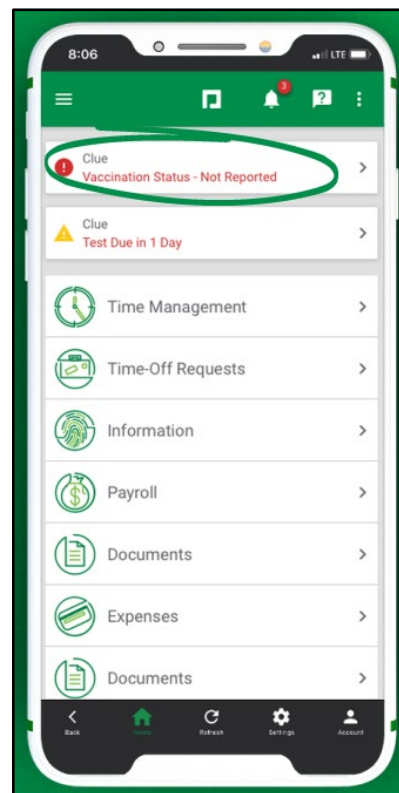# Actions in Employee Self-Service®

Employees play a vital role in helping to ensure your vaccination and testing data is current and accurate. This section will cover how employees can report their vaccination status and testing results in Employee Self-Service®.

Reporting Vaccination Status

Although you have the ability to update employee vaccination statuses, it is best practice for employees to update their vaccination status in Employee Self-Service® to ensure all information is accurate and entered in a timely manner. This allows employees to easily update their status as it changes so you can make business decisions that place priority on your workforce's health and safety.
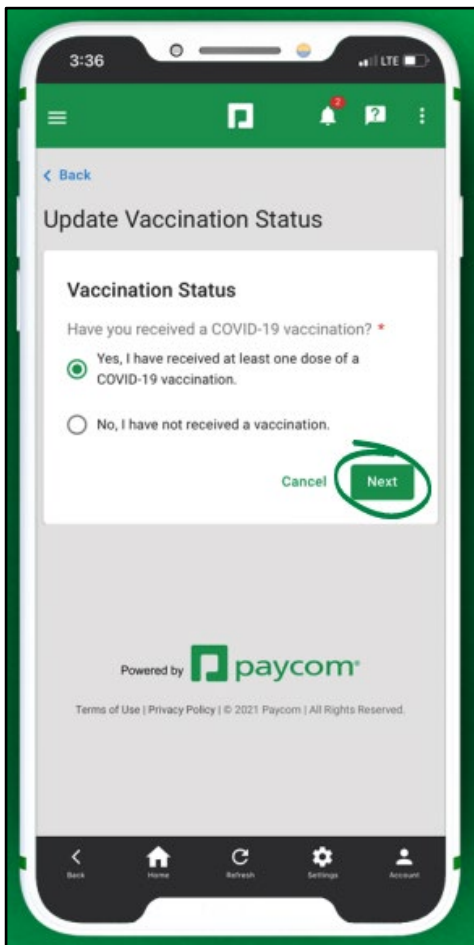
If "Clue" is enabled in ESS Access Profiles, employees can access the Clue™ screen on desktop or mobile and answer a few simple questions to report their vaccination status. On mobile, employees will log in to the Paycom app and tap the Clue™ notification.

The notification will only display if the box for "Enable Notifications" is checked within the Clue Settings tab. Once employees report their vaccination status, the notification will no longer display. If necessary, employees must navigate to Information > Clue to update their vaccination status.

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Visit the Help Menu for the most up-to-date version of this guide.

Employees will indicate whether they have received at least one dose of a COVID-19 vaccination. After making the appropriate selection, employees will tap "Next."
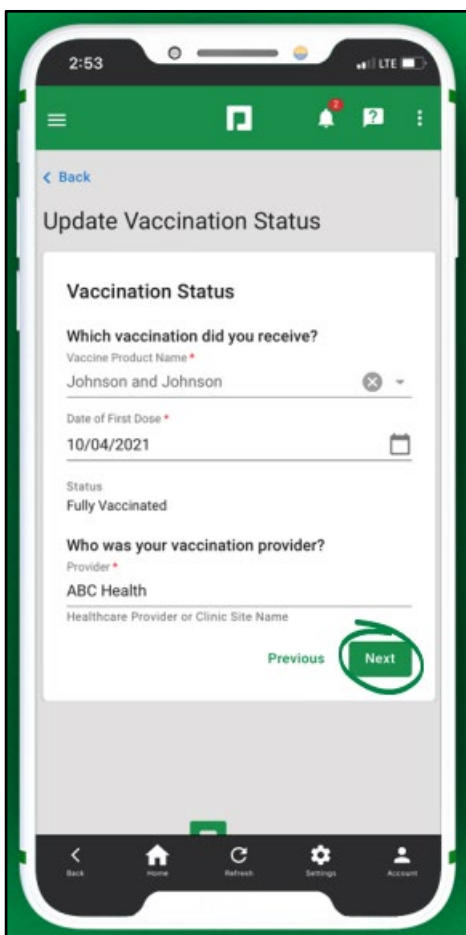
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Reporting Fully or Partially Vaccinated Status

If employees select "Yes, I have received at least one dose of a COVID-19 vaccination," they will select the Vaccine Product Name (Pfizer, Moderna, Johnson and Johnson, AstraZeneca or other single or two-dose products). Then, employees will enter the date they received the first and second dose (if applicable) and enter the provider's name.

The Status field will automatically update based on the recorded information. For example, employees who have received the required dose(s) will display as Fully Vaccinated and employees who have only received one of two required doses will display as Partially Vaccinated. Employees who have recently received the final dose will display as Partially Vaccinated until 14 days after the final dose date. After 14 days, Paycom will automatically update employees' status to Fully Vaccinated.

When finished, employees will tap "Next."

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Next, employees will tap "Upload a File" and upload a picture of their COVID-19 vaccination card. If "Allow Lost Vaccine Cards" is enabled within the Clue Settings tab, employees can check the box for "I lost my vaccination card" and bypass the required upload.

When finished, employees will review the acknowledgment and tap "Submit" at the bottom of the screen.

A green checkmark will display to indicate a successful submission. Employees will tap "Exit" to navigate back to the Clue™ screen. Once you act on the submission, the employee's vaccination status will display as "Verified" or "Denied."
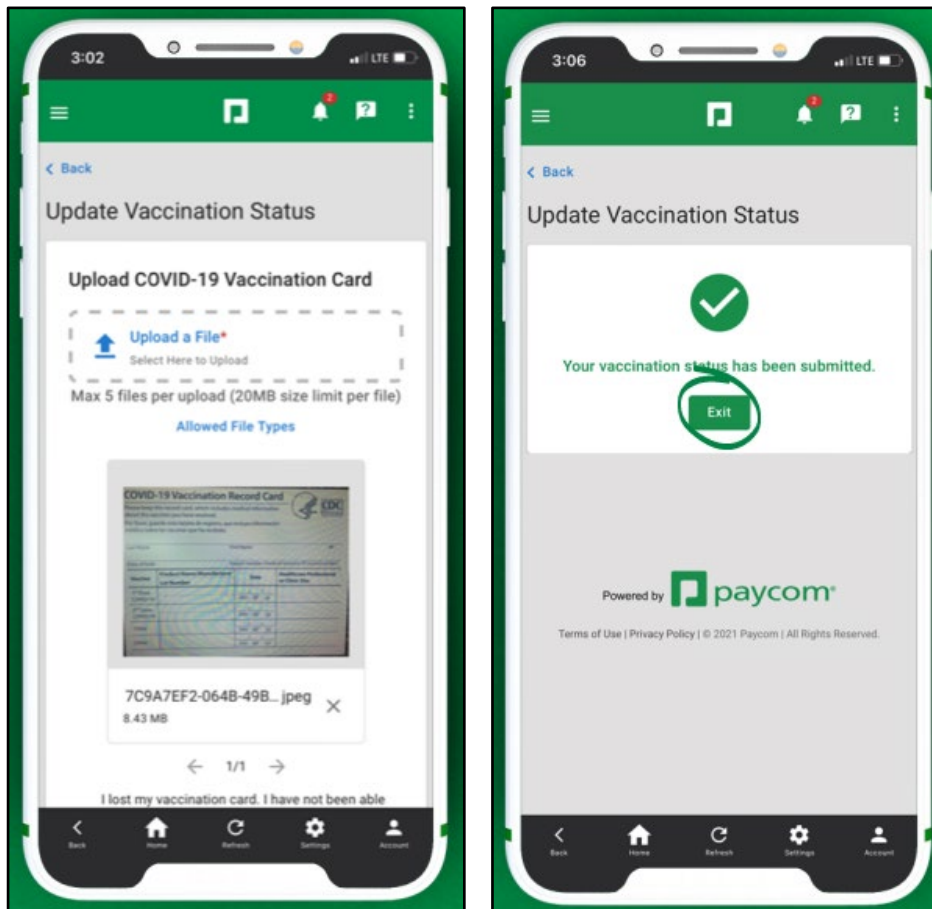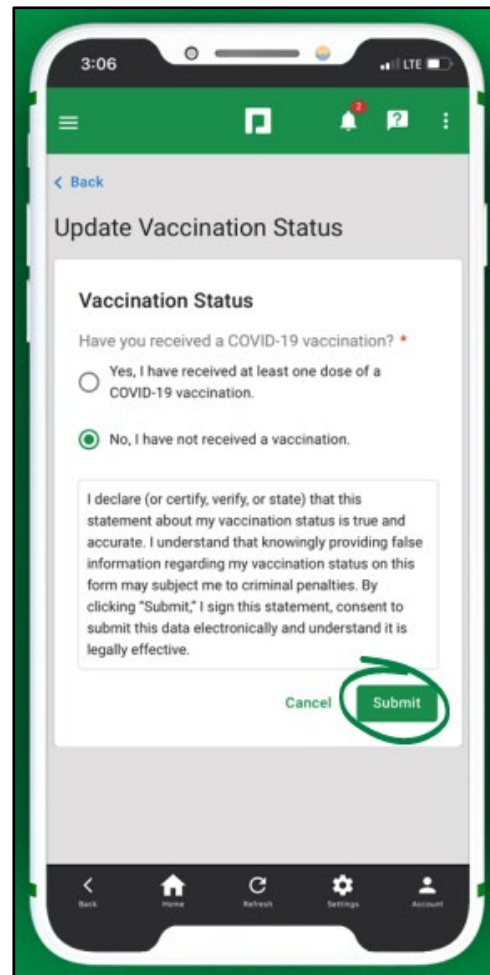
Reporting Not Vaccinated Status

If employees select "No, I have not received a vaccination," employees will review the acknowledgment and tap "Submit."

A green checkmark will display to indicate a successful submission. Employees will tap "Exit" to navigate back to the Clue™ screen.

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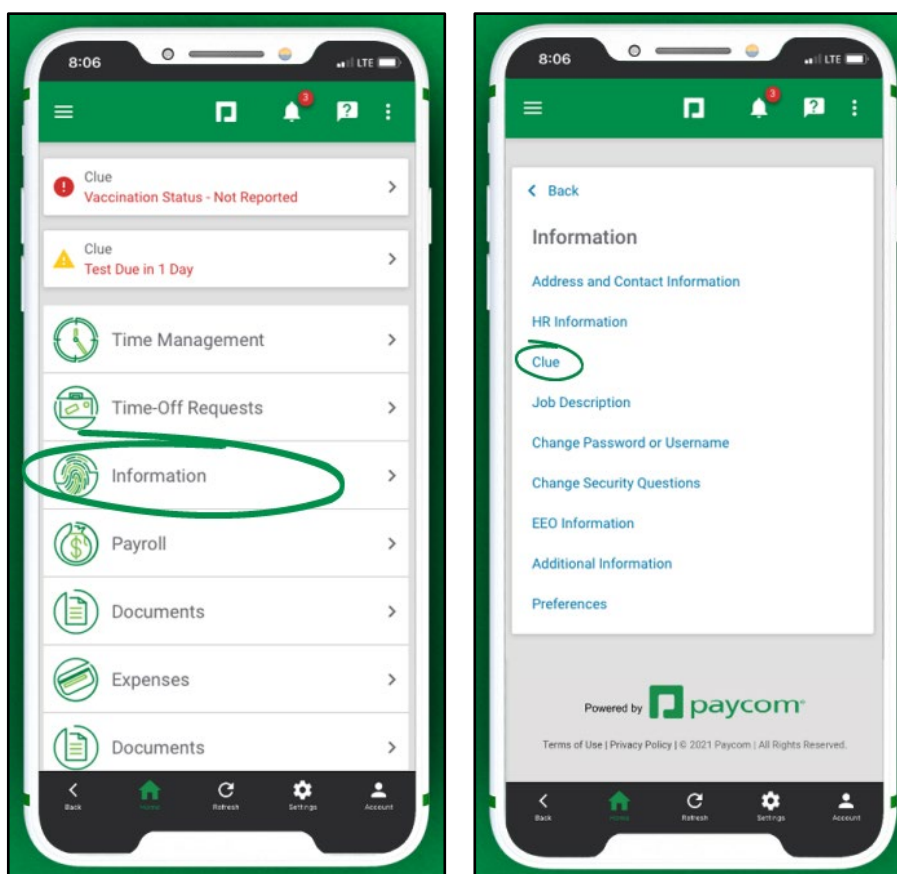Visit the Help Menu for the most up-to-date version of this guide.

Adding Test Results

In addition to recording vaccination status, employees can add test results through Employee Self-Service®. This allows employees to add test results as soon as they are received so you can take the appropriate action to maintain a healthy workforce.

If "Clue" is enabled in ESS Access Profiles, employees can access the Clue™ screen on desktop or mobile and answer a few, simple questions to add their test results. On mobile, employees will log in to the Paycom app and navigate to Information > Clue.
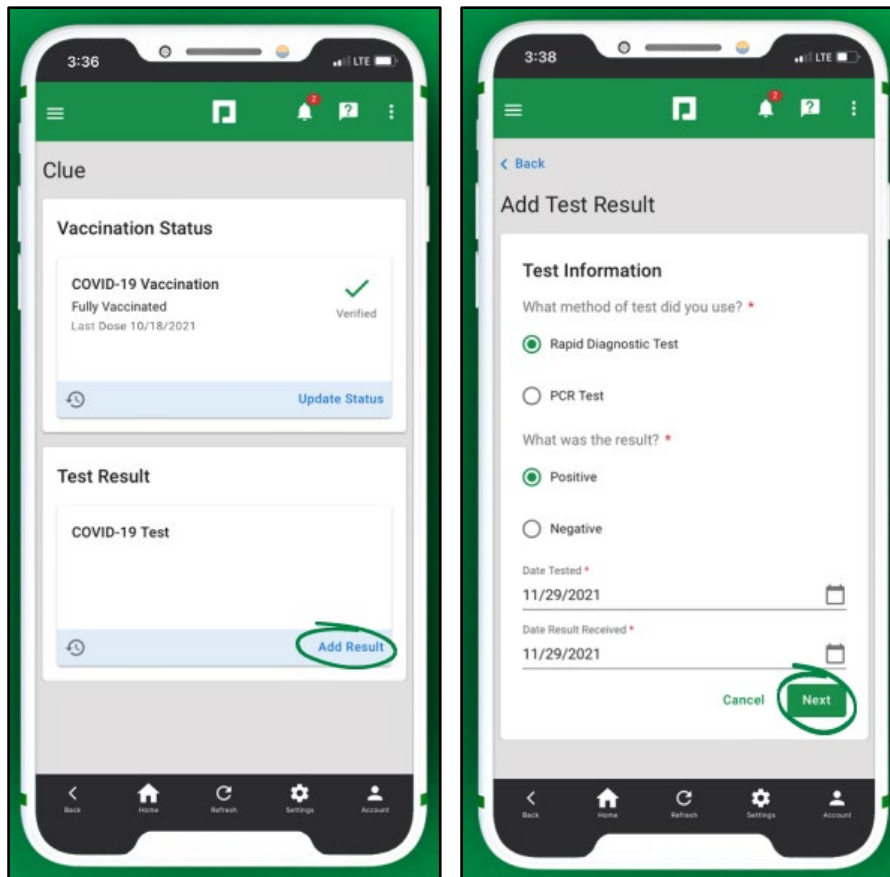
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From the Test Result tile, employees will tap "Add Result."

On the Add Test Result screen, employees will select the testing method (rapid diagnostic test or PCR test) and indicate whether they received a positive or negative result. Then, employees will enter the date they were tested and the date the result was received.

After making the appropriate selection, employees will tap "Next."

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Next, employees will tap "Upload a File" and upload a picture of their test result. When finished, employees will review the acknowledgment and tap "Submit" at the bottom of the screen.

A green checkmark will display to indicate a successful submission. Employees will tap "Exit" to navigate back to the Clue™ screen where their most recent test result will display.