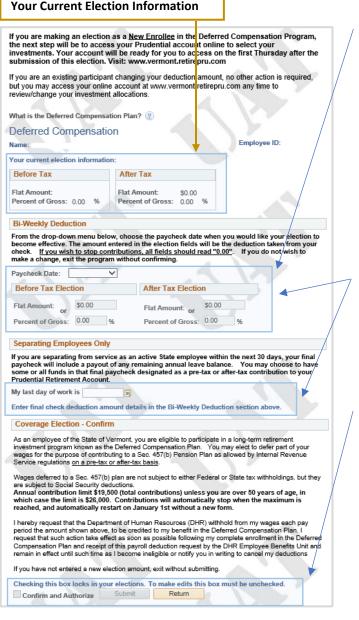
Employee Self-Service (ESS) Deferred Compensation Enrollment Page

Navigation in VTHR: Main Menu > Self Service > Benefits > Deferred Compensation Enroll



Entering elections: <u>To enter a Bi-Weekly Deduction</u> select a paycheck date then your request in either the Flat Amount or Percent of Gross fields. Note: you cannot have both a % of gross and flat amount in a tax type.

If a field turns **red**, this indicates an error. It must be corrected.



Request examples: To defer the maximum amount, an employee could enter 100%; whereas to receive the maximum amount as a direct deposit, an employee could enter \$0.00 or 0.00%.

<u>Separating Employees</u>: Employees separating from employment with the State within the next 30 days may request a final payout. To request this payout, the employee must select the paycheck date of the payout from the dropdown, enter the Flat amount, and select a Last Day Worked from the calendar field.

Submitting Elections: <u>To submit your elections</u>, you must confirm and authorize, then submit the request. If you leave the page without submitting your changes, the changes will not save.

Editing a Submitted Request:

Deadline: Tuesday (midnight) the week before the paycheck.

To edit a submitted request, select the paycheck date of the pending request (the pending request details will populate the fields), make your edits, then confirm and submit

Confirmation E-mails: After submitting a request, a confirmation e-mail will be sent to your state e-mail address. You will receive another e-mail once the request has been entered into the system. Once the request has been entered by Benefits, you may no longer change the request in the ESS portal.

Accessing the Prudential Account: If you are making an election as a <u>New Enrollee</u> in the Deferred Compensation Program, the next step will be to access your Prudential account online to select your investments. Your account will be ready for you to access on the first Thursday after the verification of the election. Visit: <u>http://www.vermont.retirepru.com</u>. Existing Participants may view their account at any time.

Questions? For questions related to your deductions, contact: <u>DHR.Benefits@vermont.gov</u> or (802) 828-6700, opt 1, then opt 3