

Explaining the Quirks of the Mandatory Workforce COVID-19 Vaccination System

(As of 8/20/21)

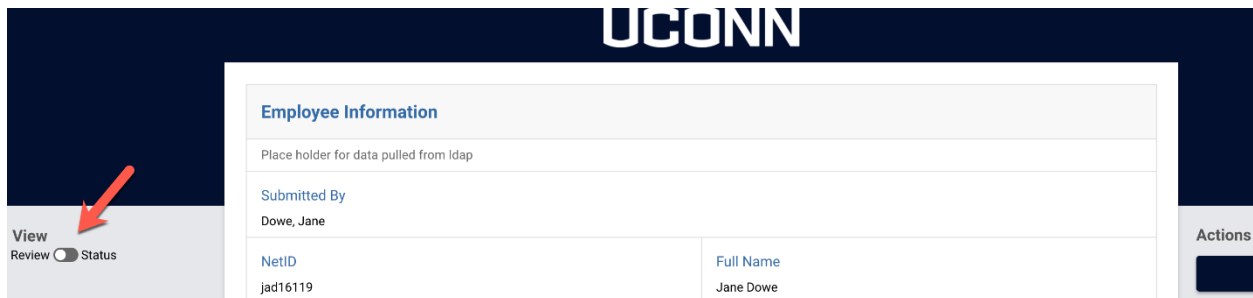
1. The “Approve” Option and Its Follow-up Screen.

If you are returning to the system to report and upload Second Dose information or supporting documentation for an Exemption or Deferral, you may have noticed that the system prompts you to “Approve” your own request. The system requires you to Approve at this step, because your submission stage took place when reporting your First Dose or your intent to request an Exemption or Deferral (Part I). The system doesn’t allow us to change the text of that button.

After hitting Approve, a new screen will appear showing “Form Has Been Approved.” We know this is misleading, but – like the Approve button – we can’t change the text. You will receive an automated email, though, to tell you that your submission has been received and is conditionally approved (Second Doses) or pending review (Exemptions and Deferrals).

2. Did HR or the Exemption Committee return your submission and ask you to upload additional documentation?

Sometimes a document is too blurry to read or we need more information before we can make a decision on an Exemption or Deferral. In these circumstances, we can return the form to you and leave a comment so you know what to do. You’ll get an automated email with a link back to your form and – once in the system – you’ll see our comment at the very top of the page. You may need to use the “View” toggle at the top of the left-hand margin. Toggle to “Review” to get back to your form and upload the requested documents.



The screenshot shows the UConn system interface. At the top, the UCONN logo is visible. Below it, there is a form titled "Employee Information". The form contains several fields: "Submitted By" (Dowe, Jane), "NetID" (jad16119), and "Full Name" (Jane Dowe). On the left side of the form, there is a "View" toggle with a red arrow pointing to it. The toggle is currently set to "Review" and has a "Status" label next to it. On the right side of the form, there is an "Actions" button.

3. Are your attachments not viewable after submission?

This is an unlikely stumbling block that you’ll encounter, but we’ll tell you about it anyway. Once you’ve submitted your Second Dose documentation or returned to the system to upload your Exemption or Deferral documentation (Part II), you might have the urge to return to your submission and review your documents. Unfortunately, at this time, when you click on your document on the form it may open a page that says “Forbidden.” We’ve reached out to Quali to address this bug. Don’t worry, though, your documents are still accessible to HR (Second Doses) and the Exemption Committees (Exemptions and Deferrals) and you should have the original files, because you uploaded them!

4. Did you hit your maximum for document uploads?

We thought this might happen for a few folks. You'll need to reach out to hr@uconn.edu, but don't attach your documents to the email! Just let us know you've reached your limit but have more to upload. Do your best to combine PDFs into a single upload (you'll need Adobe Acrobat to do that).