

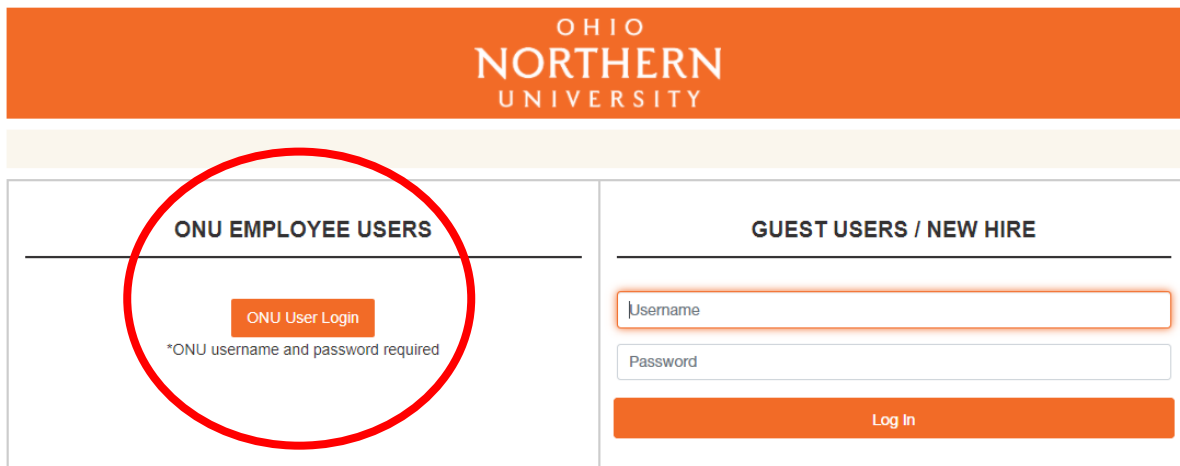
INTRODUCTION

Record of COVID-19 vaccination will be done via the PeopleAdmin system through the Records module.

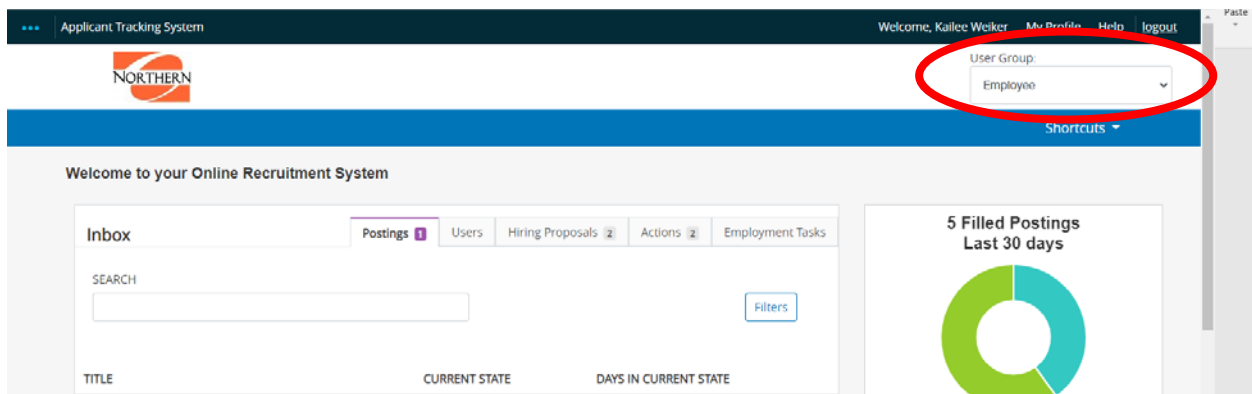
**** The PeopleAdmin system works best on a PC computer and in the web browser Google Chrome. ****

STEP 1: ACCESSING THE PEOPLEADMIN SYSTEM

- Accessing the PeopleAdmin system:
 - <https://jobs.onu.edu/hr/>
 - Use your ONU username and password to log in on the left side under “ONU Users”

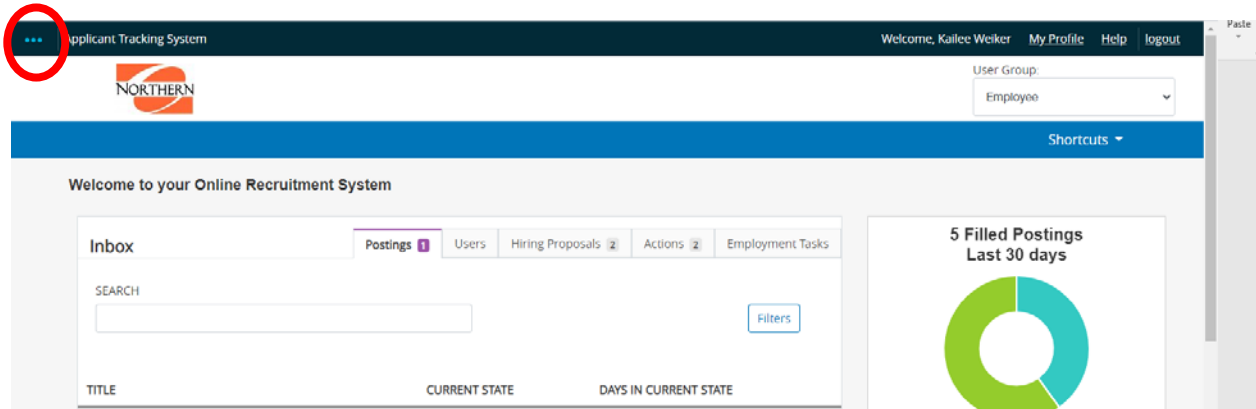


ONCE LOGGED IN, PLEASE MAKE SURE THAT YOUR USER GROUP IS SET TO EMPLOYEE IN THE TOP RIGHT CORNER.

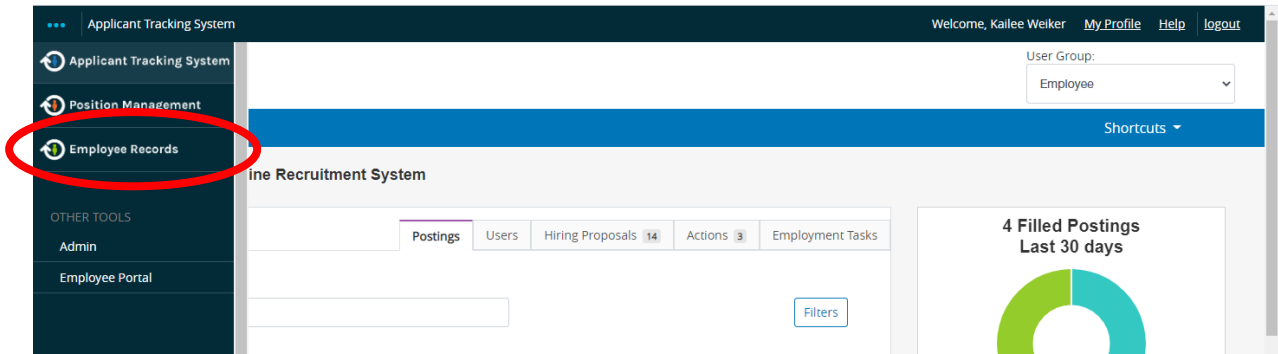


STEP 2: ACCESSING THE RECORDS MODULE

- In the top left corner, click on the three dots.

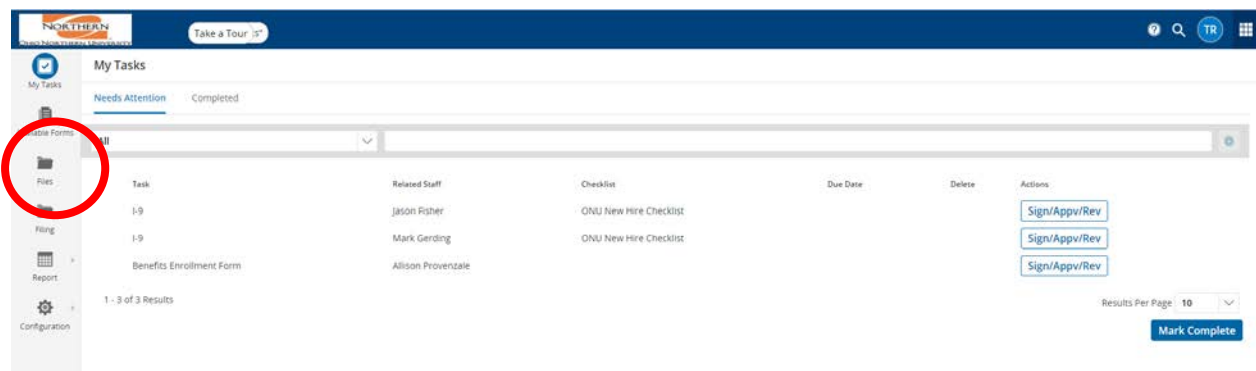


- From the menu, click on Employee Records. This will open a separate tab with the Records module.



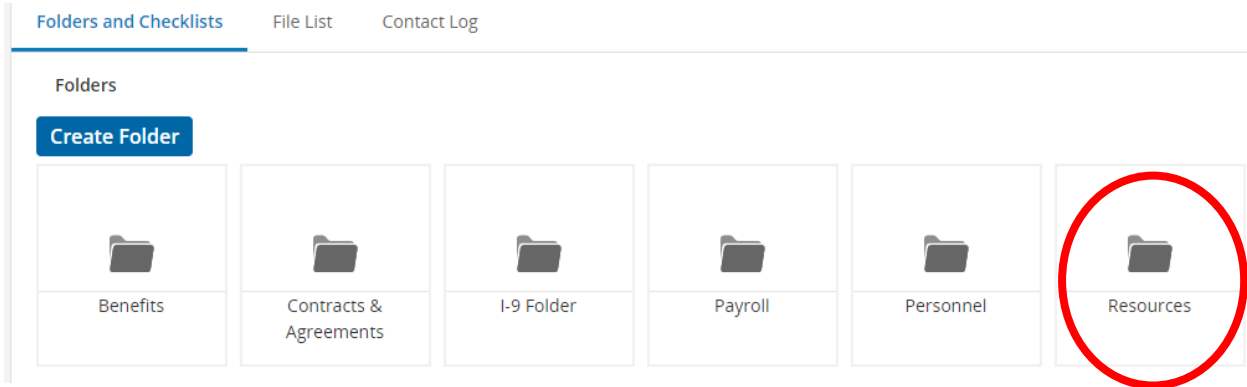
STEP 3: NAVIGATING TO ENROLLMENT FORMS

- Along the left task pane select "Files"

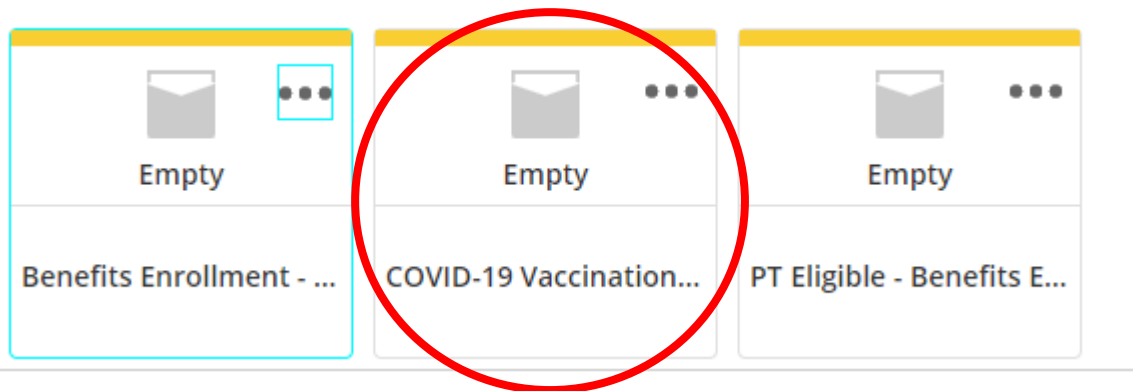


STEP 4: OPENING RESOURCES FILE

- From the “Files” screen, you will click on the “Resources” File

**STEP 5: COVID-19 VACCINATION RECORD FORM**

- Click on the COVID-19 Vaccination Record Form to open it.
- The COVID-19 Vaccination Record form will allow you to record the date, type of vaccination received, and will require an upload of your vaccination card before you can submit. Any file format is acceptable.
 - **Please ensure that the image is readable before you upload it.**



STEP 6: FINALIZING AND SUBMITTING FORM

- When you have entered all pertinent information and attached the file containing your vaccination record you will finalize the form and submit it.
- After you click SAVE FINAL, the form will need to be reopened and you will need to scroll down to complete the signature step to complete and submit the form.

Please Click to View/Hide the Workflow

Current User
Kailee Weiker

Date
10/28/2020

Signature*
Click Save Final to move onto the signature step to sign the form

I have read and accept the [Electronic Signature Statement](#) *

CLOSE PRINT PRINT AS PDF SAVE DRAFT **SAVE FINAL**