

*Office of Human Resources*

June 7, 2021



UNIVERSITY OF  
NEW ENGLAND

INNOVATION FOR A HEALTHIER PLANET

Dear UNE Employees,

Please find attached the instructions to submit your COVID Vaccination information. You will receive an email in the coming days from an address that reads **University of New England, do-not-reply@ted.peopleadmin.com**. This is a legitimate email so you can feel safe clicking the link and following the instructions to proceed. All you should need to complete this form is the information provided on your vaccination card, and you will be asked to upload a copy of it as well.

If you have any questions regarding this process, or believe you may be eligible for a medical or religious exemption, please reach out to **hr-covid19questions@une.edu**.

Human Resources

# 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.

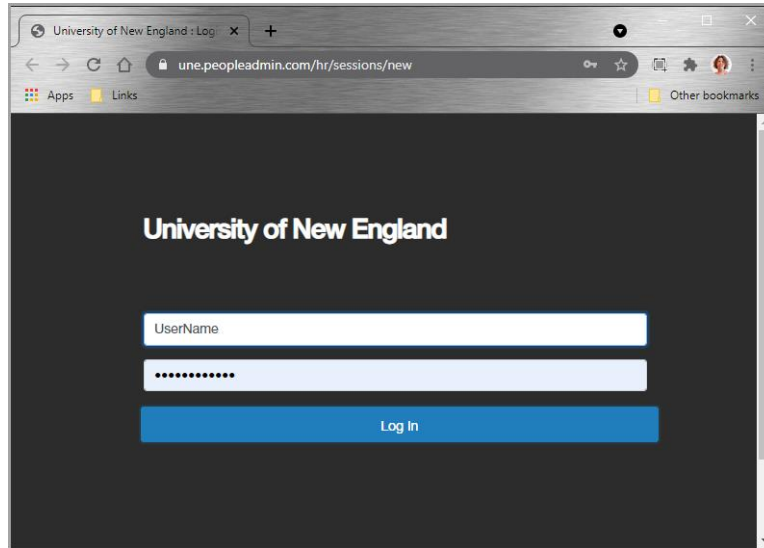
## To upload from a mobile device:

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

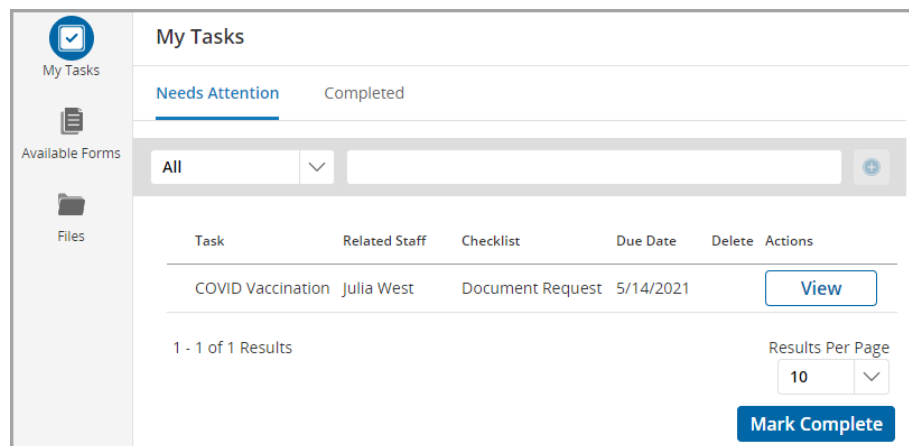
You will receive an email with a link that will take you to People Admin via your computer or mobile device OR to access without the email go to: <https://une.peopleadmin.com/hr>



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.

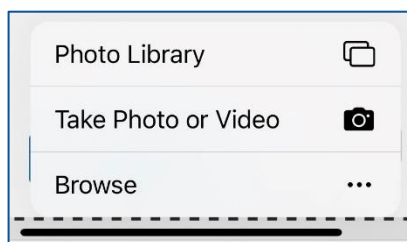
You can upload the attachment from your computer after scanning it or from your mobile device by taking a picture and adding it as an attachment.

## Attachments

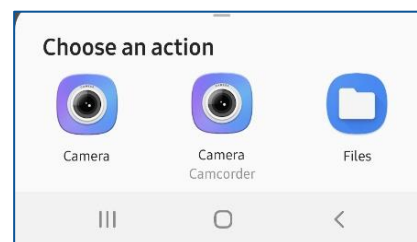
Proof of Vaccination

- 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.