

Office of Finance and Administration  
February 3, 2022



Dear UNE Community,

As we settle into the Spring semester, we are reaching out to remind you about the impending deadline for your COVID-19 Booster shots. We appreciate your willingness to obtain a booster shot by **February 16, 2022**.

Data affirms that vaccines and boosters provide the best protection against severe disease from the COVID-19 variants. This increased protection is critical to maintaining the safety we enjoy within our community. UNE's vaccine/booster requirement allows in-person instruction, a vibrant residence life, and an interactive community.

Employees should follow the same process used for submitting their original vaccine cards. Benefit eligible employees should upload a copy/picture of their updated vaccine card into PeopleAdmin: <https://une.peopleadmin.com/hr>. See attached instructions.

Non-benefit eligible employees (adjuncts, temps) should submit their updated vaccine card to the same person to whom they submitted their original card within their college or unit.

If you believe you are eligible for an exemption to the vaccine booster mandate, please send an email to [HR-Covid19questions@une.edu](mailto:HR-Covid19questions@une.edu), and we will provide you with information about this interactive process.

We want to thank everyone for their careful adherence to the vaccine mandate and Fall semester protocols.

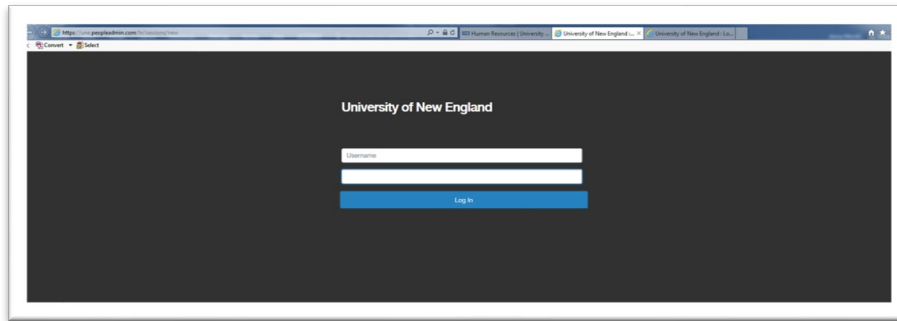
Sincerely,

Nicole L. Trufant, CPA  
Senior Vice President of Finance and Administration

# People Admin Login & Self-Service Access

Overview to gain access to the system for all levels of users.

In browser go to: <https://une.peopleadmin.com/hr>



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

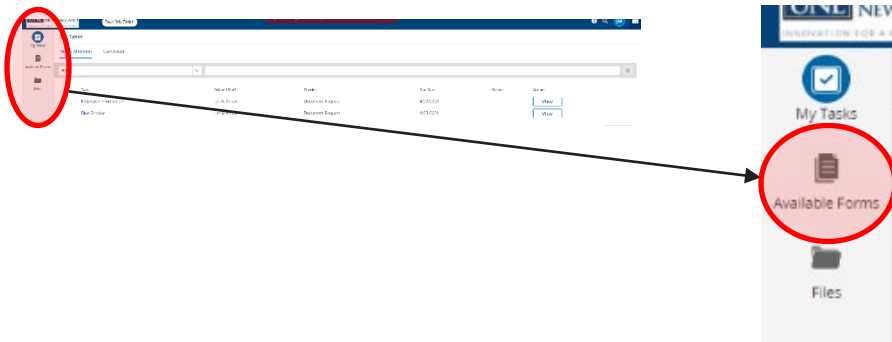
**Note:** The system requires your username, not your email address.

2. After you log into People Admin 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.



3. Once in the Employee Records module you will have access to your electronic employee file. Please note for any benefits eligible employee starting employment before November 2020, the documents in the system will only be reflective of those received 1/1/21 and later.

4. To access the Self Service forms select Available Forms.



5. Select COVID Vaccination form and complete new form with updated booster information. The system will ask if you want to add a new document and archive your current one. Answer “Yes”.

