



The University of Vermont

Basic Steps for Entering Vaccine Information or Requesting Exemption

Enter Vaccine Information in PeopleSoft Self-Service

1. Log into [PeopleSoft HR](#)
2. Navigate to the Vaccine Tile
3. Enter your first dose vaccine and upload an image of your vaccine card
4. Enter your second dose vaccine information and upload an image of your vaccine card (if applicable)
5. Enter your booster vaccine information and upload a picture of your vaccine card (if applicable)
6. Human Resource Services will review your vaccine information for completeness. Once fully vaccinated doses are approved, employees are compliant with the policy

Request an Exemption in PeopleSoft Self-Service

1. Complete the applicable medical or religious exemption form
2. Log into [PeopleSoft HR](#)
3. Navigate to the Vaccine Tile
4. Enter request, check the “Decline Vaccine” box, and upload the completed exemption request form
5. Human Resource Services will review your exemption request and contact you if additional information is needed

Full details of the processes above can be found in the How-To Guide.