VERMONT
DEPARTMENT OF HUMAN RESOURCES

VTHR View & Update Personal Information

Contents

View & Update Personal Information

VTHR houses personal information that is utilized for communication and/or other internal process needs. You are able to view the personal information that is in VTHR and maintain that information on your own. The following pages will review the different personal information items and cover how to update the information if needed.

There are multiple navigations to get to the different pages within your VTHR employee profile. In the following pages, there are two listed navigations – both are applicable to current/active employees and for New Hires.
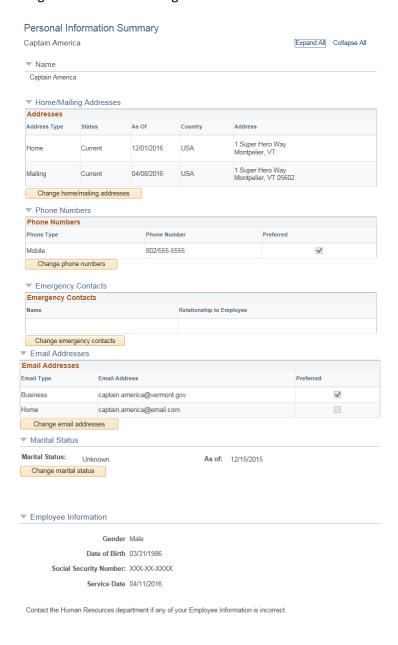
Personal Information Summary

Navigation: Main Menu→Self Service→Personal Information→Personal Information Summary
OR
Navigation: Main Menu→Self Service→New Employee Center

The Personal Information Summary page lists all the personal information in one page. From this page you can update the Addresses, Phone Numbers, Emergency Contacts, Email Addresses and Marital Status. Details and additional navigation on how to change this information is located in the following pages.

Personal Information Summary

Captain America   Expand All Collapse All

▼ Name

Captain America

▼ Home/Mailing Addresses

Addresses

Address Type	Status	As Of	Country	Address
Home	Current	12/01/2016	USA	1 Super Hero Way Montpelier, VT
Mailing	Current	04/08/2016	USA	1 Super Hero Way Montpelier, VT 05602

[Change home/mailing addresses]

▼ Phone Numbers

Phone Numbers

Phone Type	Phone Number	Preferred
Mobile	802/555-5555	☑

[Change phone numbers]

▼ Emergency Contacts

Emergency Contacts

Name	Relationship to Employee

[Change emergency contacts]

▼ Email Addresses

Email Addresses

Email Type	Email Address	Preferred
Business	captain.america@vermont.gov	☑
Home	captain.america@email.com	☐

[Change email addresses]

▼ Marital Status

Marital Status: Unknown   As of: 12/15/2015

[Change marital status]

▼ Employee Information

Gender Male

Date of Birth 03/31/1986

Social Security Number: XXX-XX-XXXX

Service Date 04/11/2016

Contact the Human Resources department if any of your Employee Information is incorrect.

Home and Mailing Address

Home and Mailing address maybe used by Payroll, Benefits, Retirement or another internal department to send printed information.

Home and Mailing Address

Captain America

Addresses

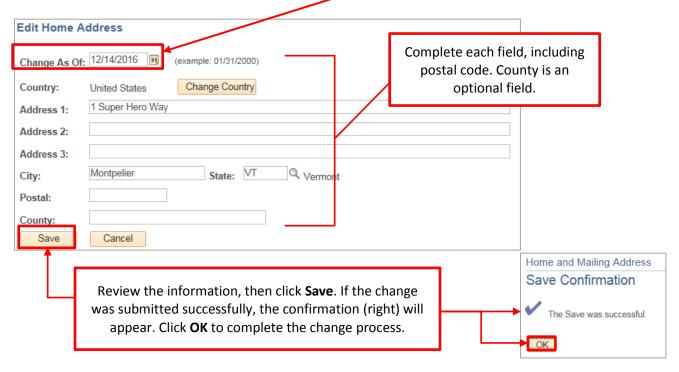| Address Type	Status	As Of	Country	Address	Edit
Home	Current	12/01/2016	USA	1 Super Hero Way Montpelier, VT	✏️
Mailing	Current	04/08/2016	USA	1 Super Hero Way Montpelier, VT 05602	✏️

Editing/Updating Home and Mailing Address

Current/Active Employees Navigation: Main Menu→Self Service→Personal Information→Home and Mailing Address

New Hire Employees Navigation: Main Menu→Self Service→New Employee Center

If you need to change your Home or Mailing address, begin by clicking on the pencil icon in the Edit column.

Addresses

Address Type	Status	As Of	Country	Address	Edit
Home	Current	12/01/2016	USA	1 Super Hero Way Montpelier, VT	✏️
Mailing	Current	04/08/2016	USA	1 Super Hero Way Montpelier, VT 05602	✏️

If the address change is immediate, leave the default **Change As Of date** or enter the date as to when the address change should take effect.

Edit Home Address

Change As Of: 12/14/2016 📅 (example: 01/31/2000)

Country: United States [Change Country]

Address 1: 1 Super Hero Way

Address 2:

Address 3:

City: Montpelier   State: VT 🔍 Vermont

Postal:

County:

[Save]   [Cancel]

> Complete each field, including postal code. County is an optional field.

> Review the information, then click **Save**. If the change was submitted successfully, the confirmation (right) will appear. Click **OK** to complete the change process.

Home and Mailing Address

Save Confirmation

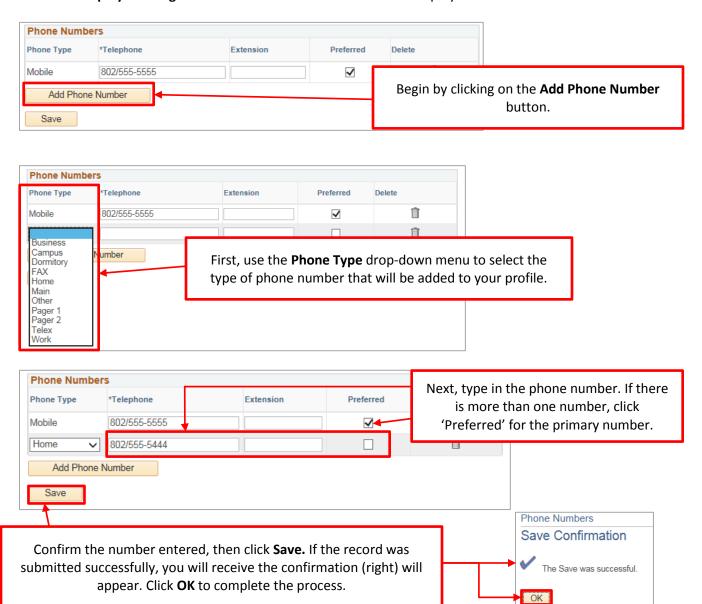✔️ The Save was successful.

[OK]

Phone Numbers

Employee Phone Numbers are not required, however if you wish to add your phone number to your employee profile, you can do so by following the instructions in the Add a Phone Number section below.

Add a Phone Number

Current/Active Employee Navigation: Main Menu→Self Service→Personal Information→Phone Numbers
New Hire Employee Navigation: Main Menu→Self Service→New Employee Center

Begin by clicking on the **Add Phone Number** button.

First, use the **Phone Type** drop-down menu to select the type of phone number that will be added to your profile.

Next, type in the phone number. If there is more than one number, click 'Preferred' for the primary number.

Confirm the number entered, then click **Save.** If the record was submitted successfully, you will receive the confirmation (right) will appear. Click **OK** to complete the process.
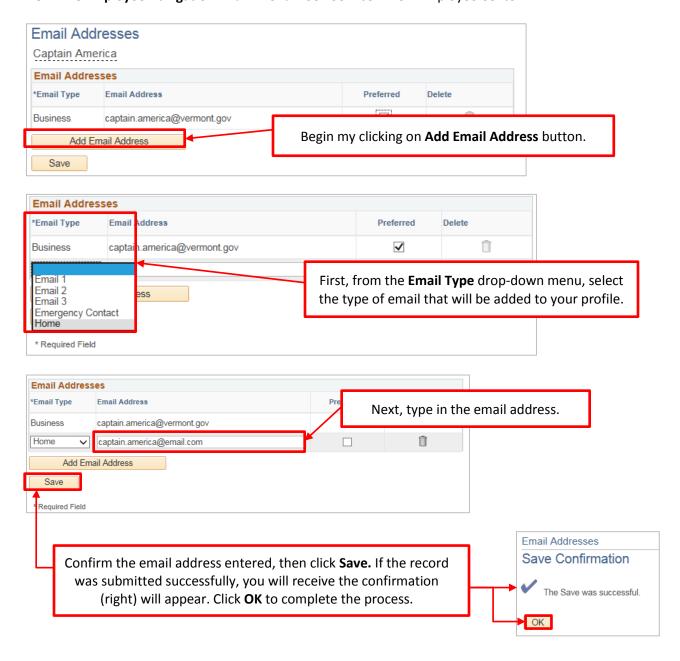
Email Addresses

By default your state email will be listed as the Business email and cannot be deleted. This is to ensure that any VTHR delivered communication such as direct deposit confirmation emails, or benefits enrollment emails etc. are received.

VTHR does allow for more than one email address to be included in your profile. Following the steps below to add additional email addresses.

Adding Additional Email Addresses

Current/Active Employee Navigation: Main Menu→Self Service→Personal Information→Email Addresses
New Hire Employee Navigation: Main Menu→Self Service→New Employee Center

Begin my clicking on **Add Email Address** button.

First, from the **Email Type** drop-down menu, select the type of email that will be added to your profile.

Next, type in the email address.

Confirm the email address entered, then click **Save.** If the record was submitted successfully, you will receive the confirmation (right) will appear. Click **OK** to complete the process.

Emergency Contact

By default, there will not be an emergency contact listed. You are not required to provide an emergency contact, however if you wish to add an emergency contact to your profile, VTHR provides the means to add that information to include in your overall personal information profile.

Adding Emergency Contact(s)

Current/Active Employee Navigation: Main Menu→Self Service→Personal Information→Emergency Contacts

New Hire Employee Navigation: Main Menu→Self Service→New Employee Center

Begin my clicking on the **Add Emergency Contact** button.

Next, enter in the **Contact Name**, then use the drop down menu's to identify **Relationship to Employee** emergency contact **Address Type** and **Phone Type**.

Click on **Add Phone Number** if additional phone numbers are required.

Finally, review the information, then click **Save.** If the record was submitted successfully, you will receive the confirmation (right). Click **OK** to complete the process.