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

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
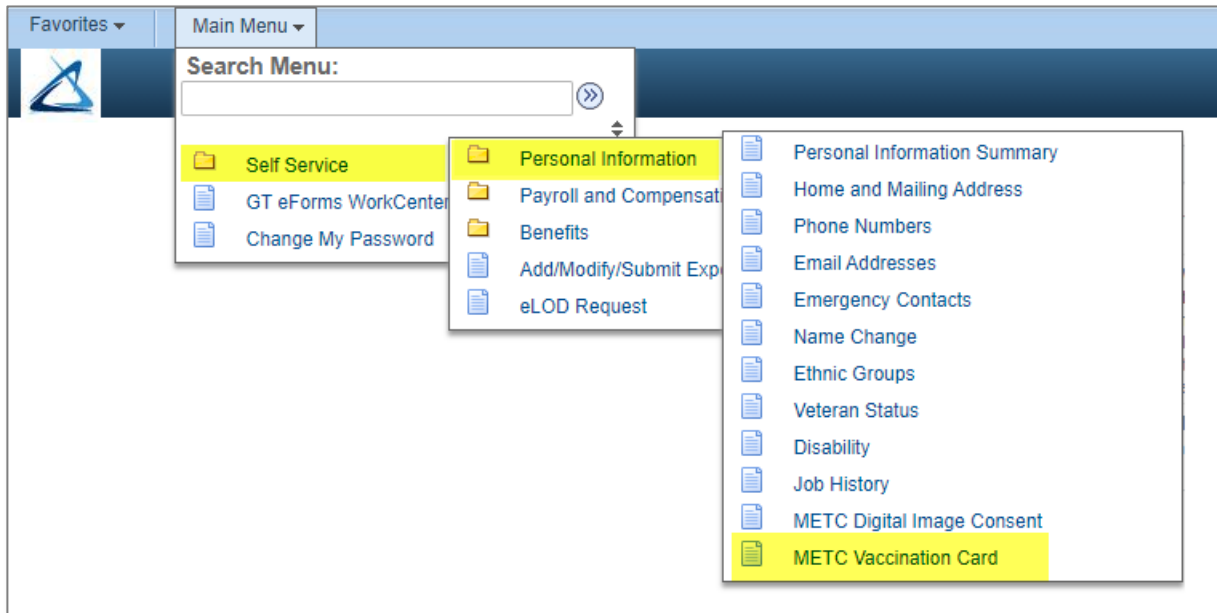
| Step 1	Read the *Notice of Intent to Collect Private Data* at the bottom of the page.
Step 2	Add vaccination proof. An attachment is required for submission. File type must be one of the following: .PDF, .GIF, .PNG, .JPEG, .JPG, .TIFF, .BMP
Step 3	Select the Vaccination Code (the vaccine type you received): ▪ 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.

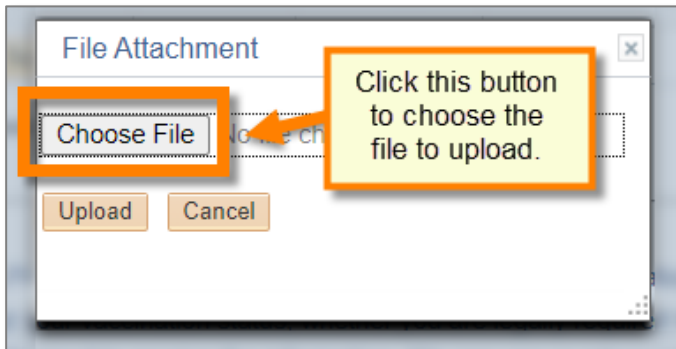The next section shows these steps with screen images.

▌Step-by-step with images

STEP 1: Read the *Notice of Intent to Collect Private Data* at the bottom of the page.
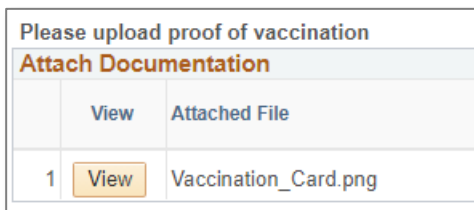
**STEP 2:** Attach proof of vaccination by clicking the **Add** button.
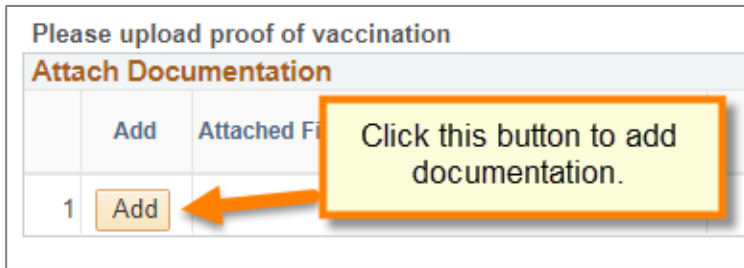
Click the **Choose File** button and navigate to the location where you saved your vaccine proof. Select the file and then click the **Upload** button.

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.
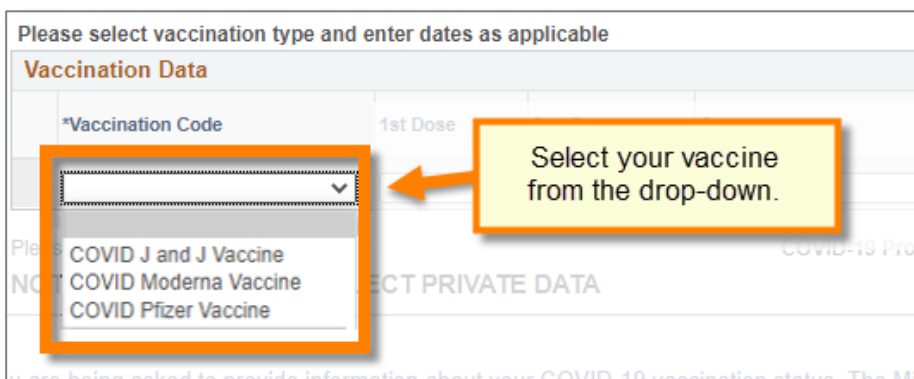
STEP 4: Select the dose date(s) using the calendar icon. A date in the future cannot be entered.

- 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.

Click on the calendar icon to choose the date(s) you received your shot(s).

Vaccination Data

	*Vaccination Code	1st Dose	2nd Dose	Comments
1	COVID Moderna Vaccine ▾			

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

enter dates as applicable

Optional

1st Dose	2nd Dose	Comments	Submit
			Submit

STEP 6: Click the Submit button.

Click **Submit**

1st Dose	2nd Dose		Submit	Status
			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.

OK

The Status column will update to "Submitted."

Comments	Submit	Status	Approver
	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: