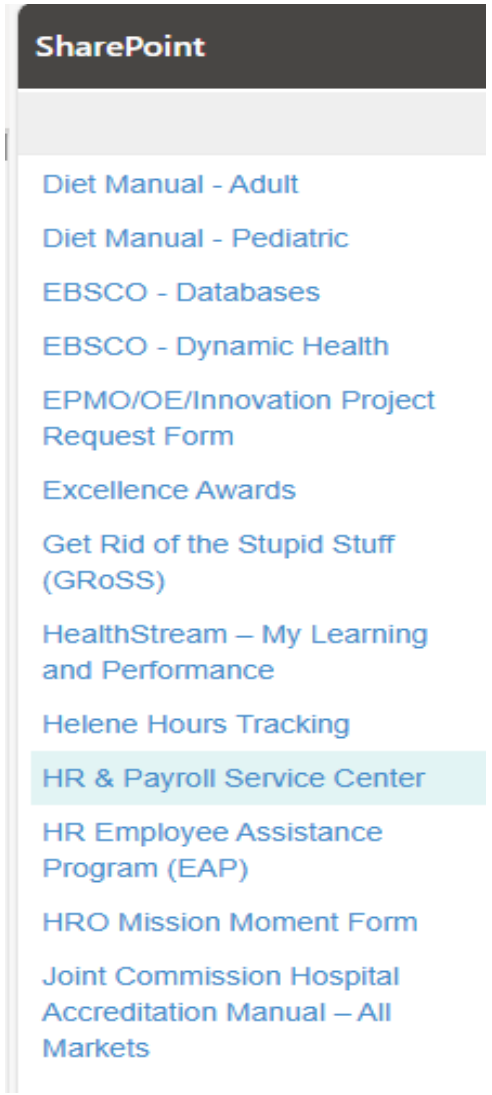
Submitting Flu Vaccination Documentation

Using Infor Employee Space

BalladHealth™

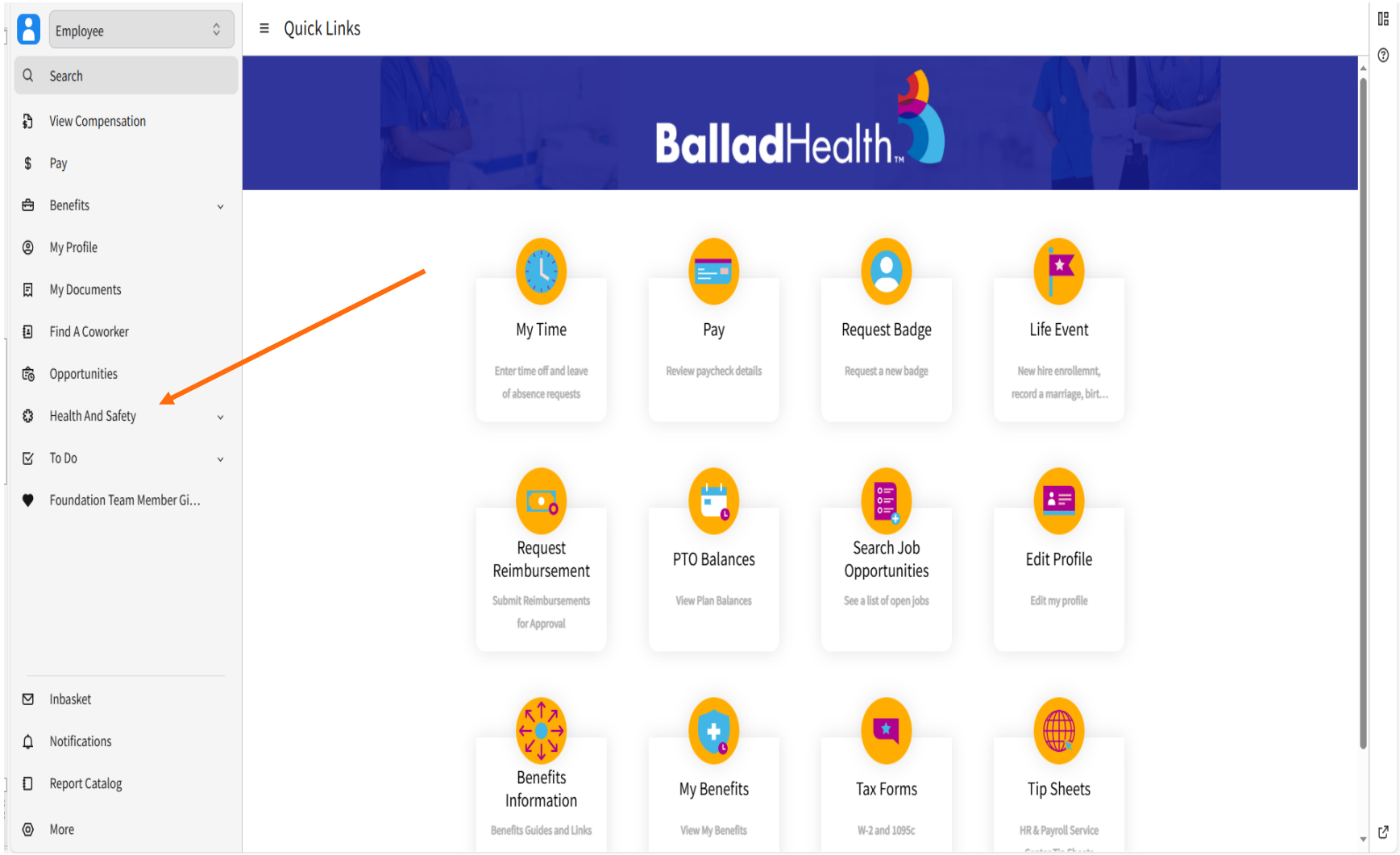
It's your story. We're listening.

How do I submit my Flu Vaccination Documentation

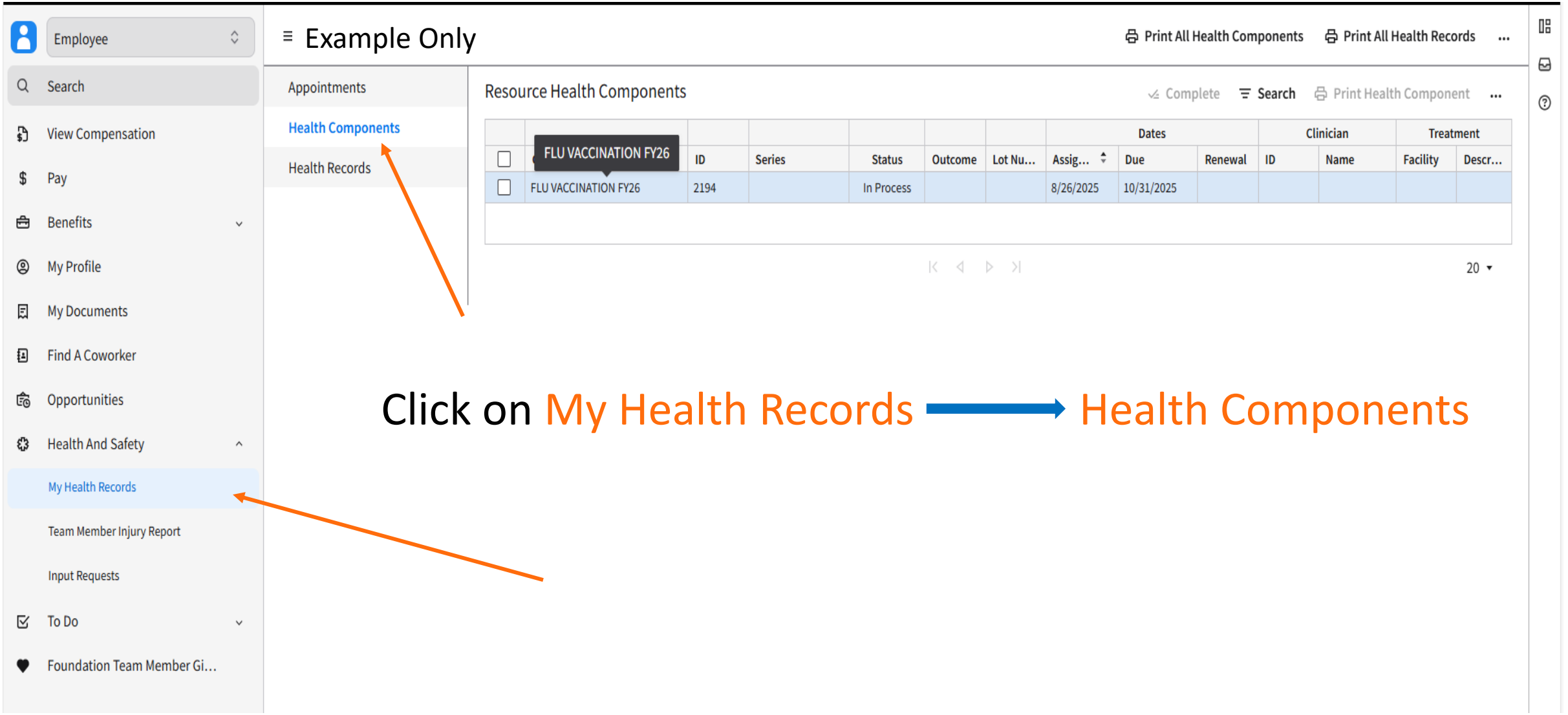


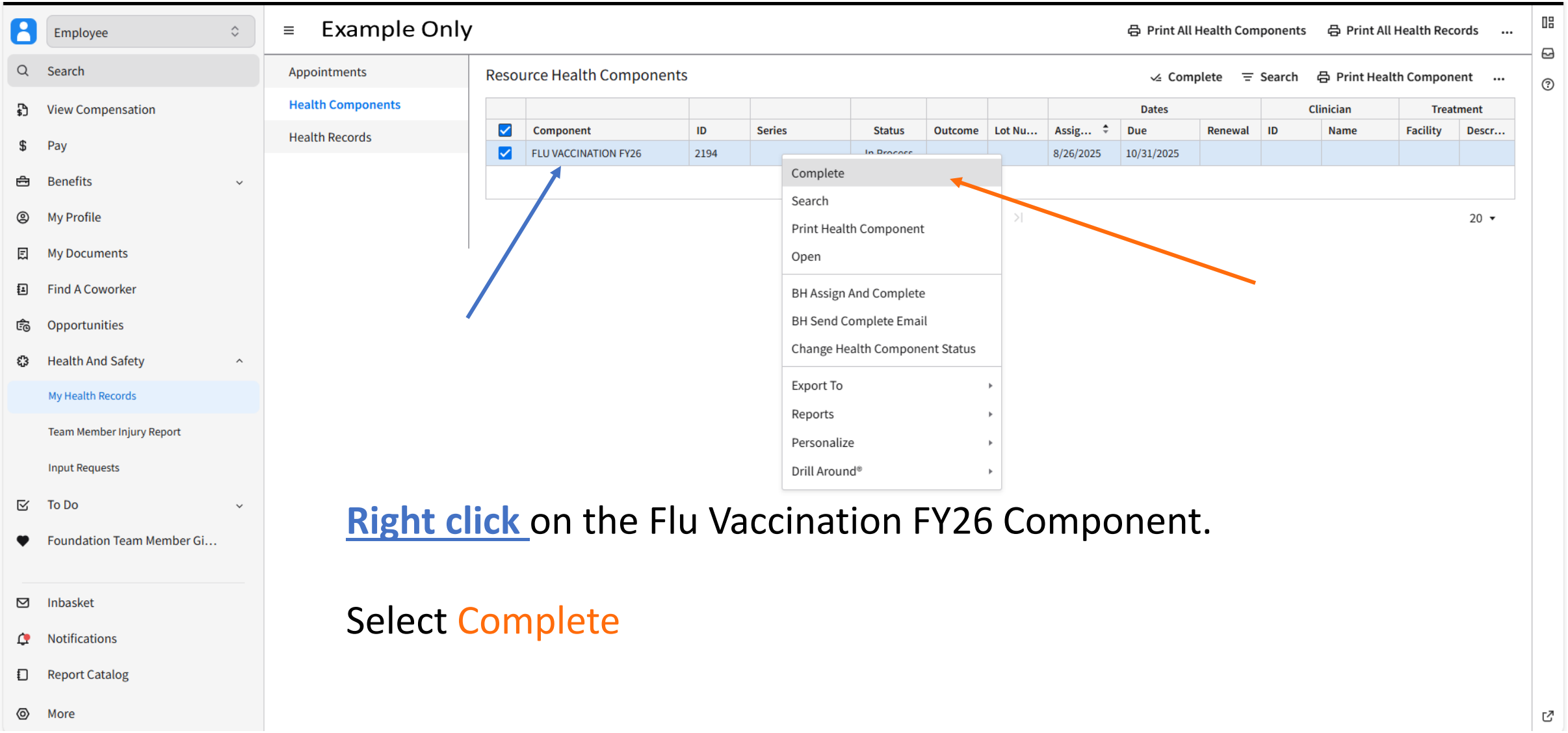
Open the HR and Payroll Service Center.

The link can be found on left side of the Ballad Health Home Page



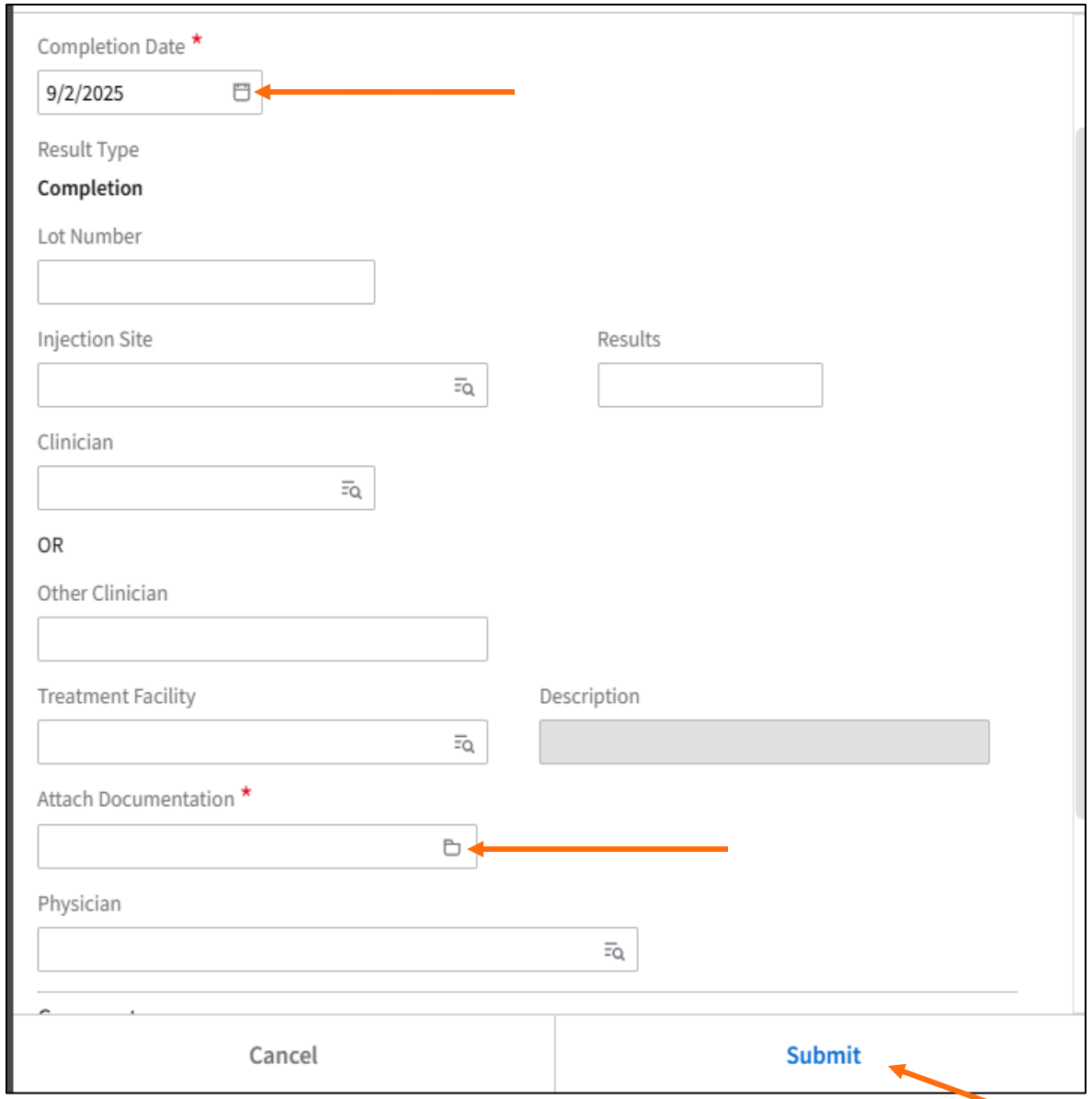
Click on the Health and Safety link located on the left-hand side of screen


Employee
Search
View Compensation
Pay
Benefits
My Profile
My Documents
Find A Coworker
Opportunities
Health And Safety
My Health Records
Team Member Injury Report
Input Requests
To Do
Foundation Team Member Gi...
Example Only
Print All Health Components
Print All Health Records
Appointments
Health Components
Health Records
Resource Health Components
Complete
Search
Print Health Component
FLU VACCINATION FY26
ID
Series
Status
Outcome
Lot Nu...
Dates
Assig...
Due
Renewal
Clinician
ID
Name
Treatment
Facility
Descr...
FLU VACCINATION FY26
2194
In Process
8/26/2025
10/31/2025
20
Click on My Health Records
Health Components



Right click on the Flu Vaccination FY26 Component.

Select Complete



1. Change the **Completion Date** to the date when vaccination was received.
2. Accurately complete all fields on the form with specific information.
3. Select the file symbol on the **Attach Documentation** field to submit your proof of vaccination documentation for Team Member Health to review.
4. Click **Submit**.

Team Member Health receives notification when submissions are completed.

Team Members will receive an email notification once the submission has been accepted or if the documentation needs to be reviewed for resubmission.

Check email regularly for updates.