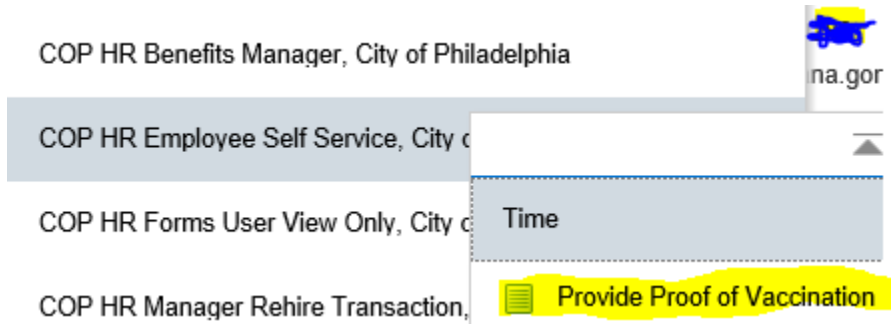


Instructions with illustrations to add Vaccination Card to OnePhilly

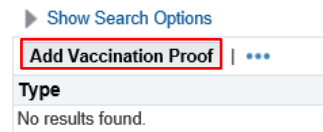
STEPS:

1. Log into **Oracle (OnePhilly)** and click on **COP HR Employee Self Service**
2. Click on **Provide Proof of Vaccination**.



3. Click on **Add Vaccination Proof**

Proof of Vaccination



4. Under **Document Information**:
 - a. The **Document Type** may already be entered stating **COVID Vaccination**. If it is blank or does not state that, please enter it.
 - b. The **Valid From** date is the last day of your second Pfizer or Moderna vaccine or the date you received the one Johnson & Johnson vaccine. **Click on the small calendar in the box to select the date.**

5. Under **Additional Document Detail:**

- a. You will have to certify that you have been vaccinated for COVID-19 by stating “Yes”. When you type the word “Yes”, click on the magnifying glass in the box and another screen will appear. Click on the dot in the first column, then click the **Select** option at the bottom of the screen. Once you click **Select** it will take you back to the original screen.

6. Under **Documents:**

- a. Click on **Add Attachment** and another box will appear that will allow you to add a copy of your vaccine card.

Document Information

* Document Type COVID Vaccination * Valid From

Category COVID Vaccination

Additional Document Details

Documents

Add Attachment

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

- b. Once you have added your card, click the **Apply** option at the bottom of the screen. Once you click **Apply**, a confirmation screen will appear stating your attachment has been added successfully. Note it will not be committed until you complete the rest of the transaction. Click **OK** it will take you back to the original screen.

Cancel Apply

- c. If you have made an error, it will appear at the top of the screen highlighted in yellow stating what the error is and allows you to correct it.

NOTE: On the original screen in the top right-hand corner there are two options stating **Cancel** and **Apply**. If you choose to **Cancel** what you entered, you will **not receive** the 4 hours of Special Comp Time. If you choose to **Apply** what you entered, you **will receive** the 4 hours of Special Comp Time.