

**From:** [All UAlbany Faculty and Staff](#) on behalf of [Human Resources](#)  
**To:** [ALLFACSTAFF-L@LISTSERV.ALBANY.EDU](mailto:ALLFACSTAFF-L@LISTSERV.ALBANY.EDU)  
**Subject:** Submit Vaccination Record for Mandatory Weekly Testing Exemption  
**Date:** Sunday, July 25, 2021 9:38:40 PM

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## FINANCE AND ADMINISTRATION

UNIVERSITY AT ALBANY State University of New York

Dear Colleagues,

As indicated in Vice President Todd Foreman's message on June 25<sup>th</sup>, vaccinated employees may submit proof of full vaccination (two weeks after receipt of final dose) to be exempted from mandatory weekly surveillance testing. Acceptable proofs are a valid COVID-19 Vaccination Record Card or a [NYS Excelsior Pass](#). **Thank you to all those who have already done so.**

All vaccinated employees (including faculty teaching this fall) should now submit vaccination records using the instructions below and you will be exempted from mandatory weekly surveillance testing. After submission, you may still participate in testing on a voluntary basis.

Participation in surveillance testing must continue until you are notified of an approved exemption.

**We strongly encourage anyone who has yet to be vaccinated to do so now to protect yourself and others. Find a vaccination [location](#) near you.**

### **OPTIONS FOR SUBMITTING VACCINATION PROOF:**

#### **On-line Self-Service Submission (preferred)**

- [Sign into Peoplesoft](#) using UAlbany NetId and password. Complete all required fields (Document type, Vaccine Brand, **Date of final dose**). Upload a copy of the front side of your COVID-19 Vaccination Record Card or a photo/screenshot of your [NYS Excelsior Pass](#) QR code\*. Then click SUBMIT. Once your submission is reviewed, you will receive an email from [covid\\_employees@albany.edu](mailto:covid_employees@albany.edu) indicating approval/denial to stop participation in surveillance testing (a denial will indicate needed additional action.)

\*If submitting copy of NYS Excelsior Pass, be sure you have the most updated

pass which will indicate an expiration date one year from the last date of vaccination. The screen you upload must include your name and DOB.

**Send to Human Resources (State)**

- You may submit a copy of your documentation to UAB 300 (drop box located outside office). Staff will enter required information. This process may take longer to receive approval.

**RF Employees**

- Please note that RF employees who are unable to submit on-line should contact [rfhr@albany.edu](mailto:rfhr@albany.edu) for additional options.

Please check the [UAlbany COVID-19 website](#) for the latest information and current workplace protocols.

Stay safe and stay healthy.

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