

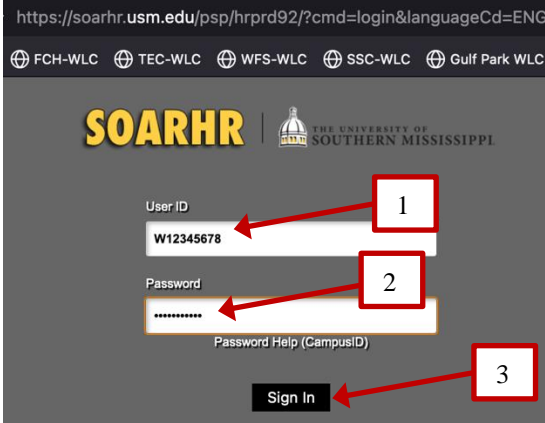
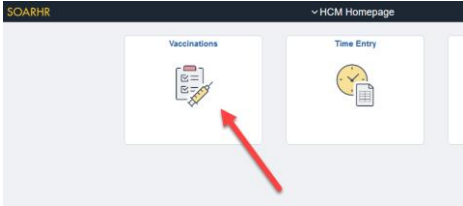
Request Legal Exemption to Vaccination Records

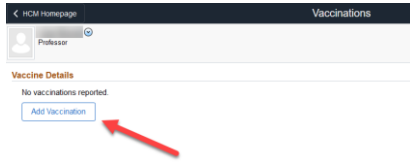
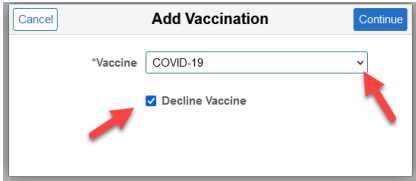
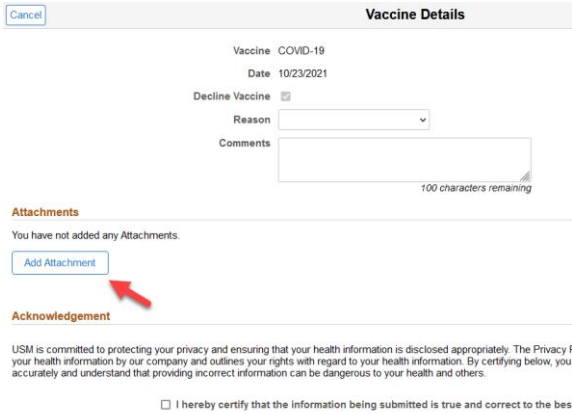
November 1, 2021

Requesting legal exemption to vaccination requirement- SoarHR Employee Self Service

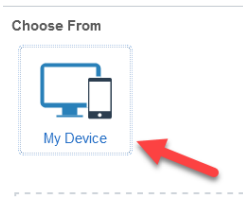
Important Notice: You must complete the corresponding exception form (medical, religious or work-related) found on the HR website under the COVID-19 FAQs tab in advance of this process so that you are able to upload it as part of your submission. This form is required to be attached in order to receive consideration for an exemption. Also note that the medical exception requires a second form that is to be completed by your healthcare provider and that too must be uploaded with your submission.

Log in to SOARHR!! Click [here](https://soarhr.usm.edu) (https://soarhr.usm.edu) to sign into SOARHR.

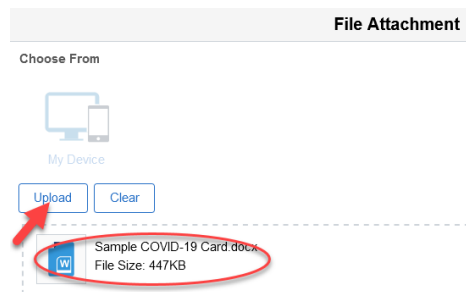
1.	Within SOARHR, enter a W + your ID number. (W12345678)
2.	Enter your SOAR/SOARFIN/SOARHR password.
3.	<p>Click the Sign In button.</p> 
4.	<p>Click on the Vaccinations tile.</p> 

5.	<p>Click the Add Vaccination button.</p> 
6.	<p>Click the Vaccine dropdown and select COVID-19 from the list.</p>
7.	<p>Check the Decline Vaccine box.</p>
8.	<p>Click Continue.</p> 
9.	<p>Reason: Select the appropriate reason that corresponds with the exception you are requesting: medical, religious or work-related</p>
10.	<p>Comments: List any relevant information that needs to be communicated with Human Resources (optional, not required).</p>
11.	<p>Click the Add Attachment button.</p> <p>NOTE: The attachment is required. You must attach the corresponding request form to this submission, which can be found on the HR website on the COVID-19 FAQs tab. You will not be able to complete the process without uploading documentation.</p> 

12. Click **My Device** button.

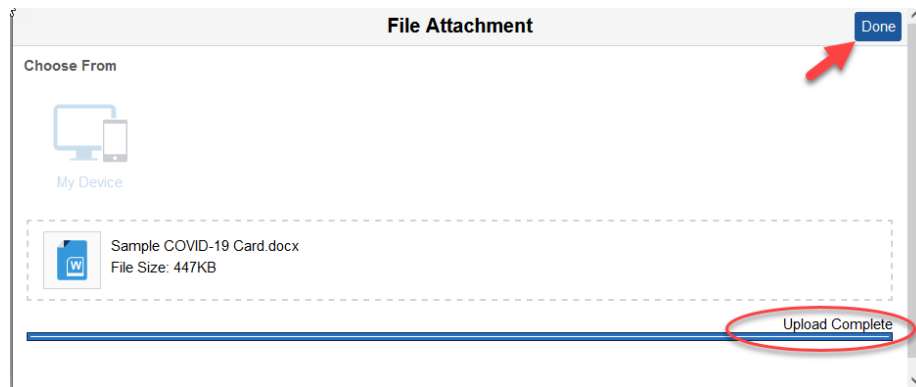


13. Select your documentation from its location on your device and then click the **Upload** button.



14. Once the documentation is successfully uploaded, you will get an Upload Complete status message.

Click the **Done** icon in the upper right corner.



15. Verify the documentation is attached, then review the Privacy Acknowledgement statement and the Certification Statement. Click the **Certification check box** and then click **Save** in the upper right corner.

You will receive a confirmation email once your information has been submitted successfully to Human Resources. Human Resources will notify you if they need more information or if they have to decline the information you provide, so continue to check your email for notices until you are confirmed approved.

Vaccine Details

Cancel Save

Location: Workplace

Location Name: Hattiesburg

Address: 118 College Drive
Hattiesburg, MS 39406
Forrest

Comments: (100 characters remaining)

Attachments

[Add Attachment](#)

Attachments	Description	Attached By	Attached On
Sample_COVID-19_Card.docx	COVID-19 Vaccination Record Card		10/23/21 12:45:11 PM

Acknowledgement

USM is committed to protecting your privacy and ensuring that your health information is disclosed appropriately. The Privacy Policy identifies all potential uses and disclosures of your health information by our company and outlines your rights with regard to your health information. By certifying below, you acknowledge that you have updated this form accurately and understand that providing incorrect information can be dangerous to your health and others.

I hereby certify that the information being submitted is true and correct to the best of my knowledge.