



OFFICE OF HUMAN RESOURCES MANAGEMENT

UAlbany's online Health Screening Assessment, required each day when working on-site, will be unavailable from Friday, July 10 at 8:00 a.m. through approximately 12:00 p.m. on Monday, July 13 due to the PeopleSoft/IAS system upgrade ITS will be performing.

During this timeframe please use this alternate [Health Screening Assessment](#). The assessment must be completed prior to, or within one hour of, being on campus. You will get a confirmation of your submission via email. This email must be forwarded to your supervisor so they are aware of your compliance in reporting.

Supervisors: The confirmation email will not indicate the action taken. If they chose "report to work", this is the only email you will receive. If they chose "stay home" or "went home" Human Resources will contact you. Employees without computer access should continue to fill out the paper screening assessment forms.

When PeopleSoft is available again, you must return to reporting using the on-line version, which centralizes our reporting. The online assessment will again be available through MyUAlbany and the link will also be on the Human Resources homepage.

If you have any questions contact timerecords@albany.edu

UAB300, 1400 Washington Avenue, Albany, NY 12222
PH: (518) 437-4700 • FAX: (518) 437-4731 • ohrm@albany.edu • albany.edu