

# VTHR and the HR Advice – Frequently Asked Questions

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**Q – What is the HR Advice?**

**A –** The HR Advice is a document containing information for a specific pay date. This document includes a listing of leave accruals, Mailing Address, Job Title, Pay Grade, Step and Next Step Date.

**Q – When will the HR Advice be available?**

**A –** The HR Advice will be available for the July 10, 2014 pay date.

**Q – Why are there two separate Advices (Pay Advice and HR Advice)?**

**A –** With the implementation of Time and Labor in 2013, the State of Vermont could no longer generate a Pay Advice for employees who were on unpaid leave. In addition, the Pay Advice was missing some of the Personnel/HR information included on the historical Pay Advices generated prior to Time and Labor. The HR Advice resolves both issues.

**Q – What will change once the HR Advice is available?**

**A –** Leave balances will no longer appear on the timesheet. Information relating to an employee's benefits, unpaid hours and leave accruals will be available in one location. In addition, for easy access, two new links will be available on the timesheet for both the HR Advice and Pay Advice.

**Q – How will I access my HR Advice?**

**A –** The Advice is accessed through Employee Self Service. An employee can navigate to an Advice in either of the following ways: 1) go to Payroll and Compensation to View HR Advice or; 2) click on the View HR Advice link located at the bottom of the timesheet. The Advices will open as a separate (new) page in VTHR.

**Q – How will I know which HR Advice relates to a specific Pay Advice?**

**A –** Each HR Advice will include the following information; Pay Begin Date, Pay End Date, Advice Date and the advice number. The Advice number is located at the bottom of the Payroll Pay Advice and the top of the HR Advice. The number will not appear when an employee does not code any paid hours for the pay period.

**Q – What information will be included on the HR Advice?**

**A –** The HR Advice will include Union Code, Workgroup, Salary Plan, Pay Grade, Step, Next Step Date, Leave Accrual Date, Mailing Address, Leave and Compensatory Time Balances along with other employment-related information. In addition, the Advice will show unpaid hours and leave balances as of the end of the pay period. See example on following page.

**Q – What information will NOT be included on the HR Advice?**

**A –** The HR Advice will not include hours worked or leave accruals coded on the timesheet for the pay period. It will also not include deductions or withholdings from your pay (examples: Federal and State taxes, Retirement, Deferred Compensation Plan, Health Benefit premium, etc.).

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**Q – How do I view an HR Advice from a different pay date?**

**A –** The HR Advice includes a magnifying glass to view historical Advices based on Payment Date. After choosing a different Payment Date, use the Refresh button to update the information on the page for the different pay date.

**Q – How do off-payroll hours impact leave accrual for the pay period?**

**A –** Too many unpaid hours in a pay period will result in loss of Annual and Sick Leave accrual for the pay period. In addition, too many unpaid hours in a fiscal-year quarter may result in a loss of certain Personal Leave accrual.

**Q – What defines the Accrual Rate(s) for Sick and Annual Leave, and the Maximum Accrual for Annual Leave?**

**A –** Annual and Sick Leave accrual rates, and the maximum accrual cap for Annual Leave, are based on the Leave Accrual Date located in the Employee Information section of the HR Advice. (Note: the rate at which Annual and Sick Leave accrues is governed by both the Leave Accrual Date as well as the maximum accrual for Annual)

**Q – How is the Leave Accrual Date different from the date used by Retirement?**

**A –** The Leave Accrual Date may include prior Temporary Service Credit. In addition, this date may include prior Exempt and Classified Service credit. In some situations, employees must qualify and apply for different types of service credit. For instance, if an employee has had a break in service, they may apply to have prior service credit included in their Leave Accrual Date. Contact your Human Resources Representative for additional information.

**Q – What is included in the Compensatory Time Balance portion of the HR Advice and how is this time earned?**

- Current Year FLSA Comp – earned for working overtime
- Current Year Holiday Comp
- Prior Year FLSA Comp – earned for working overtime
- Prior Year Holiday

**Q – How will delegates verify an employee’s current leave balance and/or compensatory hours?**

**A –** VTHR queries are used to verify balances. Delegates can run the query titled *VT\_TL\_RPT\_LVE\_BALANCE - Leave Balances*. The query can be run by Business Unit, Department ID or Time Reporter Group and will list current balances and hours. Any supervisor who needs this data should contact their delegate.

**Q – Who should I contact if I have questions about the information I see on the HR Advice?**

**A –** Your Human Resources Representative can assist with any questions pertaining to the information included on the HR Advice. A listing of HR Representatives is located on the DHR website [http://humanresources.vermont.gov/contact\\_us/hr\\_representative\\_locator](http://humanresources.vermont.gov/contact_us/hr_representative_locator)