

# Vaccination Support Process

Associate becomes eligible to get the Covid-19 vaccine



Associate becomes fully vaccinated against COVID-19



Associate obtains proof of being fully vaccinated against COVID-19



Associate gives copy of proof to Manager or HR Ops



Manager or HR Ops submits Covid-19 Payment Request Form in PeopleAsk



Request form results exported during the last week of each quarter



Results compiled into mass payment spreadsheet for submission into payroll



Associate receives 4 hours pay in next paycheck



Quarterly submission deadlines:

March 26, 2021

June 25, 2021

September 24, 2021



COMMITMENT  
TO CARE