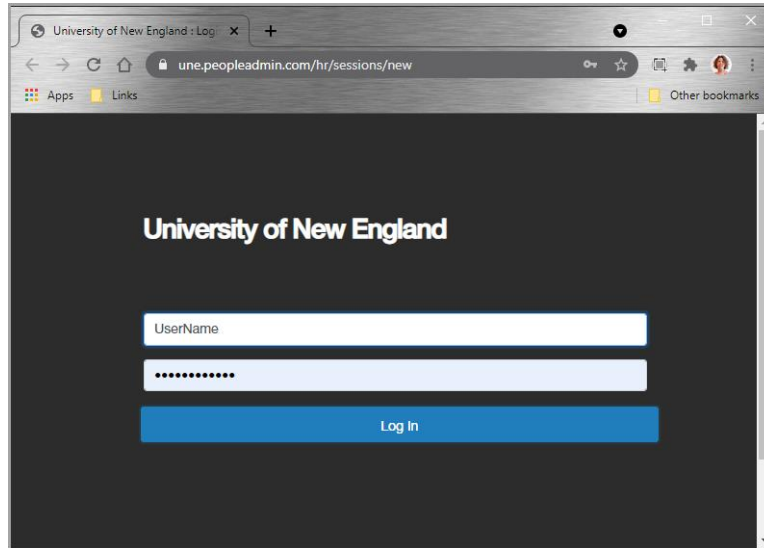


How to Upload your Vaccination Information

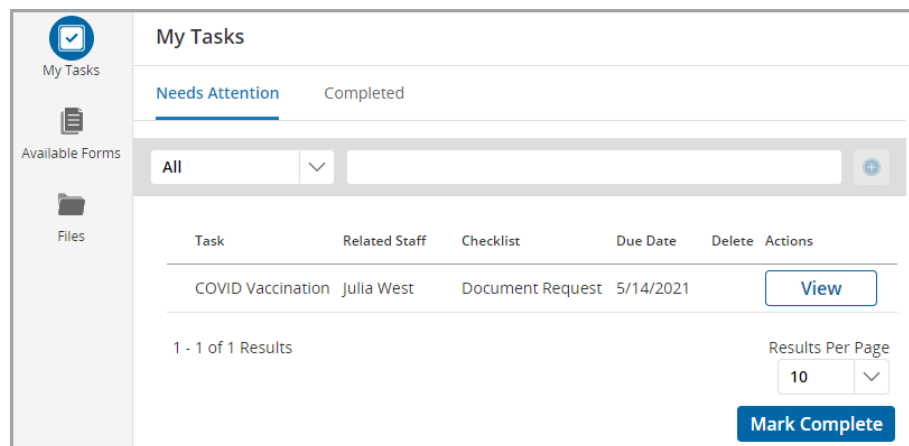
You will receive an email with a link that will take you to People Admin via your computer or mobile device OR to access without the email go to: <https://une.peopleadmin.com/hr>



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.

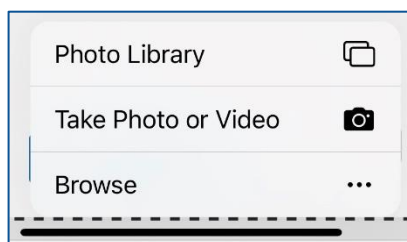
You can upload the attachment from your computer after scanning it or from your mobile device by taking a picture and adding it as an attachment.

Attachments

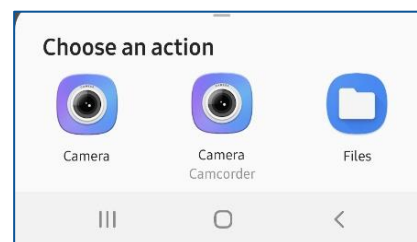
Proof of Vaccination

- 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.