



## Employees are Reminded to Self-Report Receipt of COVID-19 Vaccine in HCM

Good afternoon,

While vaccinations are not required for UW students and employees, students and employees must report their vaccinations once they have received them, to allow the university to track overall vaccination numbers.

This is a reminder to go into HCM and mark your vaccination information when you receive your vaccination shot. Please don't forget to go in and record the date of your second vaccination shot as well. When entering your second vaccination date, please edit the record versus adding a new record.

A [quick reference guide](#) has been created to help you record this information within HCM.

In addition to your vaccination information, you will also be asked if you would like to opt-in to on campus COVID-19 testing. The only employees who should select "yes" to this question are employees who are currently working 100% remote or are able to isolate when working on campus but wish to participate in COVID testing. If you do not meet this description, please select "no."

If you have only received the first dose of a two dose vaccine, you will need to return and update your entry after receiving the second dose. When doing this, be sure to use the pencil icon to the right of your initial entry to make the update. A second entry should not be created.

Please know that although this entry is located on the Skills and Qualifications page, access to the COVID-19 Testing and Vaccine Status block is limited to only the employee entering the information and Human Resources.

Thank you to all of you who have already reported your vaccinations within HCM. If you have any questions or issues, please create a ticket by emailing [userhelp@uwyo.edu](mailto:userhelp@uwyo.edu).

Have a great afternoon,

Human Resources