



Optional Employee Process to Self-Identify as High-Risk for COVID-19

Plans are under way for the initial administration of the COVID-19 vaccine, in accordance with the Wyoming Department of Health and Albany County. The opportunity to self-identify as high risk for COVID-19 has been added to HCM. We continue to work on the plan laid out by the State of Wyoming for [COVID-19 vaccine administration](#).

Human Resources has identified active employees, age 70 and older, whose age qualifies them to be included in Phase 1b, based upon date of birth in each employee's official employee record. As shared in last Friday's [UW communication](#), we have been told that Phase 1c may include those who are 65 and older as well as high-risk individuals. To be prepared for this possibility we encourage all employees who are high risk for COVID-19, [as defined by the CDC](#), to self-identify in HCM.

Completing the self-identification in HCM requires just a few simple steps. Every active employee has been assigned a Checklist Task which steps you through the process of self-identifying. To find this task you'll click on Checklist Tasks under My Profile in HCM then Current Tasks. The system will guide you through a few simple questions to identify how you fit the CDC's high risk definitions. Full instructions can be found in the Self-Identify High Risk for COVID-19 [Quick Reference Guide](#). If an employee is not high risk, no action is required with the assigned task. Please know that although this self-identification is in HCM, it is not visible to the employee's supervisor. The information collected will only be used in relationship to COVID-19 vaccine prioritization in conjunction with the Wyoming Health Department's vaccine plan.

For additional information on COVID-19 vaccination, the campus return and vaccination website, www.uwyo.edu/campus-return/vaccination continues to be updated as we receive information. If you encounter any issues when completing the self-identification in HCM please contact userhelp@uwyo.edu and your question will be routed to the HCM support team.

Resources

- [HR Website](#)
- [Employee Handbook](#)
- [COVID-19 Employee Resource Page](#)

Contact Information

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