

# EMPLOYEE CERTIFICATION TRACKING CHECKLIST FOR HR



**Create a roster of any and all employees**

**Indicate whether they're fully remote, or they work fully outside.**

*The Greenshades Certification Management Module will allow employers to pull a separate file and be able to generate the list based on remote status (called work location).*

*Make sure to comply with the ETS (you can read our FAQ about the vaccine mandate here) Note any they're vaccinated or not (they don't have to do the whole weekly testing if they're vaccinated) unless they travel.*

**So, if your company chooses to allow weekly testing and masking in the workplace for the unvaccinated, then you need to track weekly tests, results, and upload copies of the test results.**

**Indicate whether the employee is vaccinated or unvaccinated**

if they are fully vaccinated, enter the dates of the vaccination (each dose + booster), and indication of one-dose full vaccination or two-dose full vaccination

If receiving a two-dose vaccine, enter the date of the first vaccine and the scheduled date for the second.

**Upload the vaccination card.**

The Greenshades Certification Management Module allows administrators to decide whether the employees can enter information, including vaccine cards. Vaccine cards are optional to add if an employee has permission to add them in the module.

**Distinct paid-time-off for vaccination appointments**

**Distinct sick-time-off for illness due to vaccination (side effects)**

Time-off is tracked through the Greenshades Employee Self-Service Time-Off Module

**Be prepared to pull a report for OSHA**

The Greenshades Certification Management Module has reporting capabilities which allows the administrators to pull reports that meet OSHA reporting needs and filter by employee, etc.

## FOR UNVACCINATED EMPLOYEES

**Test results are confidential health information, safely store test results separately from the general employee file**

Greenshades securely houses test results in the database along with the rest of PII information.

**For remote workers, designate them, because they must be designated as remote if you need to pull a report for OSHA.**

Ex. Let's say you normally work remote, but then you travel for a trade show or travel to visit headquarters, then you would have to take a test that week if you're not vaccinated. Take note of this.