



# Government of Canada Vaccine Attestation Tracking System (GC-VATS): INSTRUCTIONS FOR GC-VATS ADMINISTRATORS

Office of the Chief Human Resources Officer (OCHRO)

Updated on April 14, 2022

# Document Change Control

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Revision Number	Date of Issue	Author	Revision Notes
V1.00	2022/04/14	Saumur, Alexandre Gallant, Genevieve	Creation of the guide.

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# Introduction

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Each organization using the Government of Canada Vaccine Attestation Tracking System (GC-VATS) must identify individuals as administrators. These individuals must be human resources professionals who can view protected B information such as vaccine attestations, accommodation requests and vaccination verification status. The number of administrators is limited to a **maximum of 5 individuals per organization**.

The administrator has privileged access to the system to consult employees' files in their organization and to perform actions in special circumstances.

These actions should only be performed when the situation calls for it. These actions are:

- Complete administratively the employee's accommodation request once the manager has recorded the decision and acknowledged the discussion with the employee.
  - Although this new functionality will enable departments to close a few accommodation requests, this does not replace the need for managers to communicate the decisions to the affected employees and to enter the decisions rendered in the system.
- Reinitialize an employee's vaccination proof verification step.

## Notes:

- Employees do not require to be claimed by a manager to use these functionalities.
- These functionalities are only active for the latest attestation on the employee's file.
- Each functionality will send an email to the employee to inform them that a specific action has been taken on their file. If the employee is currently claimed by a manager in the myEmployees application, the latter will also be notified.

For support, please contact the Enabling Human Resources Infrastructure support team ([EHRIassistanceSRH@tbs-sct.gc.ca](mailto:EHRIassistanceSRH@tbs-sct.gc.ca)) via your authorized generic mailbox. Please complete and include our [support form](#) in your email.

If an employee has not yet transferred to your organization on the TBS Applications Portal (TAP), the administrator will need to send a [support request](#) stating that the action cannot be performed and specifying the details of the action to be performed on our side.

# Instructions for Administrators

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## ADD OR REVOKE ADMINISTRATOR ACCESS

For any modifications to your organization's GC-VATS administrator access, please provide the name and PRI of the employees. Also, please ensure that the request has been approved by your Head of Human Resources (HR). **Any request sent without the approval of your Head of HR will be refused.**

### Notes:

- An employee does not need to be transferred to your organization on the TAP to obtain administrator access.
- It is possible to assign administrator access to more than one organization when your organization is in a situation where this is necessary. In these situations, please mention the names of the organizations the employee should have access to.

## ACCESS TO INFORMATION AND PRIVACY (ATIP)

For all requests from your Access to Information and Privacy (ATIP) unit, please inform them that they must contact the responsible unit (ATIP) at TBS directly ([list of access to information and privacy coordinators by institution](#)).

### Note:

- **No ATIP request should be sent to our support team.**

## TO ACCESS THE GC-VATS ADMINISTRATOR FUNCTIONALITIES

Please follow these steps:

1. Log in to the [TBS Application Portal \(TAP\)](#).
2. Click on the **GC-VATS**.

TAP Home Applications Help

TBS Applications Portal Home myEmployees My TAP Profile Sign Out

My Apps

To access an application, click on its image below.

**GC-VATS**  
Government of Canada Vaccine Attestation Tracking System  
The Government of Canada Vaccine Attestation Tracking System allows employees to report their current vaccination status.

**PSPM**  
Public Service Performance Management  
Allows managers/supervisors and employees to complete and update performance agreements.

**MAF**  
MANAGEMENT ACCOUNTABILITY FRAMEWORK  
Provides federal employees access to MAF information and to the assessment process, if applicable.

**CORS**  
Central Online Reporting System  
Displays online and PDF versions of pre-defined reports and allows users to create ad hoc reports.

**CALLIPERS**  
Callipers  
Access to the two standardized assessment tools for project management capacity and project complexity and risk.

**ETMS**  
Executive Talent Management System  
The Executive Talent Management System is a web application which integrates executive performance and talent management, and performance-based compensation administration.

3. Click on the tab **Administration**.

Government of Canada Vaccine Attestation Tracking System (GC-VATS) Account settings Sign out

Home Vaccination status Attestation dashboard Administration Offline submissions Reports Help

## INSTRUCTIONS FOR SEARCHING AN EMPLOYEE

To search for an employee, you must follow these steps:

1. Enter at least 1 character of the employee's given name, surname or PRI/HRMIS.
2. Click **Search** to display the results.
3. If the employee has attested, click on their name to access their file.

Employee search

Given name  Surname  PRI/HRMIS

Filter items  Show 10 entries

Status	Name	Attestation	Organization
✓ Complete	<a href="#">Executif, Monsieur</a>	Fully vaccinated	TBD

### Notes:

- You are required to use at least one of the following criteria to search an employee: given name, surname or PRI/HRMIS. More than one criterion can be used simultaneously for your search.
- Only active accounts within the TBS Applications Portal (TAP) will be included in your search.
- Only accounts associated to the department(s) to which you obtained access to as GC-VATS administrator will be included in your search.

## STATUS LEGEND

### Status legend:

 Pending |  Decision |  Review |  Complete

### Status related to accommodation requests:

**a) Pending:**

- The employee submitted their vaccination attestation requesting accommodation.

**b) Decision:**

- The manager has recorded the decision associated with the employee's accommodation request.

**c) Review:**

- The manager or employee has acknowledged the discussion related to the decision.

**d) Complete:**

- The manager and employee acknowledged the discussion related to the decision.
- The manager acknowledged the discussion related to the decision and an administrator administratively completed the employee's accommodation request.

### Status related to other types of vaccination attestations (unvaccinated, partially vaccinated or fully vaccinated):

**a) Complete:**

- The employee has submitted their vaccination status.



## CONSULT AN EMPLOYEE'S FILE

### After selecting the employee in your search:


1. The most recent vaccination attestation in the employee's file is displayed by default.
2. To view a previous vaccination attestation, please click on the desired attestation under the **Attestation history** section.

Employee submission	
Name	Monsieur Executif
Email	<a href="mailto:monsieur.executif@tbs-sct.gc.ca">monsieur.executif@tbs-sct.gc.ca</a>
Manager	Alexandre Saumur
I attest that my COVID-19 vaccination status is	Fully vaccinated
Submitted	2022-04-13
Modified	2022-04-13
Submission status	Complete
Attestation history	
▶ Attestation submitted 2022-04-13	
▶ Attestation submitted 2022-04-13	

## COMPLETE ADMINISTRATIVELY AN EMPLOYEE'S ACCOMMODATION REQUEST

After selecting the employee in your search:

1. Click on **Complete administratively**.
2. Confirm your action.

Complete administratively		 Complete administratively
Name	Monsieur Executif	
Email	<a href="mailto:monsieur.executif@tbs-sct.gc.ca">monsieur.executif@tbs-sct.gc.ca</a>	
Manager	Alexandre Saumur	
I attest that my COVID-19 vaccination status is	Unvaccinated because I am requesting accommodation	
I am requesting accommodation	Due to a medical <a href="#">contraindication</a>	
Submitted	2022-04-13	
Modified	2022-04-13	
Submission status	Review	
<b>Decision</b>		
Manager	Alexandre Saumur	
Duty to accommodate	DOES NOT APPLY	
Modified	2022-04-13	


### Notes:

- b) To use this functionality, the manager must have recorded the decision and acknowledged the discussion with the employee.
- c) If necessary, managers can update the information associated with the decision, but they will have to reacknowledge having discussed it with the employee.

## REINITIALIZE AN EMPLOYEE'S VACCINATION PROOF VERIFICATION STEP

After selecting the employee in your search:

1. Click on **Reinitialize verification**.
2. Confirm your action.

Reinitialize verification		
Name	Monsieur Executif	
Email	<a href="mailto:monsieur.executif@tbs-sct.gc.ca">monsieur.executif@tbs-sct.gc.ca</a>	
Manager	Alexandre Saumur	
I attest that my COVID-19 vaccination status is	Fully vaccinated	
Submitted	2022-04-13	
Modified	2022-04-13	
Submission status	Complete	
<b>Verification</b>		
Vaccination verification	The employee has <b>provided</b> acceptable proof of vaccination	
Verification status	Verification - passed	
Verified by	Alexandre Saumur	
Verification date	2022-04-13	

### Notes:

- d) To use this functionality, the manager must have recorded the vaccination proof verification step.

# Resources

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## FORMS AND RESOURCES

- [Support Request Form](#)
- [GCcollab – GC-VATS](#) (videos, fact sheets and more)
- [Instructions on How to Encrypt and Digitally Sign a File](#) [FR]

## INSTRUCTIONS FOR YOUR USERS

- [How to Claim an Employee](#) [FR] ([accessible version](#) [FR])
- [How to Accept or Refuse a Claim Request](#) [FR] ([accessible version](#) [FR])