

VTHR Query FAQ

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What do the query name codes 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

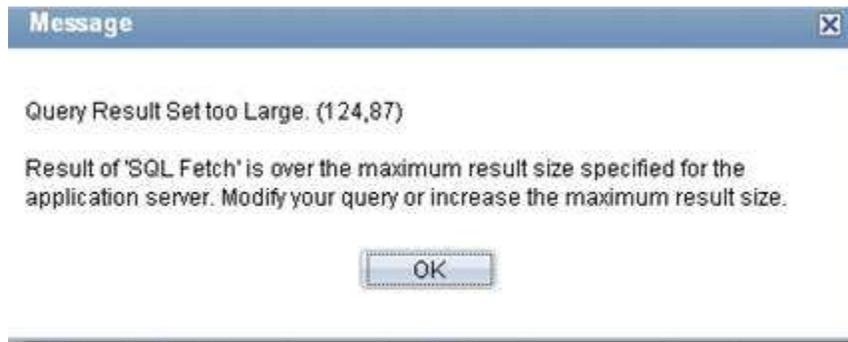
What do the action codes mean?

AWD – Award - Monetary
DEM - Demotion
DTA – Data Change
HIR - Hire
LOA – Leave of Absence
PAY – Pay Rate Change
PLA – Paid Leave of Absence

POS – Position Change
PRB - Probation
PRC – Completion of Probation
PRO - Promotion
REH - Rehire
RET - Retirement
RFL – Return from Leave
RIF – Reduction In Force
SHR – Standard Hours Change
SUS - Suspension
TER - Termination
XFR - Transfer

What do I do to increase the maximum result size?

Getting this error message:



Unfortunately, you cannot increase the output size, but instead need to use prompts to limit the output into more manageable chunks. The alternative is to email us at DHR.Reports@vermont.gov and let us know 1. The name of the query, 2. What you need in the prompts and we can schedule the data pull and send you the output.

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:

GL Unit:
 From Acctg Date: 
 To Acctg Date: 
 Acct like:
 Dept ID like:
 Fund like:
 Program like:
 Project like:
 Class like:

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):
 Begin Pay End Date: 
 End Pay End Date: 
 Business Unit like:
 Dept id like:
 Program Code like:

Query search key words or codes –

There are a limited number of characters we can use when we name a query, so we try to use consistent shortened codes to represent some common themes. So if you are looking for queries that are pulling that type of information these may be useful to use in the search box. Here is an example of how to do a key word search:

*Search By  begins with
 [Advanced Search](#)

If you enter in VT then the % sign and then the keyword it will pull up all the queries containing that keyword or abbreviation.

Key word or abbreviation	Full Description
BUS	Business Manager
DTL	Details – used in pay queries
EARN	Earnings or Earnings Codes
ERNCD	Earnings Codes
LVE	Leave
MER	Merit
OT	Overtime
POS	Position
TEMP	Temporary
VAC	Vacancy

Code Definitions

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 do the codes in the Officer Code field mean?

A=Non-Management
M=Management

N=None

U=Supervisory

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

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

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

http://finance.vermont.gov/training_ref/chartfields