

Employee Self Service (ESS) – Proof of COVID Vaccination

Employee Self Service (ESS) provides a page for employees to submit proof of their COVID vaccination to Human Resources from any browser on a computer or smartphone.

Before you begin, save an electronic copy of your vaccine proof where you'll be able to access it. Attaching a copy of this proof is required and the file type must be one of the following: .PDF, .GIF, .PNG, .JPEG, .JPG, .TIFF, .BMP

ESS URL: <https://pspess.metc.state.mn.us>

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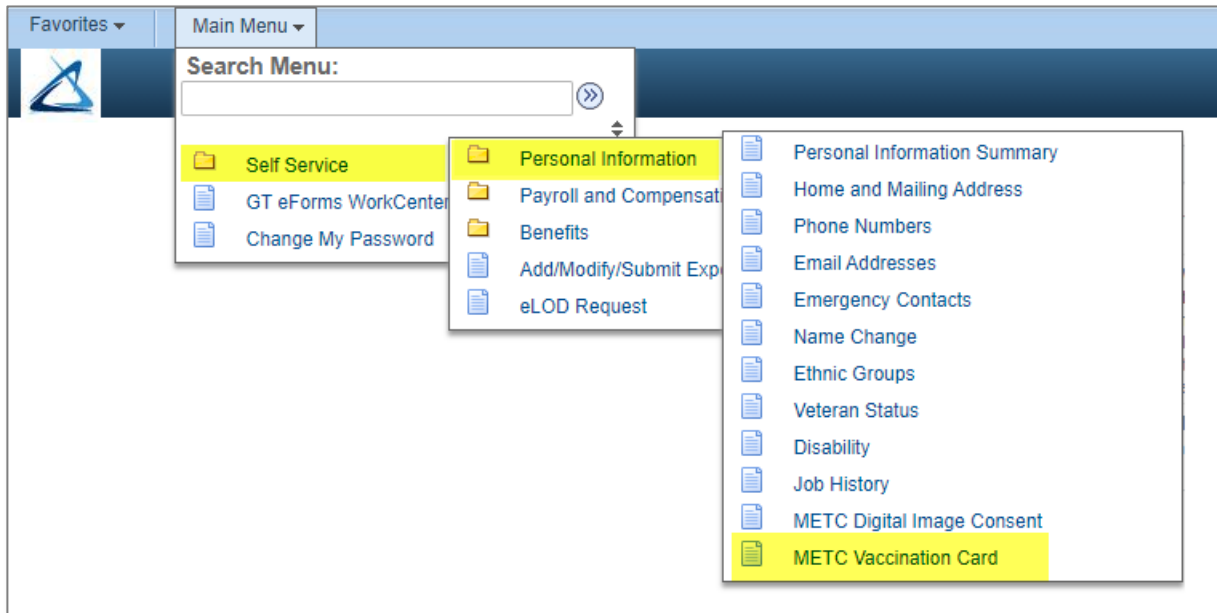
For questions about the vaccination requirement, contact your supervisor or manager, review the all-staff COVID-19 update emails, or submit your question with your name through the [online COVID-19 form](#).

For questions about ESS, email ESS.HRIS@metc.state.mn.us.

ESS Vaccination Card page

Instructions

Log into Employee Self Service (ESS) and navigate to:
[Self Service](#) > [Personal Information](#) > [METC Vaccination Card](#)



Step 1	Read the <i>Notice of Intent to Collect Private Data</i> at the bottom of the page.
Step 2	Add vaccination proof. An attachment is required for submission. File type must be one of the following: .PDF, .GIF, .PNG, .JPEG, .JPG, .TIFF, .BMP
Step 3	Select the Vaccination Code (the vaccine type you received): <ul style="list-style-type: none"> ▪ COVID J and J Vaccine ▪ COVID Moderna Vaccine ▪ COVID Pfizer Vaccine
Step 4	Enter/select dose date(s). For J and J, complete only the 1st dose field. For Moderna and Pfizer, complete both dose date fields. A date in the future cannot be entered.
Step 5	It is optional to enter comments.
Step 6	Click the Submit button.

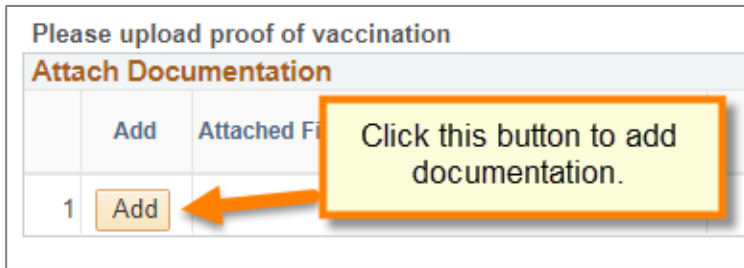
The screenshot shows the 'Vaccination Card' interface. At the top, there is a breadcrumb trail: 'Main Menu > Self Service > Personal Information > METC Vaccination Card'. The user's name and 'Person ID 12345' are displayed. Below this, there is a section for 'Attach Documentation' with a table containing an 'Add' button (callout 2) and an 'Attached File' column. The 'Vaccination Data' section includes a table with columns for 'Vaccination Code' (callout 3), '1st Dose' (callout 4), '2nd Dose', 'Comments' (callout 5), and 'Submit' (callout 6). Below the table, there is a 'Please read' section with a link to 'COVID-19 Proof of Vaccination Tennessee Notice' and a 'NOTICE OF INTENT TO COLLECT PRIVATE DATA' (callout 1) which contains a paragraph of text about data collection.

The next section shows these steps with screen images.

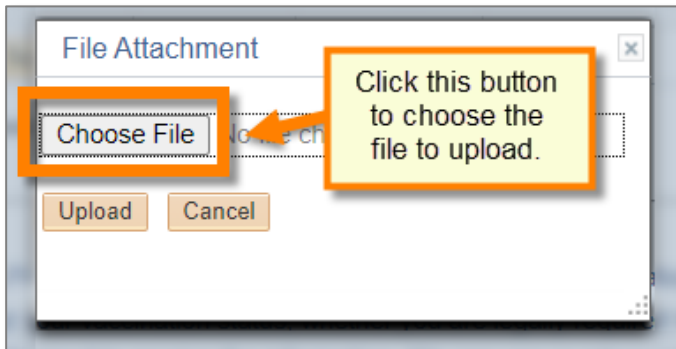
Step-by-step with images

STEP 1: Read the *Notice of Intent to Collect Private Data* at the bottom of the page.

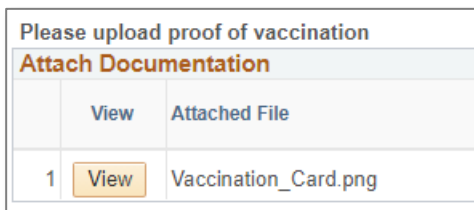
STEP 2: Attach proof of vaccination by clicking the **Add** button.



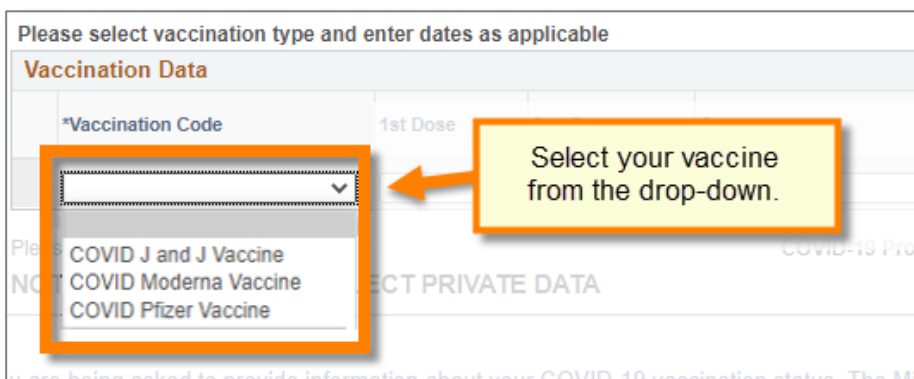
Click the **Choose File** button and navigate to the location where you saved your vaccine proof. Select the file and then click the **Upload** button.



After upload, the file will be displayed in the *Attached File* column. The **View** button can be clicked to view the file.



STEP 3: Select the Vaccination Code from the drop-down menu.



- STEP 4:** Select the dose date(s) using the calendar icon. A date in the future cannot be entered.
- For the J and J vaccine, complete only the **1st Dose** field.
 - For the Moderna and Pfizer vaccines, complete both the **1st Dose** and **2nd Dose** fields.

Vaccination Data

*Vaccination Code	1st Dose	2nd Dose	Comments
1 COVID Moderna Vaccine	<input type="text"/>	<input type="text"/>	

STEP 5: Enter comments if desired (100 character limit).

Enter dates as applicable

1st Dose	2nd Dose	Comments	Submit
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Submit"/>

STEP 6: Click the Submit button.

1st Dose	2nd Dose	Comments	Submit	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Submit"/>	

After clicking the Submit button, there will be submission confirmation displayed. Click OK.

Submit Confirmation

The Submit was successful.
HR will review the information and will contact you if they have questions.

The Status column will update to “Submitted.”

Comments	Submit	Status	Approver
	<input type="button" value="Submit"/>	Submitted	

Approval Confirmation

When HR approves your submission, you will receive a confirmation email from the system.

From: HPRD92-AppSrv@metc.state.mn.us
Sent: Thursday, September 9, 2021 10:25 AM
To: you
Subject: Your Vaccine Information has been approved

You may log into Employee Self Service to view your approval or add additional vaccinations.

After approval, the METC Vaccination Card page will show the approval status and date/time:

The screenshot shows the 'Vaccination Card' page in a web application. The breadcrumb trail is: Favorites > Main Menu > Self Service > Personal Information > METC Vaccination Card. The page title is 'Vaccination Card' and it shows a 'Person ID' field. Below this, there is a section for 'Attach Documentation' with a table containing one row: '1' with a 'View' button and the filename 'IMG_20210909_085005245.jpg'. A yellow callout box with the text 'Approved Status is shown here.' and an arrow points to the 'Status' column of the 'Vaccination Data' table. The 'Vaccination Data' table has columns for '*Vaccination Code', '1st Dose', '2nd Dose', 'Comments', 'Submit', 'Status', 'Approver', and 'APPROVED DTTM'. The first row shows: '1 COVID Pfizer Vaccine', '07/01/2021', '08/01/2021', an empty 'Comments' field, a 'Submit' button, 'Approved', 'ROWLEYTN', and '09/09/21 10:25:03.000000AM'. At the bottom, there is a 'Please read COVID-19 Proof of Vaccination Tennessee Notice' link.

*Vaccination Code	1st Dose	2nd Dose	Comments	Submit	Status	Approver	APPROVED DTTM
1 COVID Pfizer Vaccine	07/01/2021	08/01/2021		Submit	Approved	ROWLEYTN	09/09/21 10:25:03.000000AM