

# Employee Self-Service Deferred Compensation Page

**\*PLEASE READ: How to make contribution adjustments for the Lump Sum payment.**

**Your regular bi-weekly Deferred Compensation deduction will be withheld from the lump sum payment unless a change is made.**

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## Navigation in VTHR:

Main Menu > Self Service > Benefits > Deferred Compensation Enroll.

## Entering your elections:

Here are examples employees may be looking to make and instructions on how create those elections on the page.

- Update your lump sum deduction, current bi-weekly elections remain the same: Click the checkbox in the Lump Sum Section, enter an amount or percent.
  - To defer the maximum amount, choose 100% or 1400\$
  - To receive the maximum amount as a direct deposit, enter 0.00\$ or 0.00%.
- Update your Lump Sum deductions & bi-weekly deductions change: Click the checkbox in the Lump Sum Section, enter amount or percent, then Click the checkbox in the Biweekly section and enter the new amount or percent.

**Review your elections before submitting. You can only submit your elections once!**

To submit your elections, check the Confirm and Authorize checkbox. Once the checkbox is selected all of the election fields on the page will become locked and Submit button will be available. To make an adjustment before submitting, uncheck the Confirm and Authorize checkbox to edit a field. Once you have made your changes you will need to reselect the Confirm and Authorize field to make the Submit button selectable.

## Confirmation Page & E-mail:

After submitting elections, the Confirmation Appears, which displays the entries submitted to DHR Benefits in addition to the option to have a Confirmation Email sent to you.

**To receive a Confirmation E-mail:** Select the Receive a Copy by Email button on the Confirmation page and an email will be sent that includes the elections submitted.

## Questions?

For questions related to your deductions, contact: [DHR.Benefits@vermont.gov](mailto:DHR.Benefits@vermont.gov)

# Employee Self-Service Deferred Compensation Lump Sum Page

**Unless you make a change below, your normal Deferred Comp deduction will be taken from your Lump Sum payment.**

If you would like to keep your current Deferred Compensation deductions for the Lump Sum payment, take no action.

**Navigation:** [Main Menu](#) > [Self Service](#) > [Benefits](#) > [Deferred Compensation Enroll](#)

## Your Current Election information

### Deferred Compensation Lump Sum 2020

Name:

Employee ID:

Your current election information:

Before Tax		After Tax	
Flat Amount:	\$0.00	Flat Amount:	\$0.00
Percent of Gross:	0.00 %	Percent of Gross:	0.00 %

Election Date: 06/18/2020

Please be aware that unless you take action, your regular, biweekly Deferred Compensation deduction will be taken from the one-time lump sum payment you will be receiving in July.

If you wish the regular deduction to be taken:  
Take no action.

If you wish to have no deferred compensation deduction taken from the lump sum payment:  
Change your deduction amount to \$0 in the relevant field(s) below.

If you wish to have a different amount taken from the lump sum payment, or if you want to switch it to either a before-tax or after-tax deduction:  
Enter a specific deduction amount or percentage in the relevant field(s) below.

What is the Deferred Compensation Plan? [?](#)

#### Coverage Election - 2020 Lump Sum Payment

Check box for one-time election:

☐ 2020 Lump Sum Payment Only

Deduction Begin Date: 04/21/2020

Before Tax Election		After Tax Election	
Flat Amount:	\$0.00	Flat Amount:	\$0.00
Percent of Gross:	0.00 %	Percent of Gross:	0.00 %

#### Coverage Election - Bi-Weekly

Your current election is shown below. Check box to change bi-weekly election:

☐ Change

Deduction Begin Date: 07/05/2020

Before Tax Election		After Tax Election	
Flat Amount:	\$0.00	Flat Amount:	\$0.00
Percent of Gross:	0.00 %	Percent of Gross:	0.00 %

#### Coverage Election - Confirm

I hereby request that the Department of Human Resources (DHR) withhold from my wages each pay period the amount shown above, to be credited to my benefit in the Deferred Compensation Plan. I request that such action take effect as soon as possible following my complete enrollment in the Deferred Compensation Plan and receipt of this payroll deduction request by the DHR Employee Benefits Unit and remain in effect until such time as I become ineligible or notify you in writing to cancel my deductions.

Checking this box locks in your elections. To make edits this box must be unchecked.

☐ Confirm and Authorize

Check the "Lump Sum Payment Only" box, then enter the deductions in the fields.

**OPTIONAL:** If you wish to change your current bi-weekly elections, check the "Change" checkbox and adjust the deductions in the Bi-weekly fields.

*\*Unselecting a checkbox will make a sections fields revert to their original values and become un-editable. If the Lump Sum Payment checkbox is unselected, then the Biweekly Change checkbox will also unselect by default.*

## Entering Elections:

Complete the sections by entering the Flat Amount or Percent of the Lump Sum to defer. If a field turns **red**, this means an error and that error must be corrected.

Before Tax Election	
Flat Amount:	\$30.00
Percent of Gross:	60.00 %

**Submitting your elections:** Elections can only be submitted **once!** The Submit button is only active when the Confirm and Authorize button has been checked. If you need to make any further adjustment to your elections before submitting, uncheck the Confirm and Authorize checkbox.

## E-mail Confirmation:

By clicking this button an e-mail confirmation will be sent to your state e-mail address.

### DEFERRED COMPENSATION - SUBMISSION CONFIRMATION

**Your elections have been submitted to Benefits.**

Name:

2020 Lump Sum Election:

Before Tax Election		After Tax Election	
Flat Amount:	\$0.00	Flat Amount:	\$0.00
Percent of Gross:	0.00 %	Percent of Gross:	0.00 %

Bi-Weekly Election:

Before Tax Election		After Tax Election	
Flat Amount:	\$0.00	Flat Amount:	\$0.00
Percent of Gross:	0.00 %	Percent of Gross:	0.00 %

**Questions?** Contact [DHR.Benefits@vermont.gov](mailto:DHR.Benefits@vermont.gov) or (802) 828-6700, opt 1, then opt 3