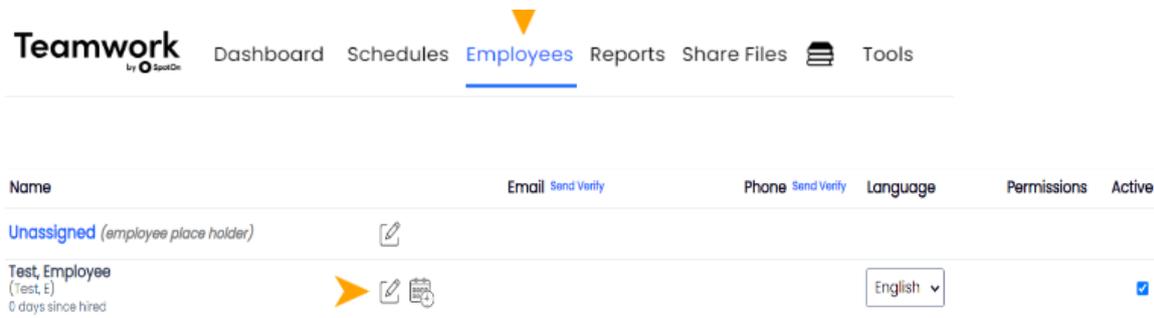


COVID-19 Vaccination and Booster Tracking

Last Modified on 12/24/2023 2:00 pm MST

In Teamwork, you can track an employee's COVID-19 vaccination status. Navigate to their profile from the employee list.



From their main profile, scroll down until you see "Extended Contact Information for Payroll," and the applicable COVID status fields.

Extended Contact Information for Payroll

Address Line 1 <input type="text"/>	State/Province <input type="text"/>	Hired Date Dec 7, 2021 <input type="text"/>	Emergency Contact Name <input type="text"/>	Emergency Contact Phone # <input type="text"/>
Address Line 2 <input type="text"/>	ZIP/Postal Code <input type="text"/>	Original Hired Date <input type="text"/>	Emergency Contact Phone # <input type="text"/>	
City <input type="text"/>	Alternative Phone Number <input type="text"/>	Birthday <input type="text"/>	Turn on Employee COVID statuses on schedules in Analytics / Publishing Page Has COVID-19 Vaccination Shot 1 <input type="checkbox"/> shot date <input type="text"/>	
			Has COVID-19 Vaccination Shot 2 <input type="checkbox"/> shot date <input type="text"/>	
			Has COVID-19 Booster <input type="checkbox"/> shot date <input type="text"/>	
Employee Payroll ID <input type="text"/>				<input type="button" value="Update Account"/>

You can add the dates of vaccination, or just check the box associated with Shot 1, Shot 2, and Booster as indication that they have received these shots.

Turn on Employee COVID statuses on schedules in Analytics / Publishing Page

Has COVID-19 Vaccination Shot 1

Sep 7, 2021 

Has COVID-19 Vaccination Shot 2

Sep 21, 2021 

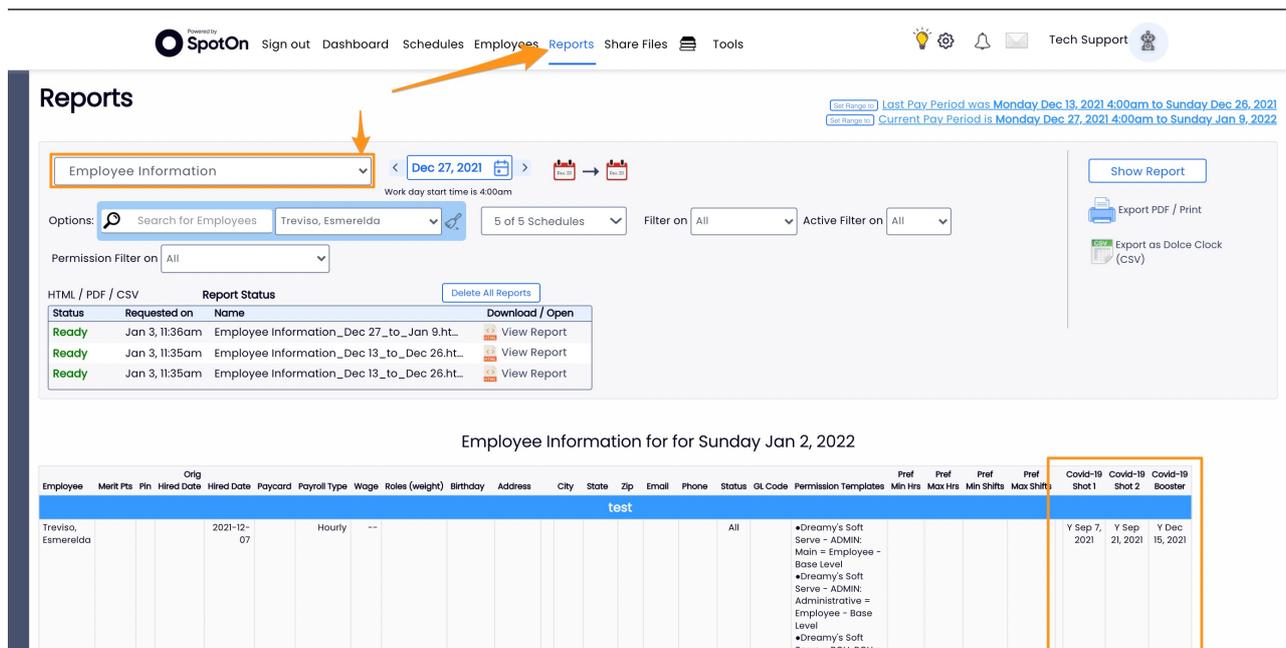
Has COVID-19 Booster

Dec 15, 2021 

These fields are only editable by a Company Admin or Manager, unless the setting for employee's to edit their own is activated (General Settings > Other Settings > Check the box below > Save All Changes)

Allow Employees to Edit Own COVID Information

You can then pull an "Employee Information" Report for specific employees, or all employees, and will see columns associated with each of the above fields.



The screenshot shows the SpotOn Reports interface. The 'Reports' section is active, and the 'Employee Information' report is selected. The report is configured for the date 'Dec 27, 2021'. The search criteria are 'Treviso, Esmerelda' and '5 of 5 Schedules'. The report status is 'Ready'. The report is titled 'Employee Information for for Sunday Jan 2, 2022'. The report data includes columns for 'Covid-19 Shot 1', 'Covid-19 Shot 2', and 'Covid-19 Booster'. The data for 'Treviso, Esmerelda' shows 'Y Sep 7, 2021', 'Y Sep 21, 2021', and 'Y Dec 15, 2021' for the respective columns.

Employee	Merit Pts	Pin	Hired Date	Hired Date	Paycard	Payroll Type	Wage	Roles (weight)	Birthday	Address	City	State	Zip	Email	Phone	Status	GL Code	Permission Templates	Pref Min Hrs	Pref Max Hrs	Pref Min Shifts	Pref Max Shifts	Covid-19 Shot 1	Covid-19 Shot 2	Covid-19 Booster
Treviso, Esmerelda			2021-12-07			Hourly	--									All		<ul style="list-style-type: none"> Dreamy's Soft Serve - ADMIN: Main = Employee - Base Level Dreamy's Soft Serve - ADMIN: Administrative = Employee - Base Level Dreamy's Soft Serve - BOH: BOH = 					Y Sep 7, 2021	Y Sep 21, 2021	Y Dec 15, 2021

Covid-19 Shot 1	Covid-19 Shot 2	Covid-19 Booster
Y Sep 7, 2021	Y Sep 21, 2021	Y Dec 15, 2021

In order to activate Vaccination Status in the schedule view, navigate to "Analytics / Publishing Settings" from the Gearwheel menu.

-  General Settings
-  Roles / Groups Settings
-  Logbook Pro Settings
-  Reminders, Certifications & Custom
-  Wage Settings / Rules
-  Holiday / Premium Wages
-  Tip Templates / Settings
-  Analytics / Publishing Settings
-  Accrual Policies PTO / Sick
-  Alert Notification Settings
-  Blackout Request-Off Dates
-  Late / NoShow Setup & Emp Scorecards
-  Quick Links / Dashboard Widgets
-  Master / Shift Alert Setup
-  Payroll Mapping
-  Point of Sale Mapping
-  Importing
-  Payments / Billing

Check the box "Show Employee COVID-19..." under "Schedule View Daily Analytics"

Schedule View Daily Analytics

- Include 'Hourly + Salary' labor %
- Include 'Training / Admin' as Hours
- Show Employee COVID-19 Vax Shot 1, 2, Booster Status

Click "Save All Changes"

Save All Changes

Once complete, you will see an employee's vaccination status in the "By Employee" schedule type and in the schedule analytics below.

Week of	Jan 10, 2022	Jan 11	Jan 12	Jan 13	Jan 14	Jan 15	Jan 16
Location	DT FOH						
Sort by	A-Z Roles AM/PM Roles Groups MST						
Show Requirements	Mon Jan 10	Tue Jan 11	Wed Jan 12	Thu Jan 13	Fri Jan 14	Sat Jan 15	Sun Jan 16
Unassigned							
Clark, Mel						+ Add Shift	
facen, mason jason							
Treviso, Esmerelda			4:15pm - 5:30pm Bartender -- / 1.3 hrs				

Treviso, Esmerelda
Hrs Worked: 0.00
Hrs: 1.25 Shifts: 1 **Vx2B**

Vx : 1 Vaccination

Vx2: 2 Vaccinations

Vx2B: 2 Vaccinations + Booster

