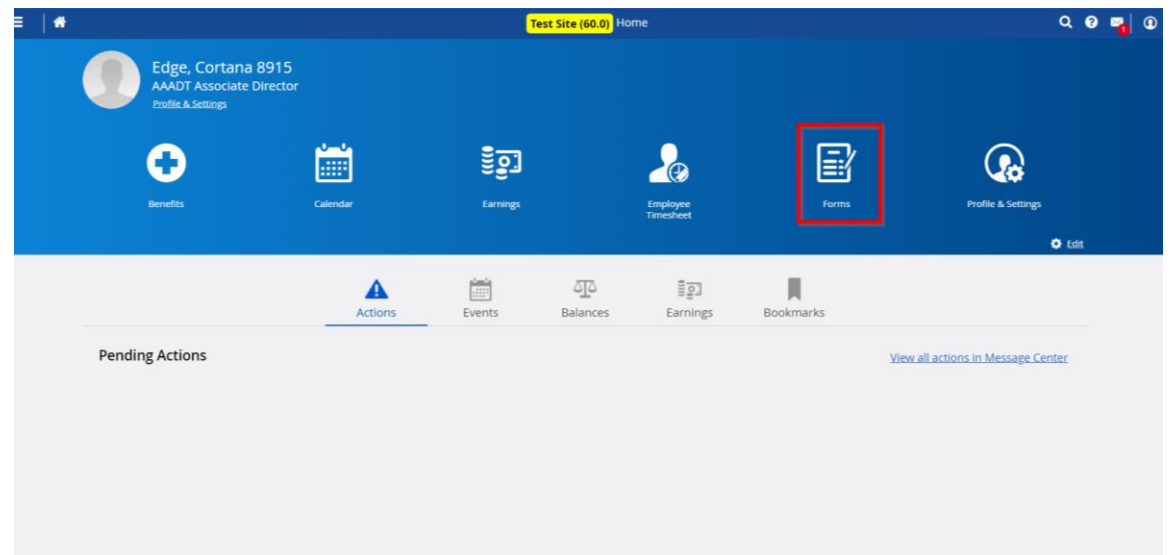
Adding COVID Vaccination Information in Dayforce

Update your **COVID Vaccination** status by logging into Dayforce with user credentials.



The image shows the Dayforce login interface. On the left is a large blue graphic of a stylized 'D'. On the right, the 'CERIDIAN Dayforce' logo is displayed. Below the logo are input fields for 'Company' (alvinailey), 'User Name' (8915), and 'Password' (masked with asterisks). A blue 'Login' button is positioned below the password field. A link for 'Can't access your account?' is located below the login button. At the bottom right, there is a copyright notice: '© 2009 - 2021 Ceridian HCM, Inc. All Rights Reserved. Built on 3/19/2021 5:55:07 PM'.

Select the **Forms** menu icon from the home screen.



The image shows the Dayforce home screen for a user named 'Edge, Cortana 8915', an 'AAADT Associate Director'. The top navigation bar includes a home icon, the user's name and title, and a 'Test Site (60.0)' indicator. Below the navigation bar is a row of six menu icons: Benefits, Calendar, Earnings, Employee Timesheet, Forms (highlighted with a red box), and Profile & Settings. At the bottom, there is a 'Pending Actions' section with icons for Actions, Events, Balances, Earnings, and Bookmarks. A link to 'View all actions in Message Center' is provided on the right.

From Available forms, select the **COVID Vaccine** form under the COVID 19 section.

The screenshot shows a web interface with a blue header bar containing 'Test Site (60.0) Forms'. Below the header is a section titled 'My Form Submissions' with a refresh icon. Underneath is the 'Available Forms' section, which includes a search bar and 'Search' and 'Reset' buttons. The forms are categorized into four groups: 'Benefits (2)', 'COVID-19 (1)', 'Personal (8)', and 'Professional (1)'. The 'COVID-19 (1)' group contains a single form titled 'COVID Vaccine', which is highlighted with a red rectangular box. Other forms in the 'Benefits' group include 'Health and Wellness' and 'Life Event Declaration'. The 'Personal' group includes 'Address', 'Confidential Information (USA)', 'Contact Details', 'Direct Deposit', 'Emergency Contacts', 'Name and Marital Status', 'New Hire Guided Process', and 'Print Statement Acknowledgement'. The 'Professional' group includes 'Request Leave of Absence'.

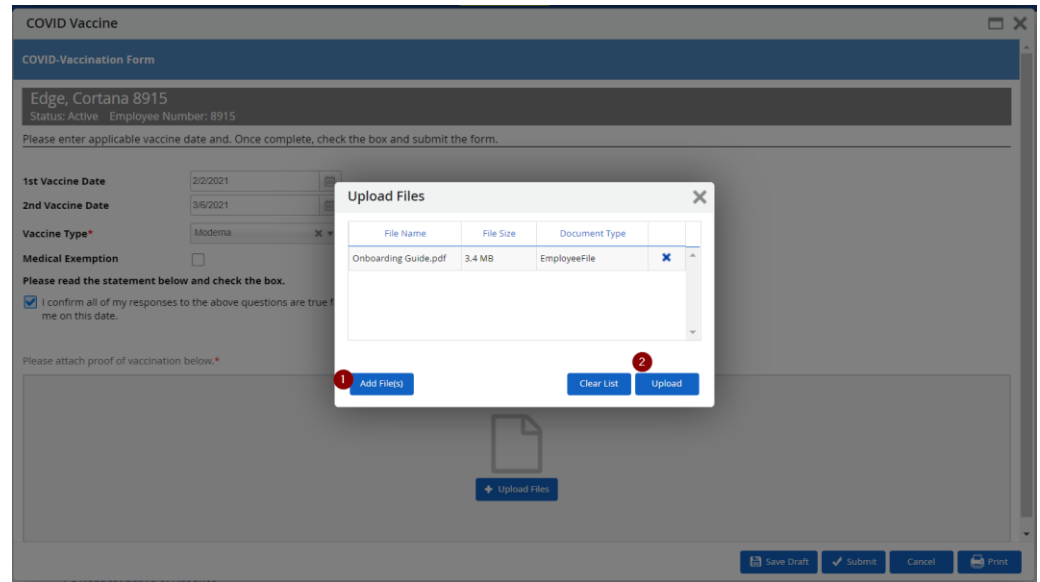
Enter the date of the **first** and **second** vaccinations. Select the **Vaccination Type** from the list. Confirm the information provided is true by checking the box. Select **Upload Files** to submit a copies of vaccination documentation.

Note: Only one date is required if vaccination type is Johnson and Johnson.

The screenshot shows the 'COVID Vaccine' form submission page. The header is 'COVID-Vaccination Form' with a blue bar. Below the header, the user's name 'Edge, Cortana 8915' and status 'Status: Active Employee Number: 8915' are displayed. A instruction reads: 'Please enter applicable vaccine date and. Once complete, check the box and submit the form.' The form fields are: '1st Vaccine Date' (2/2/2021), '2nd Vaccine Date' (3/6/2021), and 'Vaccine Type*' (Select an Option...). The 'Vaccine Type*' dropdown is open, showing options for 'Johnson & Johnson', 'Moderna', and 'Pfizer'. A date field shows '3/29/2021'. There is a checkbox for 'I confirm all of my responses to me on this date.' and an 'Upload Files' button. At the bottom, there is a section for 'Please attach proof of vaccination below.*' with a large grey area and an 'Upload Files' button. The footer contains 'Save Draft', 'Submit', 'Cancel', and 'Print' buttons.

Select **Add Files** to search for supporting documentation. Select **Upload** to add document to the form.

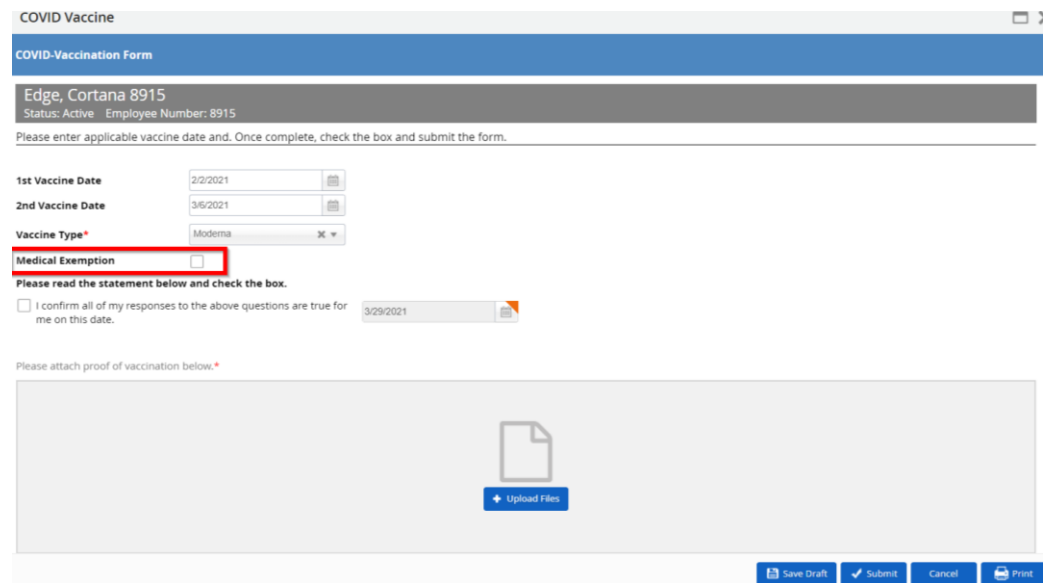
Select **Submit** to save vaccination information to employee file.



Indicate **Medical Exemption** by clicking the box to add a check mark. Select **Not Applicable** for the **Vaccination Type**.

Select **Submit**.

NOTE: Select **Submit** only one time. You will receive an email confirmation, but not immediately



Submitted forms can be accessed in the **My Forms Submissions** section of the Forms Menu.

Select **View Details** to review information submitted on the form.

