

—SPS ALERT—

Special Alert 185:

Release date: 10/21/2021

For ALL SPMS Agencies

NEWS

- COVID Booster Vaccination Data

At this time, boosters are not required but we understand that many employees are submitting booster information to their HR offices. As a result, we have added new data fields for the **COVID Boosters**. Previously entered vaccination data should not be altered. Please make sure that staff are using only the new Booster fields for booster data.

When employees notify their agency that they have completed a booster vaccination for COVID, HRCs will complete the Additional Data section for COVID 19 —the **Booster Vaccination Manufacturer** and **Booster Vaccination Completion Date** fields.

Employees that have an Approved Exception for the vaccination may also have an exception to the booster. To enter this data, select *Approved Exception* from the dropdown in the **Booster Vaccination Manufacturer** field, and complete the **Booster Vaccination Exception Date**.

Employees that completed the COVID Vaccination previously may have an Exception to the COVID Booster. Only the **Booster Vaccination Manufacturer** field, and the **Booster Vaccination Exception Date** are to be used for this purpose. **DO NOT** change the original vaccination data for these employees.

Please make sure your agency is completing the COVID Vaccination Data for employees correctly. Remember, employees cannot have both—a *Vaccination Manufacturer/Vaccination Completion Date* **and** an *Exception Approval Date*. **It cannot be both—vaccination and an exception for not getting the vaccination.**

Please see the link below for the Vaccination Data Job Aide with additional instructions for the COVID Booster data, to review how to enter this data.

Thank you for your assistance with this data collection.

[COVID 19 Vaccination Incentive for SPS Tracking and Payment with Booster](#)
