



# EMPLOYEE QUICK REFERENCE GUIDE

Record or Update your COVID-19 vaccination status

This process will allow you to record or update your COVID-19 vaccination status in Employee Connect via your PC or mobile device.

## Login to Employee Connect:

**1** Go to the [Employee Connect Login](#) page or navigate via the Tools section of CHARLi.

Enter your 4 or 5 digit employee ID for the Username.

*Your employee ID can be found at the top of your payslip.*

Enter your password.

## **2** Forgotten your password?

1. Click the '?' icon next to Enter Password on the login page.
2. Enter your Employee ID
3. Click Reset Password
4. Answer your security questions
5. Enter a new password

**1**

EMPLOYEE CONNECT

Please log in to begin using SuccessFactors for C0001100717P, or you can [enter a different company ID](#). Both your username and password are case-sensitive.

Username  ?

Enter Password  ?

Log in

**2**

EMPLOYEE CONNECT

Forgot Password?  
Enter your username.

1234

Cancel Reset Password

**2**

## Reset Your Password

- Passwords must be between 6 and 18 characters long.
- Passwords are case sensitive. They are not required to be mixed case.
- Passwords do not have any character-type restrictions.
- Password cannot be changed for 1 day(s) when password change has elapsed.
- Password cannot contain user's username, first name or last name
- Passwords can contain any combination of letters and digits.

Type your new password

Type your new password again

Submit



**Please note:** If you are a new employee, have never logged into Employee Connect before or are having password difficulties, contact Technology Service Desk for access (call 1300 33 30 30).

## Entering your COVID-19 vaccination status:

**1** From the homepage, select the 'My Vaccination Status' tile.

**2** Click on the pencil icon to enter new details.

**1**

My Info

My Profile

Org Chart 4 Peers

Careers 2 Open Jobs

My Vaccination Status  
Covid-19 Vaccination status

**2**

COVID-19 VACCINE STATUS:

No data

Record or Update your COVID-19 vaccination status

- 3** The effective date will default to today's date and does not need to be changed.
- Select your **vaccination status**:
- **Fully Vaccinated**
    - Enter both the first (non-mandatory) and second date you received the vaccine
    - Upload your COVID-19 Vaccination Certificate
  - **Fully Vaccinated including Booster**
    - Enter the first (non-mandatory), second and booster date you received the vaccine
    - If you are updating a previous vaccination record, remove your previous certificate and upload your updated COVID-19 Vaccination Certificate (that contains your booster date)
  - **Medical Exemption**
    - Update the vaccination status field
    - Upload a medical contraindication certificate

**!** For Fully Vaccinated and Fully Vaccinated including Booster records, please attach a valid COVID-19 vaccination certificate or immunisation history statement.

For Medical Exemption, please attach a medical contraindication certificate.

**4** Click **Save**. Your entry will be directed to a P&C Consultant for validation prior to being made available in Employee Connect.

**Updating your COVID-19 vaccination status:**

- 1** Repeat steps 1 and 2 above to navigate to your vaccination status in Employee Connect.
  - 2** Click on the pencil icon to update with new details. It will populate the details you have last entered which can be edited.
  - 3** Follow step 3 above to update your vaccination status as required and **Save**.
- !** Please contact P&C Support ([PandC\\_Support@racv.com.au](mailto:PandC_Support@racv.com.au)) if you require any further assistance with recording your COVID-19 vaccination status.

**3**

COVID-19 VACCINE STATUS:

When would you like your changes to take effect? \*

17 Jan 2022

Vaccination status \*

No Selection

First Vaccination Date

11 Nov 2021

Full Vaccination Date (Second Dose)

dd MMM yyyy

Booster Vaccination Date

dd MMM yyyy

Vaccination Certificate or Medical Exemption document (Attachment)

Upload

No attachments uploaded

Drop files to upload, or use the "Upload" button.

Need help? Access the Quick Reference Guide here.

Cancel Save

**2**

COVID-19 VACCINE STATUS:

When would you like your changes to take effect? \*

17 Jan 2022

Vaccination status \*

No Selection

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