Included in this document is relevant information for all newly hired full time status State employees as it pertains to the VTHR/Employee Self Service System. This document was compiled in an effort to reduce call volume to the VTHR Help Desk by proactively addressing commonly asked questions. This document should be read in its entirety as a part of any new hire training, or used a supplementary material for the periodic training sessions. If there are any questions regarding the included instructions, call the VTHR Help Desk at 828.6700.

Note that the below contents are listed in the order they should be read and completed. If completed out of order, the VTHR System may output error messages.

Contents:

<u>New Hire Initial Login Information</u>

To navigate to the VTHR Login screen, follow the steps below:

1) Type into the web browser's address bar 'DHR.VT.GOV' and press ENTER.
2) On the DHR main site, find the box on the right of the page entitled "VTHR Online Resource Center." Click this box
3) Again on the right hand side of the page find the box entitled "Login Here." Click this box.
4) This page may be added to the favorites bar, so that in the future employees can be directed here easily. DO NOT log in first and then add the address to the favorites bar, as that results in system errors

User ID

The User ID for the VTHR System is the 5 digit State Employee ID number. This number should have been provided on the first day of employment, and is also marked in the upper left-hand corner of all ID badges. This State ID number will remain the same throughout an employee's career with the state, and will be retained even in periods of non-employment.

Password

The default initial password follows a standard naming convention; Firstname00Lastname. This is the employee's first name, with the first letter capitalized, followed by the <u>middle two</u> numbers of the employee's social security number, followed by the employee's last name again with the first letter capitalized. There are no spaces in this default password.

Upon initial login the user will be prompted to change this default password. Please follow the steps to do so, and at the end of the session make sure to click 'Log Out' which is located in the upper right hand corner. Failure to change the default password or to click Log Out will result in a system lockout, at which point the Help Desk must be notified in order to reset the login password.

To reset a password manually follow the steps below:

1) Click on Main Menu at the top of the page
2) Click on 'Change My Password' located towards the bottom list of choices
3) Enter in the initial default password as the current password, and choose a new password
4) New passwords must be at least 8 characters long and contain one numerical value

<u>Updating Mailing Addresses</u>

Follow the navigation below to update Home and Mailing Addresses:

1) Click on Main Manu
2) Self Service
3) Personal Information
4) Home and Mailing Address

Verify that both are accurate. Note that we expect both addresses to match, however in the event that an employee wishes to receive mail at a different location from the one at which they reside, ensure that the listed Mailing Address is accurate. Any initial paychecks will be sent to the address listed as Mailing Address, along with any other paper paychecks that may need to be issued throughout the employee's career.

To edit the addresses, simply click on Edit and fill out the appropriate information. When finished, click Save.

Update Email Address

It is vital that this step be completed before attempting to update the W4 Tax Information. Federal Tax Information is not acceptable without a valid email address; the System does not allow submission without one.

To update an email address, follow the below steps. Note that this must be done twice, as the email is listed in two separate locations:

1) Click on Main Manu
2) Click My System Profile

Email addresses are auto-populated with a default. This is an erroneous email that is not valid. Replace it with a valid email by clicking in the email box, or clicking Add. Ensure that a working valid email address is entered. Any email will work; it can be personal, business or other. Choose an email type (again any type will work), and ensure the box entitled Preferred Email Address is checked. When finished click Save.

To update the email address in the second location, follow the navigation below:

1) Click on Main Menu
2) Self Service
3) Personal Information
4) Email Addresses

Repeat the instructions for the first email address. The screens must be updated with the same address. When finished click Save.

Updating W4 Tax Information

Note that it is important to update both email addresses prior to updating any W4 Tax Information. Failure to do this will result in a system error, and the employee will not be able to fill out any tax information.

W4 Tax information must be entered for both the State and Federal Government. Follow the navigation below to update both W4 forms:

1) Click on Main Menu
2) Self Service
3) Payroll and Compensation
4) W-4 Tax Information

This will redirect to the W4 page. From here, enter and update all information from the top of the page until the 'Submit' button at the bottom. Verify that the listed address and employee name is accurate.

Once the information is verified and entered, click 'Submit.' Read carefully the text box which will open, and enter in the VTHR Password to continue. This enters information for the Federal Government only.

To update the Vermont State W4, click on the link directly below the submit button, 'VT State W4.' Print out the form, fill it out entirely, and mail it or fax it in per the instructions included on the form.

Direct Deposit

Direct deposit is a requirement of all active State employees. Each employee must have at least one active Balance account, as detailed below. To set up a direct deposit account, the employee must have a valid account number and routing number. A waiver is available for any State employee who is unable to have a bank account due to legal or religious reasons.

1) Click on Main menu
2) Self Service
3) Payroll and Compensation
4) Direct Deposit
5) Click Add Account
6) Enter the routing number and account number
7) For account type, choose between checking or savings
8) For deposit type, choose between the two following options
    a. For the entire balance of the check to go into one account, choose the deposit type Balance. Note that all State employees are required to have at least one Balance account
    b. For just a specific amount of each check to go into an account, choose the deposit type Amount
9) If deposit type-Amount was chosen, specify what amount you would like to be deposited into this account. If deposit type-Balance was chosen, leave this field blank
10) For deposit order choose from the following
    a. For a Balance account, choose deposit order to be 999
    b. For an Amount account, choose the order to be 1, then 2 etc. The deposit order determines which account is deposited into first, then second etc. The balance account is always the last account to be deposited into
11) When finished with all changes click Submit

Note that an employee can only make one change to direct deposit information per day. Clicking the Submit button locks the employee out for 24 hours.

Timing

The State pays employees every two weeks, for the pay period ending the previous two weeks. For example, if an employee's first day is January 1st, 2014, the first pay date for that employee is 4 weeks later, on January 23rd, 2014. We do not withhold a paycheck, nor is the first paycheck larger than normal. Each paycheck contains a two week work period. Please plan accordingly, as there is a gap between an employee's start date and the initial pay date.

Direct deposit accounts must first be verified before checks can be deposited. This is done through a process called 'Pre-Notification,' or Pre-Noting for short. Payroll confirms the Friday before each pay week. At this time, any direct deposit accounts are pulled in and used to generate checks. If it is the first time an account has been used, payroll will first make a zero dollar deposit in order to verify that the account is active. During this time, the paycheck is issued as a paper check and mailed out via the postal service.

Once the Pre-Notification is complete, all subsequent checks for that direct deposit account are automatically deposited on Thursday. Note that not all banks pull in deposit information at the same time, and some banks may not show deposits until later in the day. Paper checks are cut and mailed on Wednesday prior to the Thursday pay date, in an effort to ensure all State employees receive payment on Thursday.

Employees have access to all Pay Advices and W2 forms electronically regardless of deposit type. These can both be found in the same location:

1) Main menu
2) Self Service
3) Payroll and Compensation
4) View Paycheck/View W2/W2-c Forms
5) Click on the date of the Advice/W2.

The pay advice is available on the Monday of each pay week, along with the HR Advice (See HR advice on page 8). Each pay advice includes the following information:

1) Hourly Pay Rate
2) Paycheck Amount
3) Tax Status
4) Tax Withholding amounts
5) Earnings
6) Deductions
7) Employer Paid Benefits
8) Pay Period Dates and Pay Date

9) Type of Check (Issue Check for Paper, otherwise will list Deposit and last 4 of account number)

Entering Time in the Timesheet

All Employees are required to enter their work time into the timesheet located in the VTHR system. This timesheet is used to generate paychecks; failure to enter time before the deadline will result in no pay or a delayed paycheck. The timesheet is also used to enter all Leave days, including Holidays, Personal Leave, Sick Leave, and Annual Leave. Each department has specific requirements for entering time; some require time to be submitted by mid-day each Friday. Employees should check with their supervisor to find out department specific guidelines.

If an employee needs to edit a past timesheet, the Department Delegate must be contacted. This Delegate will be able to work with Time and Labor to adjust the timesheet accordingly.

The hard deadline for all time entry is by 9 am the first Monday of the pay-period, for the prior pay period. For example, for the pay period January 12th – January 25th, the deadline for time entry for all employees is 9 am on Monday, January 27th. We strongly prefer that all time is entered by the end of the last Friday of each pay period (January 24th to follow the example).

To navigate to the Timesheet, follow the below steps:

1) Click Main Menu
2) Self service
3) Time Reporting
4) Report Time
5) Timesheet

From here, click on the 'Add To Favorites' link found in the upper right hand corner. This will allow the employee to click on Favorites, in the upper left hand corner, and access the Timesheet directly from now on.

The timesheet shows by default the current pay period. Note that employees can view all past timesheets, but to make any edits or changes to prior pay periods the department delegate must submit a prior pay period adjustment form.

To enter time in the timesheet, find the day hours need to be entered and enter the number of hours. Then scroll to the right and select the Time Reporting Code (TRC) from the drop down menu. Common TRC's are:

1) Hours Worked-WORK
2) Hours Worked Over Schedule-WRKOT
3) Annual/Vacation Leave-ANNL
4) Sick-SICK
5) Personal Leave-PERS
6) Compensatory Time Used-COMP

7) Holiday-HOL
8) Holiday Unscheduled Comp-HOLUC
9) Holiday Unscheduled Paid-HOLUP
10) Holiday Unscheduled Work-HOLUW
11) Flex Time Reporting-FLEX

Once the TRC is chosen, scroll further to the right and find Task Profile ID. This is an abbreviated code which tells Payroll which buckets the employee will be paid from. Some departments require that employees enter in specific Task Profile ID's for different work, or different shifts, or even different days. Other departments only have one Task Profile ID, and as such this field can be left blank and the System will automatically fill it with the default. Employees should talk to their supervisor to determine how to fill out a task profile ID.

The last field to check is 'Cash/Comp.' This defaults to CASH for all entries. For Hours Worked, CASH is the only option. Find a breakdown below of some common uses for Cash vs Comp, as well as a detailed account of how to code Holiday time. Note that for these examples we will assume the employee is a regular 8/40 (expected to work 8 hours a day or 40 hours a week)

1) For WRKOT, employees may select either to be compensated by extra pay (CASH) or Compensatory Time (COMP). This is department specific. Note that all overtime must be approved by a supervisor prior to coding it. The supervisor will also approve either CASH or COMP, depending on the request and the department budget
2) HOLUC defaults to COMP, and HOLUP defaults to CASH. These are used when an employee is <u>not scheduled</u> to work on a Holiday and <u>does not come in</u>. All employees are given Holiday pay from the state regardless if they are scheduled to work or not. Enter the correct TRC and put 8 for the hours
3) For employees who <u>are scheduled</u> to work and <u>do not</u>, HOL is used and CASH is the only choice. Only employees not scheduled to work may choose between CASH or COMP depending on the department. Again enter the correct TRC and 8 hours
4) If an employee works on a Holiday, several factors determine how to code the time
    a. If it was a regularly scheduled day to work, enter the time under the same day on two separate lines, one as HOL (8 hours) and one as WRKOT (however many hours were worked)
    b. If it was not a regularly scheduled day to work, enter the time as HOLUW (8 hours) and WRKOT (however many hours were worked)

When coding time, a separate line is needed for the following:

1) Different TRCs. The same TRC line may be used for the entire period, so long as all the hours use the same Task Profile ID. This means that if a department only used one Task Profile ID for WORK, only one line is needed for Hours Worked for the entire pay period
2) Different Task Profile IDs

Once all the time is entered accurately, click Submit. Note that employees can submit as many timesheets as they want during each pay period, but employees should notify their supervisors upon submission so that they are aware the timesheets need approval. If a leave line ever needs to be edited, it is important to delete all entries for that line (this does not mean entering 0s but rather deleting all numbers and leaving the cells blank), submit the timesheet, then add a new line. For example:

On July 1st, employee coded time for July 5th as Annual Leave-ANNL. However, the employee decided to work that day and not take leave. So on July 6th the employee goes into the timesheet, deletes the cells which have the annual leave coded, submits the timesheet, then enters in the hours worked on a separate Hours Worked-WORK line. Note that if such an Hours Worked line already exists, that line can be used so long as the Task Profile ID is the same.

Find below a breakdown of Overtime. Note that again for example purposes an 8/40 Employee will be referenced

1) All overtime must be approved by the supervisor prior to coding
2) The majority of the times, the daily or weekly minimum requirements in order to be eligible for overtime are met with WORK. If an employee works 8 hours a day, any time worked <u>that day</u> in excess of 8 hours is considered Overtime. If an employee works 40 hours in a week, any hours worked in excess of 40 during <u>that week</u> are considered overtime.
3) Note that Compensatory (COMP) time <u>cannot</u> be used in the same pay period it is earned. If an employee wishes to use COMP time, that employee must earn it the pay period before it is used.

<u>**HR Advice**</u>

To navigate to the HR Advice, either click the link 'View HR Advice' located at the bottom of each timesheet, or follow the below navigation:

1) Main Menu
2) Self Service
3) Payroll and Compensation
4) View HR Advice

The HR Advice will open and show by default the most recent Advice. To change advice views and view past HR Advices, click on the small magnifying glass in the upper left hand corner and choose the required date, then click the Refresh button. The HR Advice is a document which shows important Employee information including

1) Sick, Annual, Personal and COMP leave balances, accrual cap, accrual rate and frequency
2) Employee Workgroup
3) Salary Plan, Grade, Step, and Step Date
4) Job Title
5) Any 'Bad Time' coded in the prior pay period.

The HR advice is a historical document which allows employees to track leave balances and accruals from pay period to pay period. This document is generated on each Monday of a pay week, and is intended for use when entering time for that pay period. It is the responsibility of the employee to track leave balances and ensure there are enough hours before coding for any non-work hours.

A note on Personal Leave and Comp time

1) Personal Leave is a 'use it or lose it' reward which comes with an expiration date. For any time awarded in the first three quarters of the year, the employee has until the end of the year fiscal year to use that time. The fiscal year renews on July 1st. For Personal Leave earned in the last quarter of the year, the employee has until early October (for 2014 the date is October 4th) to use the time. If unused, the time is removed from the buckets
2) Comp time is also awarded with an expiration date. Comp time earned in the current fiscal year is classified as 'Current Year FLSA Comp.' Comp time earned in the prior year is classified as 'Prior Year FLSA Comp.' Any Current Year Comp time is switched to Prior Year Comp when the fiscal year renews if it is not used. Employees have until the end of the fiscal year to use any Prior Year Comp time. Unused Prior Year Comp time is removed from the buckets at the end of the fiscal year. When using Comp time, coding with the TRC COMP will automatically pull from the oldest bucket first.

View Self Service HR Advice

To view an HR Advice for another pay date, click on the magnifying glass to left of the Refresh button.
Choose a Payment Date and click the Refresh button.

Refresh

Company

State of Vermont
Department of Human Resources
110 State Street
Montpelier, VT 05602

Pay Begin Date: 07/13/2014
Pay End Date: 07/26/2014
Advice Date: 08/07/2014

For additional information regarding compensation, deductions, withholdings, etc. reference: Payroll Pay Advice # 3827180

General Information

Employee's Name: Smith, John
Employee ID: 00000
Address: 421 Left Lane
Montpelier, VT 05602
Employee's Title: Administrative Asst
Employee's Position Number: 000000
Standard Hours: 40.00

Employee Information

Employee Union Code - N00 Confidential Non Managers
Employee Workgroup - P11EX840P Executive Positive 8/40 Prem
Employee's Salary Plan, Grade and Step - CLS,22,1
Employee's Next Step Date - 11/05/2014
Employee's Leave Accrual Date - 05/05/2014
Employee's Benefit Program - EMC Exempts, Mgrs.--Leave Plans

**Time Reporting Codes listed below are off-payroll hours not worked or paid as coded on the timesheet.
These off-payroll hours may impact leave accrual for the pay period.**

Hours Not Worked/Not Paid

	Time Reporting Code	Description	Hours
1			

Leave Balances

		Accrual Rate (Hrs)	Accrual Cap	Frequency	Leave Balance
1	Sick Leave - Regular	3.690000	99999.999 (hours)	Biweekly	38.000
2	Annual Leave - Regular	3.690000	240 (hours)	Biweekly	0.000
3	Superv Personal Leave -Regular	24.000000		Hours per Year	0.000
4	Current Year FLSA Comp				6.000
5	Prior Year FLSA Comp				2.000

Welcome to your new HR Advice. The HR Advice provides employees information on leave balances, time off payroll, next step date, and other important information.

Important messages to all employees may also be included in the message section of the HR Advice. Click on the Department of Human Resources home page link below for additional information.
http://humanresources.vermont.gov/

State of Vermont Payroll Division, 109 State Street Montpelier, VT 05609-1501	Pay Group: W40 Pay Begin Date: 07/13/2014 Pay End Date: 07/26/2014	Business Unit: 00000 Advice #: **00000000**.0000000 Advice Date: 08/07/2014

		TAX DATA:	Federal	IN State
Smith, John 421 Left Lane Montpelier, VT 05602	Employee ID: 00000 Department: 00000000000-AAA-BBB Location: Montpelier Job Title: Administrative Assistant Pay Rate: $20.36 Hourly	Marital Status:	Single	n/a
		Allowances:	0	0
		Addl. Percent:		
		Addl. Amount:		

HOURS AND EARNINGS

	Current			YTD	
Description	**Rate**	**Hours**	**Earnings**	**Hours**	**Earnings**
Regular Hours	20.36	00.00	0000.00	000.00	0000.00
Sick Leave	20.36	00.00	000.00	00.00	00.00
Prior Year Comp Time	20.36	00.00	00.00	00.00	00.00
Current Year Comp Time					
Holiday					
TOTAL:		00.00	0000.00	0000.00	0000.00

TAXES

Description	**Current**	**YTD**
Fed Withholdng	000.00	000.00
Fed MED/EE	00.00	000.00
Fed OASDI/EE	00.00	000.00
VT Withholdng	00.00	000.00
TOTAL:	000.00	0000.00

BEFORE-TAX DEDUCTIONS

Description	**Current**	**YTD**
Point of Service, Not Taxed	00.00	000.00
State EE Retirement-F	000.00	000.00
TOTAL:	000.00	000.00

AFTER-TAX DEDUCTIONS

Description	**Current**	**YTD**
TOTAL:	0.00	0.00

EMPLOYER PAID BENEFITS

Description	**Current**	**YTD**
Point of Service, Not Taxed	000.00	000.00
State EE Retirement-F	000.00	0000.00
Defined Benefit OPEB Share	000.00	000.00
EAP 9.1	0.00	0.00
***TAXABLE**		

	TOTAL GROSS	FED TAXABLE GROSS	TOTAL TAXES	TOTAL DEDUCTIONS	NET PAY
Current	0000.00	0000.00	0000.00	000.00	0000.00
YTD	0000.00	0000.00	0000.00	000.00	0000.00

NET PAY DISTRIBUTION

	Account Type	**Account Number**	**Deposit Amount**
Advice #000000000000000	Checking	XXXXX0000	0000.00
TOTAL:			00000.00