

MEMORANDUM

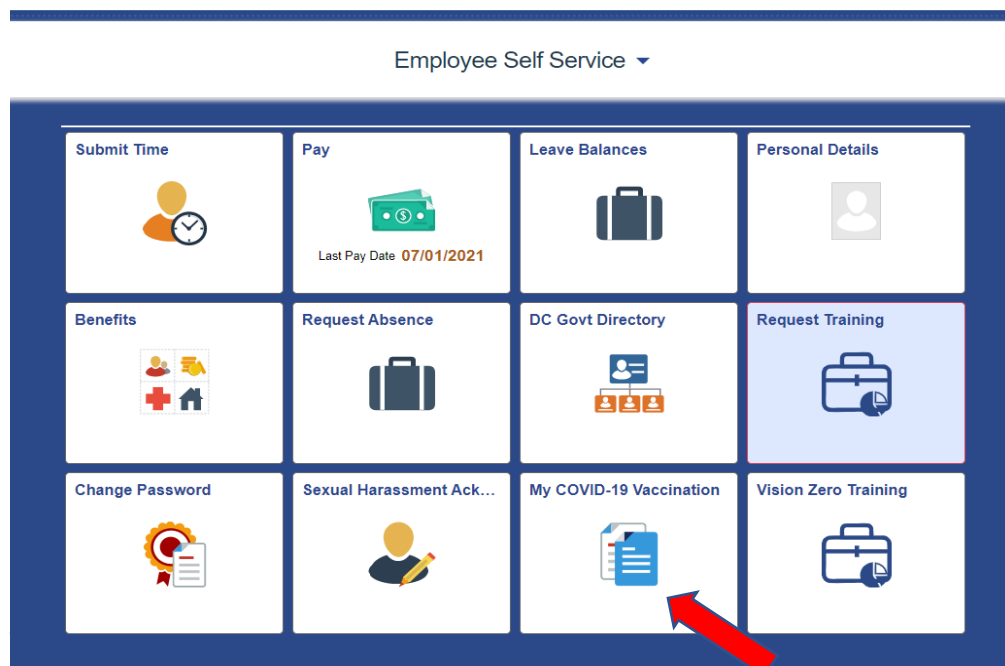
DATE: July 6, 2021
TO: UDC Employees
FROM: Deborah T. Sullivan, Vice President, Human Resources
SUBJECT: COVID-19 Vaccination Procedures

The University of the District of Columbia requires employees to upload proof of COVID-19 vaccination as a condition of employment. Exemptions will be allowed for [health](#) or [religious](#) reasons. Employees who are vaccinated will complete a two-step process using both PeopleSoft and the UDC Student Health Portal. Employees will acknowledge they are vaccinated (via PeopleSoft) and confirm vaccination (via the UDC Student Health Portal). Employees may access the [University's Vaccination Policy](#) and exemption forms on the [RISE website](#). Instructions for each step are below:

STEP 1: PEOPLESOFT ACKNOWLEDGEMENT

Employees who are vaccinated will receive a Time-Off Award of eight (8) hours of paid time off for acknowledging they are vaccinated in PeopleSoft. To complete the acknowledgment:

1. **Log into PeopleSoft. Click on “My Covid-19 Vaccination”.**



2. Read the acknowledgment and select the appropriate option (Fully Vaccinated, Partially Vaccinated, Not Vaccinated). Documentation is not required.
3. Before clicking “**Submit,**” write down your **Employee Identification Number (EMPID)** located at the top of the page. You will need your EMPID to complete Step 2 in the UDC Student Health Portal.
4. Click Submit.

The screenshot shows a web browser window with a blue header containing navigation links: "Favorites", "Main Menu", "Employee Self Service", and "My COVID-19 Vaccination". Below the header is the DC.gov logo. The main content area is titled "DCHR DISTRICT OF COLUMBIA GOVERNMENT" and displays the user's name "Mary Smith" and EMPID "00012121". A red arrow points to the EMPID. Below this, there are three radio button options: "Fully Vaccinated" (selected), "Partially Vaccinated", and "Not Vaccinated". The form includes explanatory text for each status and a disclaimer. At the bottom, it shows a "Signed" timestamp of "06/06/2021 11:51PM" and a "Submit" button.

Employees completing the PeopleSoft acknowledgment will receive their Time-Off Award approximately six (6) weeks after completion. The Time-Off Award will be displayed on your PeopleSoft timesheet as *8.00 Time Off Award Earned Adjust – TATEA* (time reporting code)

STEP 2 – UDC Student Health Portal Upload

Employees will use the Student Health Portal to upload proof of COVID-19 vaccination to meet University requirements. The information is confidential and is accessed by the Student Health Staff and selected Human Resources team members to address employment matters. **Employees who are also students must complete the upload for both student and employee. Student data and employee data are maintained separately in the health portal.**

To upload proof of vaccination, please follow the instructions below:

1. Go to <https://udc.studenthealthportal.com/> to register.
2. Click on - Not Registered? **Register**.
3. In the section requesting Student ID#, please enter your eight-digit **Employee Identification Number (EMPID) found in PeopleSoft** (Example: 00012345).
Do not enter your Student ID (Banner N#)
4. Enter your full date of birth (Example: April 6, 1998, enter 04/06/1998).
5. Once registered, go to your email and look for an email from **Pyramed Portal**.
6. Click on the link and create a password using a minimum of 7 characters. You can use the same password that you used to register
7. After the password has been created, go to <https://udc.studenthealthportal.com> and log in.
8. On the left side of the screen, click on **"My Forms"**.
9. Click on **"COVID-19 Information"**.
10. Go to the tab and find the name of your COVID-19 vaccine (Moderna, Pfizer, Johnson and Johnson, etc.). Then enter the dates of your vaccination(s).
11. Click submit and then return to the Home Page to upload COVID-19 documentation.
12. Click on **"Document Upload"** and select **"Document Type"** (Immunization Form). Upload your health record or COVID-19 vaccination card in a pdf format and **"Save"**.
No cell phone picture uploads please.
13. Check your email for confirmation of receipt of your uploaded documents.
14. If there is missing information, staff from Student Health Services or Human Resources will contact you.

For questions and additional information, please contact:

- University Health Services - 202-274-5030
- Human Resources - 202-274-5380