

PS0036 - Employee COVID-19 Vaccination Tracking

Use the Employee COVID-19 Vaccination Tracking screen (PS0036) to add or change individual employees' vaccination status information.

Using this screen, you can add, change or delete the Vaccine Type, Vaccine Dates, Booster Type, and Booster Date fields. Then use this screen to view and maintain the information you want to track.

For a report containing employee IDs and the employees' vaccination status you can create a DataExpress procedure of the values on the Employee COVID-19 Vaccination Tracking screen (PS0036). This screen is provided for reporting purposes.

User Functions and Key Fields

Func	A (Add); C (Change); D (Delete); I (Inquire)
Key1	Employee ID
Key2	Leave blank
Key3	Leave blank

Data Fields

Employee ID (Key 1)	
Employee Name (display only)	Booster Name (display only)
VAX Type	Booster Date (MM/DD/YY)
VAX Name (display only)	Agreement (autofill)
VAX date1 (MM/DD/YY)	Discipline (autofill)
VAX date2 (MM/DD/YY)	Update By (autofill)
Booster Type	Update Date (autofill)

Employee ID (EMP-ID) Key1 field.

Definition	Entry required. A unique number that identifies an employee. This number is usually the employee's Social Security number.
Length	9 digits
Values	College-entered on the Employee Status Screen (PS0001) or Student/Hourly Screen (PS0012)
Edits	On screens where the employee ID field is open, the employee ID must have been entered into the Employee database on the Employee Status Screen (PS0001) or the Student/Hourly Screen (PS0012). On the Employee Status Screen (PS0001) and the Student/Hourly Screen (PS0012), the employee ID field must not contain spaces.

Employee Name (EMP-NAME)

Definition	Display only. The full name of an employee.
Length	30 characters

Format	Last, First Middle; Suffix A compound last name must have a hyphen between each part, for example Smith-Jones. There must be a comma between the last and first name, for example, Smith-Jones, Jane If the name includes a suffix, the middle name must be followed by a semi-colon, for example, Johnson, Robert Alan; Jr.
Values	Entered by college on the Employee Status Screen (PS0001). Can be changed on the Personal Information Screen (PS0004).
Data Sets	EMP database: EMP-M

VAX Type (VAX-TYP)

Definition	Abbreviated Code for Vaccination name or exemption
Length	4 characters
Values	Defined by SBCTC-ITD as follows: PF – Pfizer MD – Moderna JJ – Johnson&Johnson OT – Other Vaccine XMED – Exemption – Medical XREL – Exemption - Religious
Data sets	EMP database: EMP-VAX-D TBL3 database: VAX-TYP-TBL-M

VAX Name

Definition	Display only. The name of the type of vaccination received.
Data sets	TBL3 database: VAX-TYP-TBL-M

VAX Date1 (VAX-DATE1)

Definition	Date of first vaccination.
Length	6 digits (MM/DD/YY)
Data sets	EMP-VAX-D

VAX Date2 (VAX-DATE2)

Definition	Date of 2 nd vaccination
Length	6 digits (MM/DD/YY)
Data sets	EMP-VAX-D

Booster Type (BOOSTER-TYP)

Definition	Abbreviated code for vaccination booster.
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Length	4 characters
Values	Defined by SBCTC-ITD as follows: PF – Pfizer MD – Moderna JJ – Johnson&Johnson OT – Other Vaccine XMED – Exemption – Medical XREL – Exemption - Religious
Data sets	EMP database: EMP-VAX-D TBL3 database: VAX-TYP-TBL-M

Booster Name

Definition	The name of the type of booster vaccine received.
Data sets	TBL3 database: VAX-TYP-TBL-M

Agreement and Discipline

Definition	Display only. The Agreement and Discipline fields are auto-filled when an employee completes the online vaccine Self-Attestation form. They represent that the employee has checked the two checkboxes presented to them on the Self-Attestation form and that they have agreed that the information they have provided is correct and that they have acknowledged that any misinformation knowingly provided may result in a disciplinary action by the college.
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Update By and Update Day

Definition	The Update By and Update Date fields are automatically updated with the USER-ID of the Legacy PPMS user who made the last change on this screen and the date of that change. However, if a user deletes a record, the Update fields are also deleted.
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