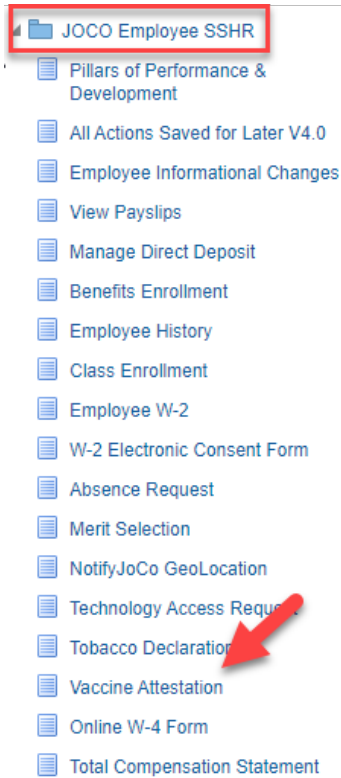


## COVID-19 Vaccine Attestation and uploading proof of vaccination

To access the Vaccine Attestation Form, logon to Oracle, and click on your JOCO Employee SSHR responsibility. A drop-down list of forms will appear below the JOCO Employee SSHR header. Click on Vaccination Attestation.



### Complete the Vaccine Attestation Form

You will need to complete the Vaccine Attestation Form if you have not yet done so. **Please note this is a two-step process, you must complete all fields of the form, save, and receive a confirmation before moving on to uploading your COVID-19 vaccination record card.** If you have already completed the form and just need to upload proof of vaccination, go to the instructions beginning on page 4.

To begin recording your vaccination information, click on the Add button.

**Vaccine Attestation: Extra Information** Cancel Save For Later Back Next

Employee Name  Employee Number   
Organization Email Address  Business Group Johnson County, Kansas

**NOTE:**  
You should have one record for each vaccine you have received. If you received a vaccine with two doses, you should have two rows in the below table, each with their own vaccination date.  
Click Update or Add to make changes to the sections below. Click Next to continue this action, click Back to return to the previous page, click Cancel to cancel this action, or click Save for Later to finish this action later.

**JOCO Vaccine Attestation**

Status	Date of Vaccination	Manufacturer of Vaccine
No results found.		

**Click here to upload vaccination card or other proof of vaccination.**  
If submitting your Vaccine Attestation form for the first time, please make sure you fully submit the form and receive the confirmation that your changes were applied to the Oracle System before uploading your proof of vaccination.

Enter the date that you received the COVID-19 vaccination shot and the manufacturer. Once all fields are completed, click the Apply button.

**JOCO Vaccine Attestation** Cancel Apply

Employee Name [redacted] Employee Number [redacted]  
Organization Email Address [redacted] Business Group Johnson County, Kansas

**COVID 19 VACCINE ATTESTATION**

I have received one or a series of COVID-19 vaccine immunization shots for the self-reported dates listed below.

By submitting this information, I confirm it is both voluntary and accurate.

Enter any changes below. Click Apply to continue this action, click Cancel to cancel this action and return to the previous page.

\* Date of Vaccination 01-Apr-2021  
\* Manufacturer of Vaccine Pfizer

The Johnson & Johnson vaccine requires one dose, whereas the Moderna and Pfizer vaccine require two doses. If you received a second dose of the vaccine, click Add to enter that information.

**NOTE:**  
You should have one record for each vaccine you have received. If you received a vaccine with two doses, you should have two rows in the below table, each with their own vaccination date.

Click Update or Add to make changes to the sections below. Click Next to continue this action, click Back to return to the previous page, click Cancel to cancel this action, or click Save for Later to finish this action later.

**JOCO Vaccine Attestation**

Select Object: Delete Update Add

Status	Date of Vaccination	Manufacturer of Vaccine
<input checked="" type="radio"/> New	01-Apr-2021	Pfizer

[Click here to upload vaccination card or other proof of vaccination.](#)

If submitting your Vaccine Attestation form for the first time, please make sure you fully submit the form and receive the confirmation that your changes were applied to the Oracle System before uploading your proof of vaccination.

Enter the date of your second dose and the manufacturer, if applicable. If you have not yet received a second dose, do not enter it at this time. You can return to Oracle and add the information after you receive the second dose. Once all the information is entered, click Apply.

**JOCO Vaccine Attestation** Cancel Apply

Employee Name [redacted] Employee Number [redacted]  
Organization Email Address [redacted] Business Group Johnson County, Kansas

**COVID 19 VACCINE ATTESTATION**

I have received one or a series of COVID-19 vaccine immunization shots for the self-reported dates listed below.

By submitting this information, I confirm it is both voluntary and accurate.

Enter any changes below. Click Apply to continue this action, click Cancel to cancel this action and return to the previous page.

\* Date of Vaccination 22-Apr-2021  
\* Manufacturer of Vaccine Pfizer

Please note, you must complete all fields, save, and receive a confirmation before uploading your COVID-19 vaccination record card. **Follow the remaining steps before clicking on the link to upload proof of vaccination.**

Review the information entered. If correct, click the Next button. If you need to edit, click on the Update button.

**Vaccine Attestation: Extra Information** Cancel Save For Later Back **Next**

Employee Name [Redacted] Employee Number [Redacted]  
Organization Email Address [Redacted] Business Group Johnson County, Kansas

**NOTE:**  
You should have one record for each vaccine you have received. If you received a vaccine with two doses, you should have two rows in the below table, each with their own vaccination date.  
Click Update or Add to make changes to the sections below. Click Next to continue this action, click Back to return to the previous page, click Cancel to cancel this action, or click Save for Later to finish this action later.

**JOCO Vaccine Attestation**

Select Object:

Status	Date of Vaccination	Manufacturer of Vaccine
<input type="radio"/> New	01-Apr-2021	Pfizer
<input checked="" type="radio"/> New	22-Apr-2021	Pfizer

**Click here to upload vaccination card or other proof of vaccination.**  
If submitting your Vaccine Attestation form for the first time, please make sure you fully submit the form and receive the confirmation that your changes were applied to the Oracle System before uploading your proof of vaccination.

Review the information entered. If satisfied, click the Submit button.

**Vaccine Attestation: Review** Cancel Printable Page Save For Later Back **Submit**

Employee Name [Redacted] Employee Number [Redacted]  
Organization Email Address [Redacted] Business Group Johnson County, Kansas

Review your changes and, if needed, attach supporting documents.  
 Indicates Changed Items.

**Extra Information Type**

**JOCO Vaccine Attestation**

Proposed	
Date of Vaccination	22-Apr-2021
Manufacturer of Vaccine	Pfizer

Proposed	
Date of Vaccination	01-Apr-2021
Manufacturer of Vaccine	Pfizer

**Additional Information**

You will receive a confirmation message that the information has been applied to your employee record. You will receive an Outlook email as well. Click on the Home button to exit.

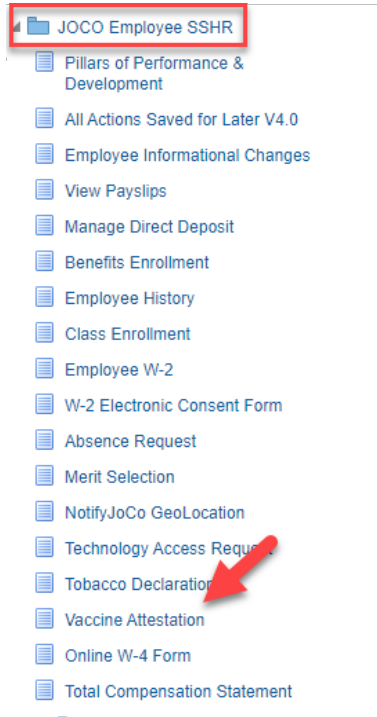
**Confirmation**

Your changes have been applied to the ORACLE System.

**Home**

## Upload Proof of Vaccination

Once you complete the Vaccination Attestation Form, you can upload proof of vaccination. Scan a copy of your COVID-19 vaccination record card, making sure all information including your name, vaccine manufacturer, and date(s), is clearly visible. Return to Vaccine Attestation under JOCO Employee SSHR.



Click the link to upload your proof of vaccination.

**NOTE:**

You should have one record for each vaccine you have received. If you received a vaccine with two doses, you should have two rows in the below table, each with their own vaccination date.

Click Update or Add to make changes to the sections below. Click Next to continue this action, click Back to return to the previous page, click Cancel to cancel this action, or click Save for Later to finish this action later.

**JOCO Vaccine Attestation**

Select Object:

Status	Date of Vaccination	Manufacturer of Vaccine
<input checked="" type="radio"/>	01-Apr-2021	Pfizer
<input type="radio"/>	22-Apr-2021	Pfizer

**Click here to upload vaccination card or other proof of vaccination.**

If submitting your Vaccine Attestation form for the first time, please make sure you fully submit the form and receive the confirmation that your changes were applied to the Oracle System before uploading your proof of vaccination.

Click Choose File and navigate to where you have saved a copy of your COVID-19 vaccination record card to attach proof of vaccination. Click Upload.

Vaccine Upload Form

Please make sure you have also declared your Vaccine Attestation through JOCO Employee SSHR.

For Employee:

File Name:  COVID Vax ...cord\_test.jpg

File Type: Vaccination Card

You are finished! The file is now attached to your record. Click Return back to Oracle Applications to navigate back to the main menu.

Vaccine Upload Form

Please make sure you have also declared your Vaccine Attestation through JOCO Employee SSHR.

For Employee:

File Name:  No file chosen

File Type: Vaccination Card

Attachment Value	Attachment Type	Attach Filename	Full Name	Date Uploaded	Uploaded By	
<a href="#">View</a>	Vaccination Card	COVID Vax Record_test.jpg	<input type="text"/>	08/11/2021	<input type="text"/>	

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[Return back to Oracle Applications](#)