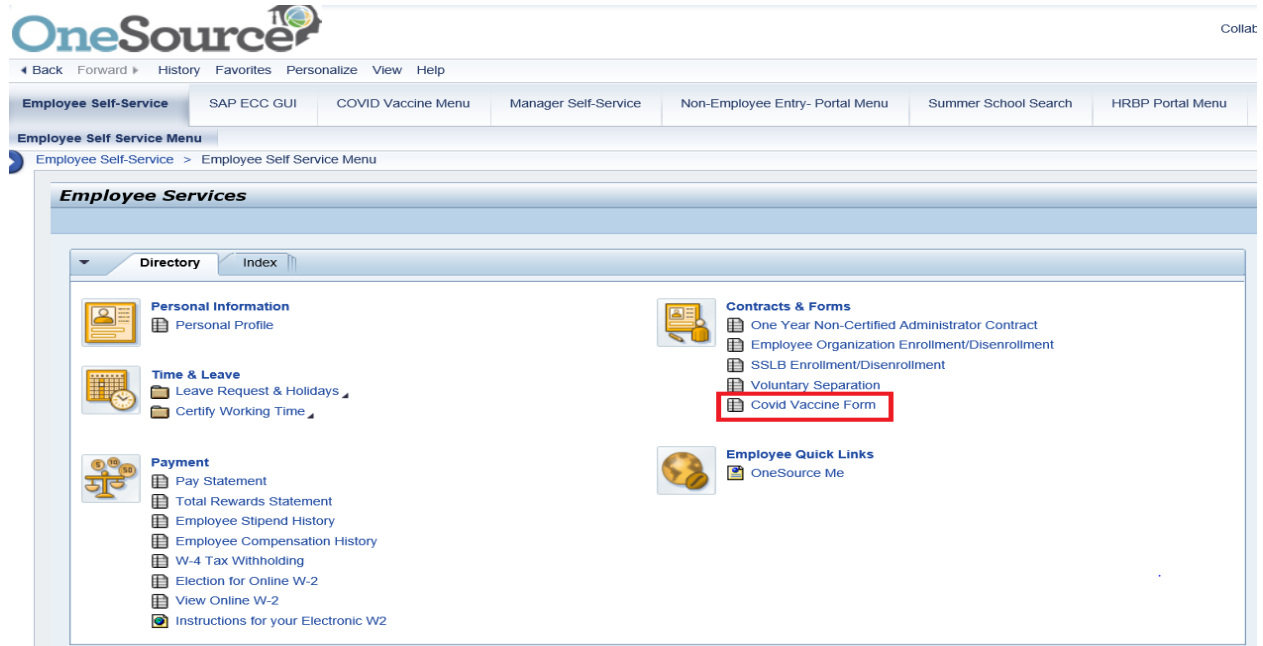


COVID-19 Vaccine Stipend Documentation Upload

1- Log into the Employee Self-Services in OneSource.

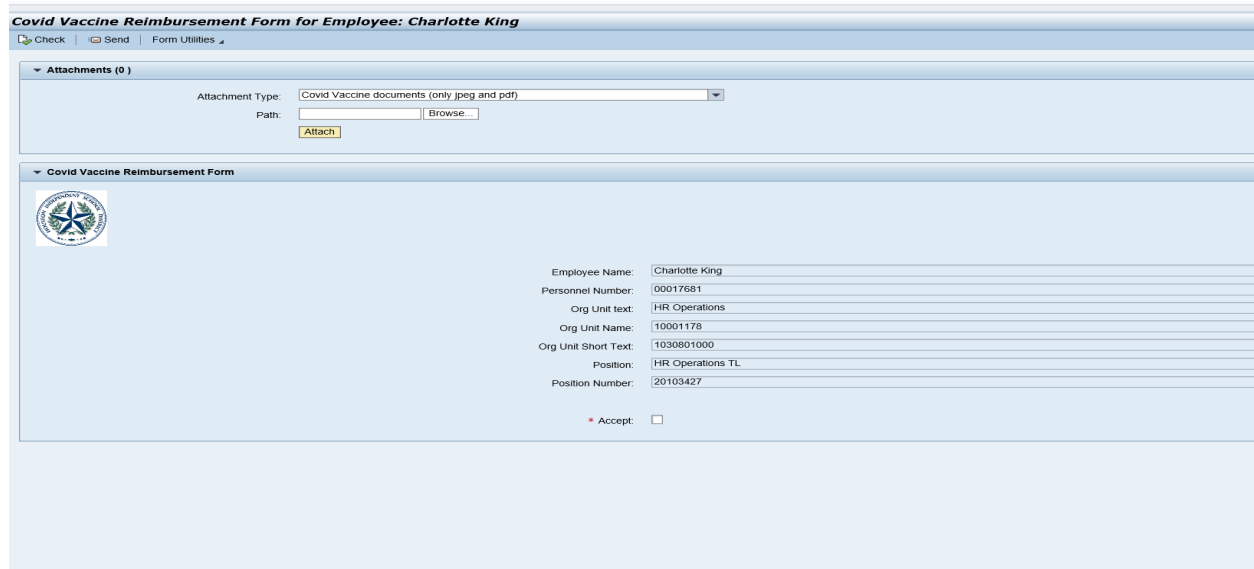
2- Go to the Contracts & Forms section and click on the COVID Vaccine Form option



The screenshot shows the OneSource Employee Self-Service Menu. The 'Contracts & Forms' section is expanded, and the 'Covid Vaccine Form' option is highlighted with a red box. Other options in the 'Contracts & Forms' section include 'One Year Non-Certified Administrator Contract', 'Employee Organization Enrollment/Disenrollment', 'SSLB Enrollment/Disenrollment', and 'Voluntary Separation'. The 'Employee Quick Links' section includes 'OneSource Me'.

3- On the next screen, click on **Browse** to select the file* you will be uploading (front and back of your vaccine card, medical or religious exemption).

***Note:** You will need to have your documentation saved on your computer or USB as a JPEG or PDF file before uploading



The screenshot shows the 'Covid Vaccine Reimbursement Form for Employee: Charlotte King'. The form includes an 'Attachments (0)' section with a file upload field and an 'Attach' button. The 'Covid Vaccine Reimbursement Form' section includes a logo and the following fields:

Employee Name:	Charlotte King
Personnel Number:	00017681
Org Unit text:	HR Operations
Org Unit Name:	10001178
Org Unit Short Text:	1030801000
Position:	HR Operations TL
Position Number:	20103427

Accept

4- Add the attachment. Check that you can see the file attached in the right-side of the screen. Click the **“Accept”** box at the bottom of the screen. Click the ***Check** button on the top-left of the screen. If no errors are reported, click the **Send** button at the top-left of the screen.

Covid Vaccine Reimbursement Form for Employee: Charlotte King

Check Send Form Utilities

Review Without Errors

Attachments (1)


Attachment Type: Covid Vaccine documents (only jpeg and pdf)

Path: Browse

Attach

Covid Vaccine documents (only jpeg and pdf)

Covid Vaccine Reimbursement Form



Employee Name: Charlotte King
Personnel Number: 00017681
Org Unit text: HR Operations
Org Unit Name: 10001178
Org Unit Short Text: 1030801000
Position: HR Operations TL
Position Number: 20103427

Accept

***Note:** Review any error messages you may get and correct them.

Covid Vaccine Reimbursement Form for Employee: Charlotte King

Check Send Forward to Expert Form Utilities

! Please add the mandatory attachment 'Covid Vaccine documents (only jpeg and pdf)'

! Complete the required entry field "Accept"

Attachments (0)

After submitting your documentation, you will receive an email notification that your documentation has been submitted. Once the documentation has been reviewed, you will receive a notification on whether your documentation has been approved or rejected. If your documentation is rejected, you can try to upload it again, or contact HIISD Health and Medical Services for additional information via HealthMS@houstonisd.org or 713-556-7280.