

***VTHR Reporting FAQ as of June 3, 2013:***

***What do the query names mean?***

All queries will begin with VT followed by a two letter code representing the area the data is coming from. The areas are:

BN=Benefits  
GL=General Ledger  
HR=Human Resources  
PY=Payroll  
RC=Recruiting  
TL=Time & Labor

Any queries with RPT in the third place of the name were developed by the VTHR reporting team

***What do the codes in Reg/Temp field mean?***

C=Classified  
E=Exempt  
G=General Assembly  
L=Contractual  
O=Other  
T=Temporary  
A=Temporary Emergency  
B=Temporary Fill-In  
D=Temporary Intermittent  
F=Temporary Sporadic  
P=Temporary Part-time  
S=Temporary Seasonal

***What do the codes in the FLSA Status field mean?***

A=Administrative  
E=Executive  
M=Management  
N=Nonexempt  
P=Professional  
X=No FLSA Required

***What is Set ID?*** - it is usually the Business Unit number except for corrections, in which case it is DOC

***What happened to the 2 digit department number?*** – It is now called Reporting Entity ID – so for example, Department of Human Resources = 04. It represents the actual Department/Agency. Please see the Forms and Documents document [Reporting Entity ID to Agency to DeptID](#) for a full list

**What do I do with a “like” prompt?** – If the prompt has the word “like” in it, then you can either enter the information requested, or you can enter partial information, so for example Smi%, or you can enter just the wildcard %. You CANNOT leave this field blank, you must either enter full info, partial info and wildcard (%), or just wildcard (%). For example:

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GL Unit:	<input type="text" value="01120"/>
From Acctg Date:	<input type="text" value="9/1/2012"/> ⓘ
To Acctg Date:	<input type="text" value="10/1/2012"/> ⓘ
Acct like:	<input type="text" value="%"/>
Dept ID like:	<input type="text" value="112%"/>
Fund like:	<input type="text" value="%"/>
Program like:	<input type="text" value="%"/>
Project like:	<input type="text" value="%"/>
Class like:	<input type="text" value="%"/>
<input type="button" value="View Results"/>	

**What is an “optional” prompt?** – If the prompt has the word optional, then you do not have to fill it out at all, but can leave it blank and still run the query. In the example below, if you enter Emplid, you will get just that person, but if you leave it blank (as shown) you will get all employees who fulfill the filled in criteria:

Emplid (optional):	<input type="text"/>
Begin Pay End Date:	<input type="text" value="8/1/2012"/> ⓘ
End Pay End Date:	<input type="text" value="10/1/2012"/> ⓘ
Business Unit like:	<input type="text" value="0112%"/>
Dept id like:	<input type="text" value="%"/>
Program Code like:	<input type="text" value="%"/>
<input type="button" value="View Results"/>	

**How do I access Expense data?** – Expenses live entirely in the VISION system, which has a separate log in and a separate query viewer - [http://finance.vermont.gov/state\\_systems/vision](http://finance.vermont.gov/state_systems/vision)

**Where do I find more information on finance codes and information?** - visit the finance website –

[http://finance.vermont.gov/training\\_ref/chartfields](http://finance.vermont.gov/training_ref/chartfields)