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*RESEARCH SCHOLAR AFFAIRS OFFICE*

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UC SAN DIEGO COVID-19 VACCINATION MANDATE COMPLIANCE PROCESS  
FOR VISITING SCHOLARS

The University of California requires all students, staff, and academics, including Visiting Scholars, to be vaccinated against COVID-19 before they will be allowed on campus or in a UC San Diego facility.

<https://returntolearn.ucsd.edu/vaccine-mandate/overview/index.html>

Official Visiting Scholar appointments are sponsored by and normally requested by faculty, processed by department HR/AP administrators via RSAS, and reviewed and approved by the Research Scholar staff on behalf of the Vice Chancellor for Research.

Once a Visiting Scholar is officially offered and courtesy appointment is accepted, please follow this guidance to comply with the vaccination mandate.

**PROCESS**

1. Department Administrator enters Visiting Scholar appointment in UC Path as Contingent Worker
  - a. See UC Path CWR UPK for instructions (access required). Local “Understanding Contingent Worker” Job Aid is available at [UC Path](#).
    - Employee Class: Academic Contingent Worker
    - Job Code: CWR015 (Visiting Scholar) or CWR016 (Visiting Scholar-UG), as appropriate
  - b. When creating the CWR appointment, remember to include DOB, home address, SSN if available (in National ID field) in order to identify the scholar and link with AD and EPIC accounts.
  - c. For the Reports To field, enter the faculty sponsor’s Position Number and not Dept Chair/ORU Director positions numbers so that the Visiting Scholar appears in the correct Supervisor’s Dashboard.
2. Department Administrator requests AD account for the scholar.
  - First, check to see if they already have an AD account. If they were present on campus before the new mandate, they may have been given an AD account through MyAffiliates.
  - ITS will compare information and link PID with AD account.
3. Behind the scenes, the PID will be batch loaded into EPIC once a week (by UCSD Health Information Systems unit). If information is missing, and they are unable to identify a unique person, the scholar’s information will not be uploaded and will cause delays. Therefore, it is very important that all the CWR fields are completed.
4. In 1-2 week (depending on when the information was uploaded), the Visiting Scholar will be able to use their AD user information to create an account in MyUCSDChart ([myucsdchart.ucsd.edu](http://myucsdchart.ucsd.edu)) to upload proof of vaccination.

If they are having issues creating a MyUCSDChart account, request assistance via [servicedesk@ucsd.edu](mailto:servicedesk@ucsd.edu)

5. If they will be requesting an exemption or deferral, they must complete the COVID-19 Vaccine Exemption/Deferral Request for (aka Qualtrics survey) which is available at: [https://ucsd.co1.qualtrics.com/jfe/form/SV\\_5d5rGx1z65G8Piu](https://ucsd.co1.qualtrics.com/jfe/form/SV_5d5rGx1z65G8Piu)

Information that they will need to provide:

- a. Full Name (as entered into UC Path)
  - b. UC Path ID number (aka PID or EID)
  - c. Contact phone number
  - d. Contact email address
  - e. Identify as affiliated with Campus or Health
  - f. Type of exemption or deferral being sought
  - g. Sedgwick will review respond to exemption and deferral requests. However, they are backed up due to the implementation so please let your scholars know about the possible delay in response.
6. If after 2 weeks the Visiting Scholar is still unable to access MyUCSDChart, they should request assistance via [servicedesk@ucsd.edu](mailto:servicedesk@ucsd.edu) to look into their MyUCSDChart account access and can email their proof of vaccination to [SDVaxRO@health.ucsd.edu](mailto:SDVaxRO@health.ucsd.edu).

Contacts:

Return to Learn regarding vaccination mandate [RTL@ucsd.edu](mailto:RTL@ucsd.edu)

Health regarding vaccination documentation [SDVaxRO@health.ucsd.edu](mailto:SDVaxRO@health.ucsd.edu)

ITS regarding UCPATH and AD account data issues [servicedesk@ucsd.edu](mailto:servicedesk@ucsd.edu)

Jennie Salomon regarding Visiting Scholars [visitingscholar@ucsd.edu](mailto:visitingscholar@ucsd.edu)

Jennifer Bourque regarding this document [jbouque@ucsd.edu](mailto:jbouque@ucsd.edu)