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: xxxxxxxx

Full Name: Jane Doe

What Vaccine did you receive?: 

Date of Most Recent Vaccination: 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.
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6. Upload a copy of your vaccination card.

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

   - **Apple**
     - Photo Library
     - Take Photo or Video
     - Browse
   - **Android**
     - Choose an action
       - Camera
       - Camera Camcorder
       - Files

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.