



Reporting Your Vaccine Status in HCM

As additional COVID-19 vaccines become available, students and employees must report their vaccination once they've received them, to allow the University to track overall vaccination numbers.

To report receiving the COVID-19 Vaccine, employees will click on *Career and Performance* under *My Profile* in HCM. From the Career and Performance page click *Skills and Qualifications*. The section of this page containing the opt into COVID-19 testing has been updated to include the ability to report receiving the vaccine. Under COVID-19 Testing and Vaccine Status, click *Add* then select the vaccine provider received as well as date(s) received. Employees can edit this section multiple times, allowing for entering of an initial dose then returning to enter date of second dose.

For more information about the COVID-19 vaccine, see the [COVID-19 Vaccination Information for the UW Community website](#). If you have any issues submitting your vaccine information in HCM, please create a ticket by emailing userhelp@uwyo.edu.

As a reminder to all employees, should you experience a reaction from the COVID-19 vaccination, you are eligible to use Emergency Sick Leave with Pay, as described under the COVID-19 Leave Policy: https://www.uwyo.edu/hr/_files/docs/employee-benefits/covid-19-leave-policy.pdf.