

Dear Employees

Welcome Back! I hope everyone enjoyed some much needed time off and had a chance to rest and relax with family and friends.

As you may have read in the earlier announcements from Dean Shepard and Provost Cameron, for winter quarter all students who go to a PAU facility are required to submit proof of full vaccination before they will be permitted on campus. This communication is linked [here](#) for your review.

Employees are encouraged to work from home and only come to campus with prior approval from their division head. When on campus you you will be required to wear a mask at all times. At this time, we are doing away with the daily health screening.

Going forward, all PAU employees will be required to show proof that they have been [fully vaccinated](#) whether they work on campus or remotely. According to the CDC's guidance, being fully vaccinated means, 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine.

Your vaccination card will need to be uploaded into the ADP system through the ADP Workforce Now website at <https://workforcenow.adp.com/>. Only Prakashni Pratap and myself will have access to your information.

1. Login to the Employee Self Service portal.
2. Go to **Myself > Employment > Surveys**.
3. Once accessed, the employee can respond to the survey the same way they would have via the mobile app.
 - **Fully** vaccinated - they are prompted to enter the dates of their vaccinations, as well as to upload an image of their vaccination card as proof (if required by the employer).
 - **Partially** vaccinated - they are prompted to enter the date of their partial vaccination, as well as to upload an image of their vaccination card as proof (if required by the employer).
 - **Not** vaccinated - they are asked if they have been tested for COVID-19 in the last 7 days, as well as the result of the test.

- If they respond that they have tested positive, they are asked for the date of the test, as well as an image to load as proof (if required by the employer).

If you need additional assistance, please reach out to Prakashni or me and we will assist you.

Again, our priority is to keep our PAU community as safe. If you have any questions, please do not hesitate to reach out to me.

Take care of yourself and your family.

Mary Haesloop
Director of Human Resources