

# How to Upload your Vaccination Information

---

## To upload from your computer:

1. You will receive an email with a link that will take you to People Admin via your computer or mobile device OR to access without the email go to: <https://une.peopleadmin.com/hr>
2. Use your UNE Username and password to gain access.  
**Note:** The system requires your username, not your email address.
3. You can access the **Records- Self-Service** module by going to the 3 dots in the upper left of the screen and choose Employee Records by clicking on its title.
4. Upon enter Records you will land on the **My Tasks** page. This will contain any documents or forms that you have been assigned to complete- in this case specifically the **COVID Vaccination Form**.
5. If you do not see the form, click on the **Available Forms** option to the left and select the **COVID Vaccination Form**.
6. From the **My Tasks** page select the **View** option to the form OR from the **Available Forms** page, simply click on the form name.
  - a. Supply the requested information.
  - b. You will be required to upload a copy of of your vaccine card.

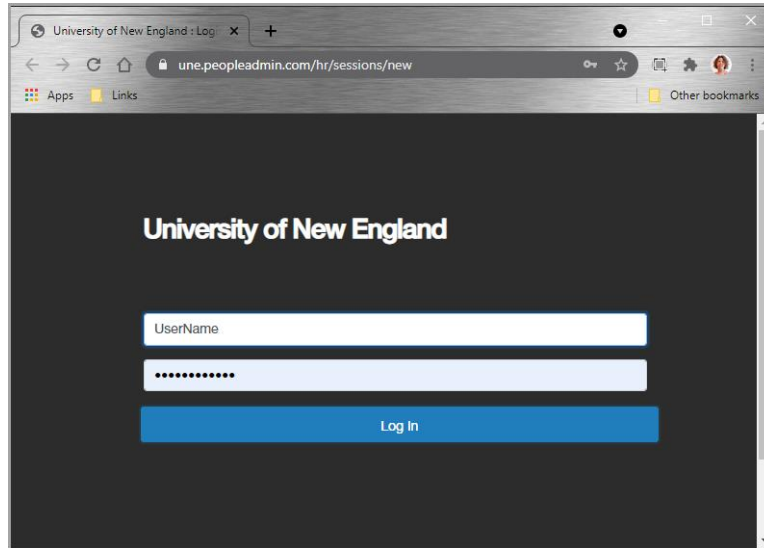
## To upload from a mobile device:

1. You will receive an email with a link that will take you to People Admin via your computer or mobile device OR to access without the email go to: <https://une.peopleadmin.com/hr>.
2. Use your UNE Username and password to gain access.  
**Note:** The system requires your username, not your email address.
3. You will need to select **Switch to full site**.
4. Upon enter Records you will land on the **My Tasks** page. This will contain any documents or forms that you have been assigned to complete- in this case specifically the **COVID Vaccination Form**.
5. If you do not see the form then click on the **three lines** in the upper left of the screen and select **Available Forms** option to the left and select the **COVID Vaccination Form**.
6. From the **My Tasks** page select the **View** option to the form OR from the **Available Forms** page, simply click on the form name.
  - a. Supply the requested information.
  - b. You will be required to upload a copy of of your vaccine card.

**Note:** There are occasions when forms are returned to those submitting for further information. If this does happen, they will be found on the **My Tasks** page.

# How to Upload your Vaccination Information

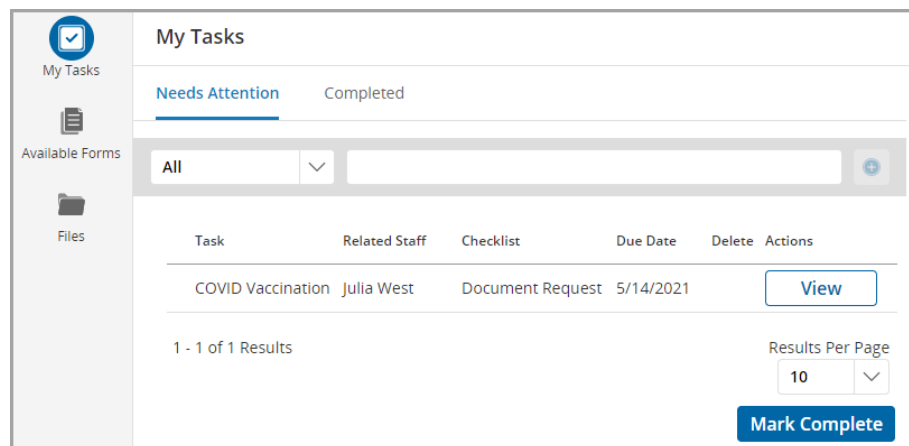
You will receive an email with a link that will take you to People Admin via your computer or mobile device OR to access without the email go to: <https://une.peopleadmin.com/hr>



1. Use your UNE Username and password to gain access.

**Note:** The system requires your username, *not* your email address.

2. Once you gain access to the system you will land on the Home page which has your **InBox** and **Watch Box**.
3. You can access the **Records Self-Service** module by going to the 3 dots in the upper left of the screen and clicking **Employee Records**.
4. Within Employee Records, you will land on the **My Tasks** page, which contains any documentation you have been assigned to complete. Click **View** on your COVID Vaccination task.



(If you do not see the form, click **Available Forms** on the menu and click **COVID Vaccination**.)

5. Supply the requested information.

### COVID Vaccination Confirmation

Employee ID required

Full Name required

What Vaccine did you receive? required

Date of Most Recent Vaccination required

Allowed format is MM/DD/YYYY Ex: 05/17/2021

The date of your second vaccination if **Pfizer** or **Moderna** or the day of your **Johnson and Johnson** vaccination.

6. Upload a copy of your vaccination card.

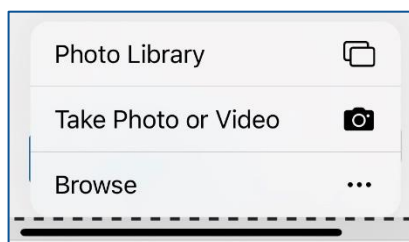
You can upload the attachment from your computer after scanning it or from your mobile device by taking a picture and adding it as an attachment.

### Attachments

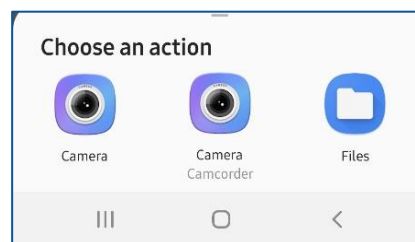
Proof of Vaccination

- a. When uploading from a mobile device, your options will appear as such:

Apple



Android



7. When you log on you will need to select click on the **Switch to full site** option.
8. When you've completed the information and uploaded the copy of your vaccine card, click **Submit Final**.

There are occasions when forms are returned for further information. If this does happen, they will be found on the **My Tasks** page.