

## Human Resources Announcement

Hello Colleagues,

In accordance with the Governor's memo dated Friday, July 30, 2021 and titled [Nevada State Employee COVID-19 Masking and Testing Policy](#), all State employees are required to have proof of COVID-19 vaccination or undergo weekly testing until such time that proof of COVID-19 vaccination is received in the NSC Human Resources Office.

The following provides information and guidance related to vaccination records and testing requirements for Nevada State employees. **All employees are encouraged to read this communication in its entirety as it provides important information related to the testing policy and verification of vaccination records.**

### Testing Policy

"Employees who are not fully vaccinated must be tested weekly for COVID-19 and proof of testing and results must be submitted to NSC's Office of Human Resources. A small number of employees exclusively working (100% of the time) out of state are not required to test.

NSC is working in collaboration with NSHE to develop protocols related to the State's testing policy. These protocols will include details regarding testing days, testing sites, and procedures for providing proof of test and will be shared as the protocols become available.

### Background on Vaccine Data

NSHE is collecting vaccination information from the Department of Health and Human Services and the WebIZ application to identify those employees who will need to follow the testing policy. To collect this information, employee rosters are combined with Web IZ and matched based on name, date of birth, gender, and SSN (if available). Data from Web IZ is then provided for anyone with a completed vaccine (2 dose Moderna/Pfizer or 1 dose J&J) plus the CDC recommended 14-day waiting period from final vaccination date. Data is uploaded into Workday and will be updated weekly, approximately each Tuesday. Vaccination data is confidential and is only viewable in Workday by the employee and Human Resources personnel. Supervisors and other institution employees do not have access to this information.

Due to the limits of the matching process, there will be individuals who have Web IZ data but were not matched to an employee record. Employees are encouraged to review their vaccination status in Workday and follow the guidance outlined in the **Updating Vaccine Data** section list below if the record is not correct.

### Viewing Vaccine Data in Workday

To view your current vaccine data in Workday, please navigate to your Profile (click on picture or cloud in upper right corner and then click "view profile"), select the **Overview** button on the left, click on **Additional Data**, and scroll to view **COVID-19 Vaccination** data. A blank source of Data and Verification or Final Vaccine Data indicates one of the following:

1. You have not been vaccinated or have not completed a full vaccination series. If this is the case, you will be required to complete weekly testing.
2. You were vaccinated in Nevada but your vaccine record was not transferred from WebIZ.
3. You were not vaccinated in Nevada.

If you have been vaccinated and your Workday record does not reflect your completed vaccination, please review to the **Updating Vaccine Data** section below.

### Updating Vaccine Data

If you are fully vaccinated and your Workday vaccination record does not reflect your completed vaccination, you will need to provide proof of vaccination to Human Resources. Proof of vaccination includes:

- Vaccination card(s) in your name marking two doses of the Pfizer/Moderna vaccine or one dose of Johnson & Johnson vaccine. Vaccination cards must include the date(s) for each dose. Photocopy of card does not meet the requirements for proof of vaccination.

OR

- Printout of vaccine record (WebIZ if in Nevada or record from agency in another state).

HR must visually inspect each vaccination document. Original vaccination cards or vaccine record printout can be provided to Human Resources (RSC-325) from 8am-5pm, Monday-Friday. The Final Vaccination Date will be loaded into Workday by Human Resources. HR will not make or retain a copy of the vaccination document. Vaccination information is confidential and will only be shared as needed to inform supervisors of testing requirements.

#### **Updating WebIZ Data**

All employees can login to WebIZ to check their data. Instructions for accessing WebIZ are attached. Please note that a typo on the data entered at the time of vaccination will interfere with matching the record to your employee record. WebIZ encourages all Nevadans to update the accuracy of their records. Call and email volumes are high but employees may contact the WebIZ helpdesk at [izit@health.nv.gov](mailto:izit@health.nv.gov) or by phone at 800-401-0946 to update or correct data.

#### **COVID-19 Vaccine**

Vaccines remain the most effective tool in the fight against the spread of COVID-19, and all employees are encouraged to get vaccinated. COVID-19 vaccines have been deemed safe and are widely available throughout our community. Visit <https://covid.southernnevadahealthdistrict.org/vaccine/distribution/> to schedule a vaccination appointment.

Thank you for doing your part to keep our campus safe. If you have any questions, please contact me at [Eric.Gilliland@nsc.edu](mailto:Eric.Gilliland@nsc.edu)

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Director

HUMAN RESOURCES