

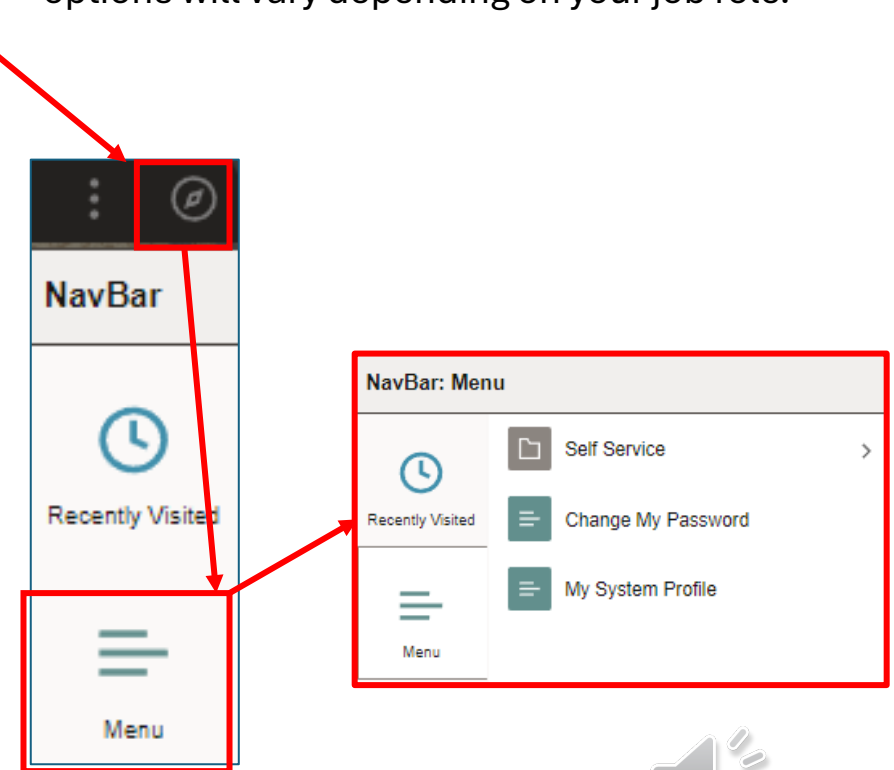
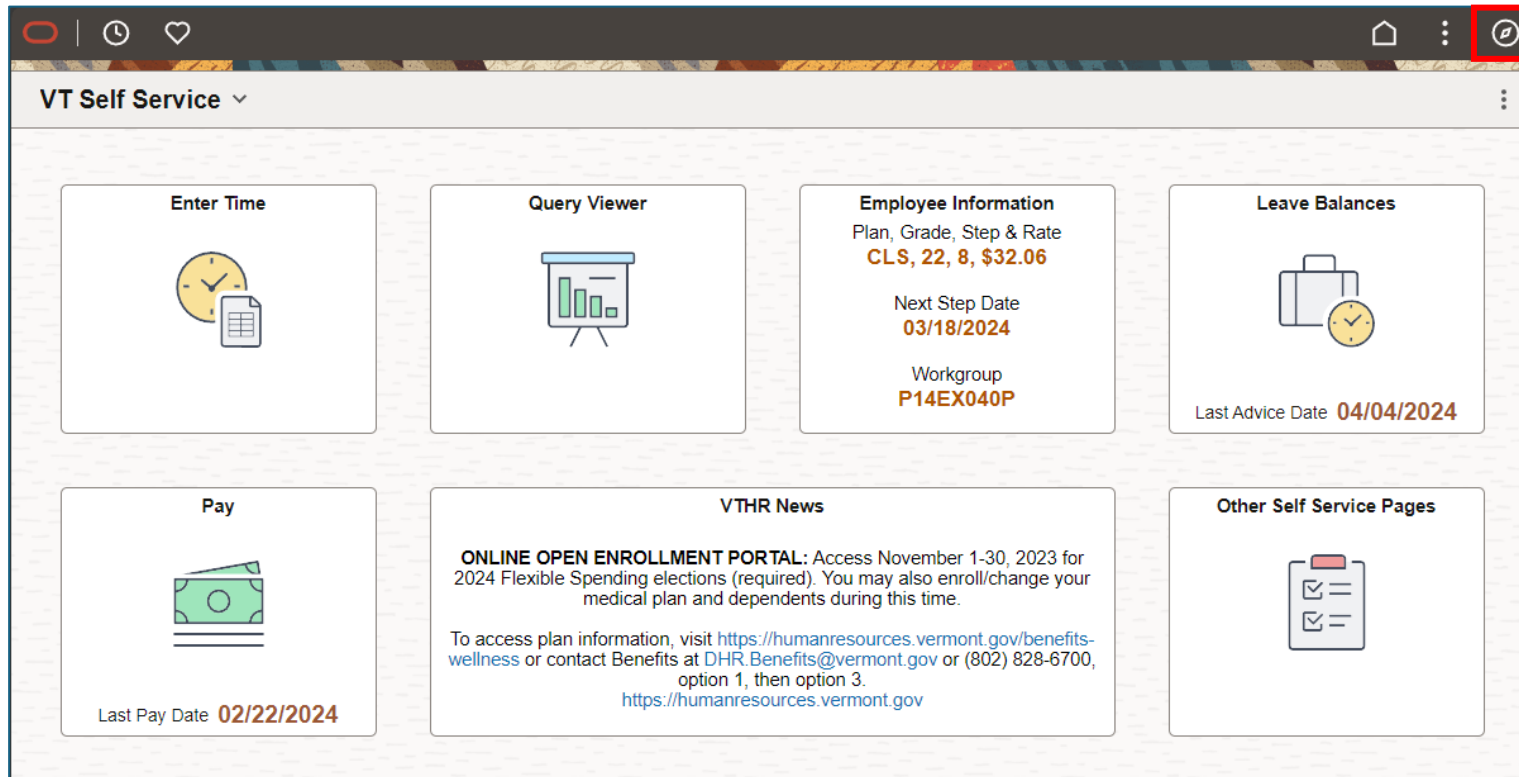
Navigating the Employee Self Service Menu



New Homepage

The new homepage will display tiles that act as shortcuts to specific functions.

You can also navigate to functions by clicking on the “**NavBar**” in the top right of your screen. It is the icon that looks like a compass. Once you click on the NavBar, next click on the “**Menu**” button to see your menu options. Your options will vary depending on your job role.



New Homepage

We'll start by exploring the tiles on the new homepage:

Enter Time – View and update timesheet

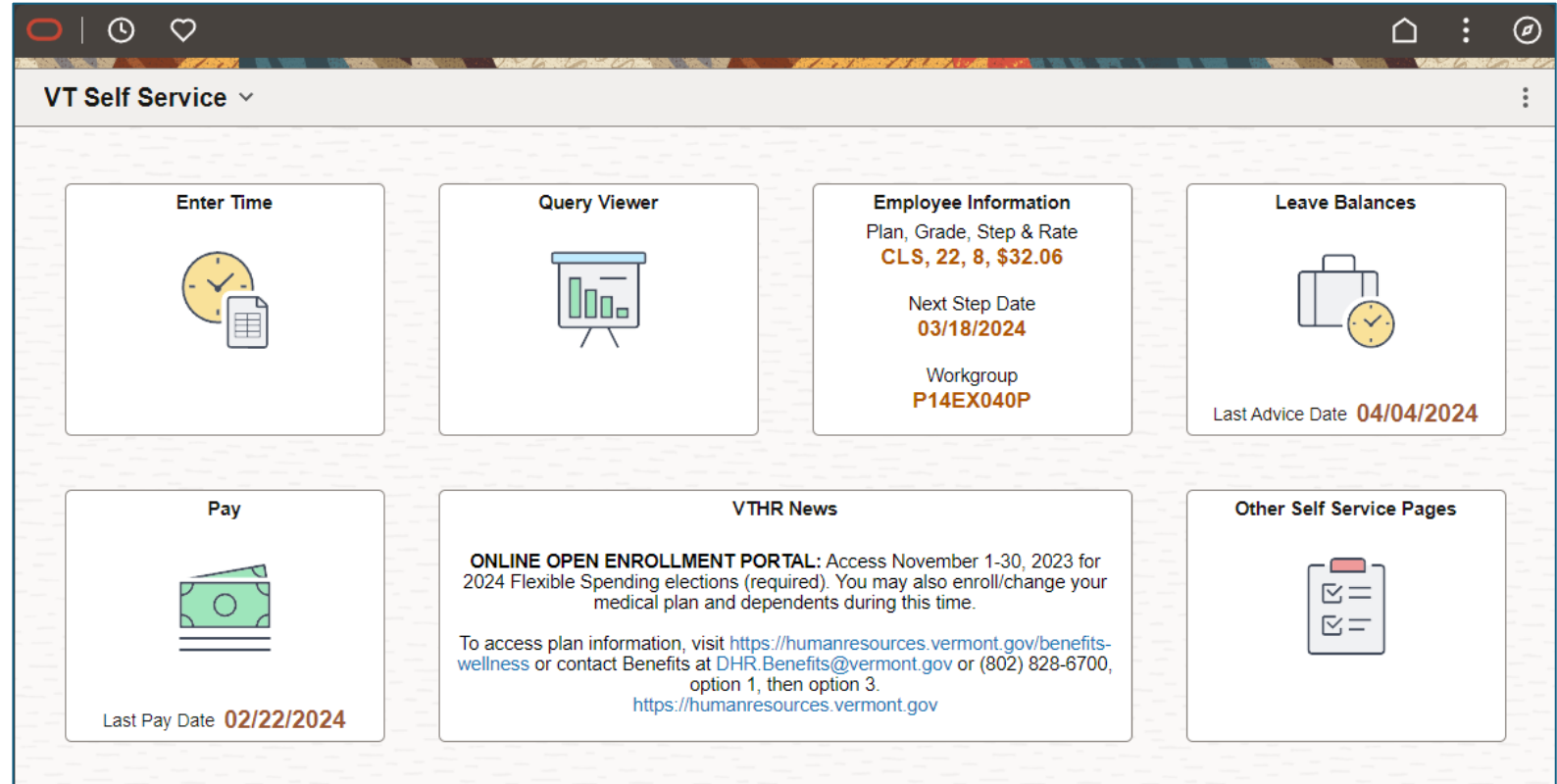
Employee Information – a summary of your pay plan, grade, step, next step date, hourly rate, and workgroup

Leave Balances – view leave balances

Pay – View and download paychecks

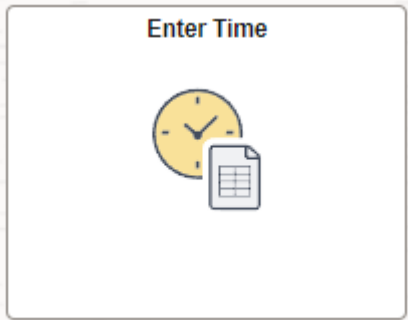
VTHR News – View updates about VTHR

Other Self Service Pages – View and update Deferred Comp, Personal Details, Direct Deposit, and Tax settings



Enter Time

Click the “Enter Time” tile to view and update your timesheet.



NavBar: Menu > Self Service > Time Reporting > Report Time > Timesheet

To view your paychecks, click on the “View Pay Advice” link toward the bottom left of the screen. There is also a tile on the homepage labeled “Pay” that will direct you to the same screen.

To view your HR Advice, click on the “View HR Advice” link toward the bottom left of the screen. There is also a tile on the homepage labeled “HR Advice” that will direct you to the same screen.

To see your view by Calendar Period, Day or Week, select from the “View By” options

Timesheet

Agatha Harkness Employee ID 45535
 VVH Institutional Maint Mech Empl Record 0
 Workgroup P11EX840P Earliest Change Date 02/25/2024

Select Another Timesheet

*View By: Calendar Period
 *Date: 06/30/2024

Reported Hours 0.00

From Sunday 06/30/2024 to Saturday 07/13/2024

| Sun 6/30 | Mon 7/1 | Tue 7/2 | Wed 7/3 | Thu 7/4 | Fri 7/5 | Sat 7/6 | Sun 7/7 | Mon 7/8 |
|----------|---------|---------|---------|---------|---------|---------|---------|---------|
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

Submit Timesheet Change Notification

Reported Time Status Summary Exceptions Payable Time

Reported Time Status

| Select | Date | Total | TRC | Description | Comments |
|--------|------|----------|-----|-------------|----------|
| | | 0.000000 | | | |

View Pay Advice View HR Advice

Select Another Timesheet

*View By: Calendar Period
 *Date: 06/30/2024

There are two ways to view your time sheet from another pay period:

1. Toggle to the previous pay period or the next pay period using the links indicated, or
2. Adjust the date using the calendar function.

Select Another Timesheet

*View By: Calendar Period
 *Date: 05/19/2024

From Sunday 05/19/2024 to Saturday 06/01/2024

| Sun 5/19 | Mon 5/20 | Tue 5/21 | Wed 5/22 | Thu 5/23 | Fri 5/24 | Sat 5/25 |
|----------|----------|----------|----------|----------|----------|----------|
| | | | | | | |
| | | | | | | |
| | | | | | | |

Calendar

May 2024

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

Current Date



Employee Information

This is a quick snapshot of your current pay plan, pay grade, step, and hourly rate, your next step date, and your workgroup.

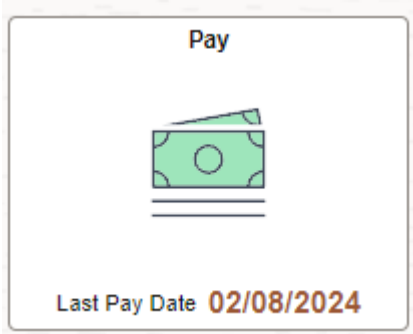
Employee Information
Plan, Grade, Step & Rate
CLS, 24, 6, \$32.30

Next Step Date
04/14/2025

Workgroup
P29EX080P



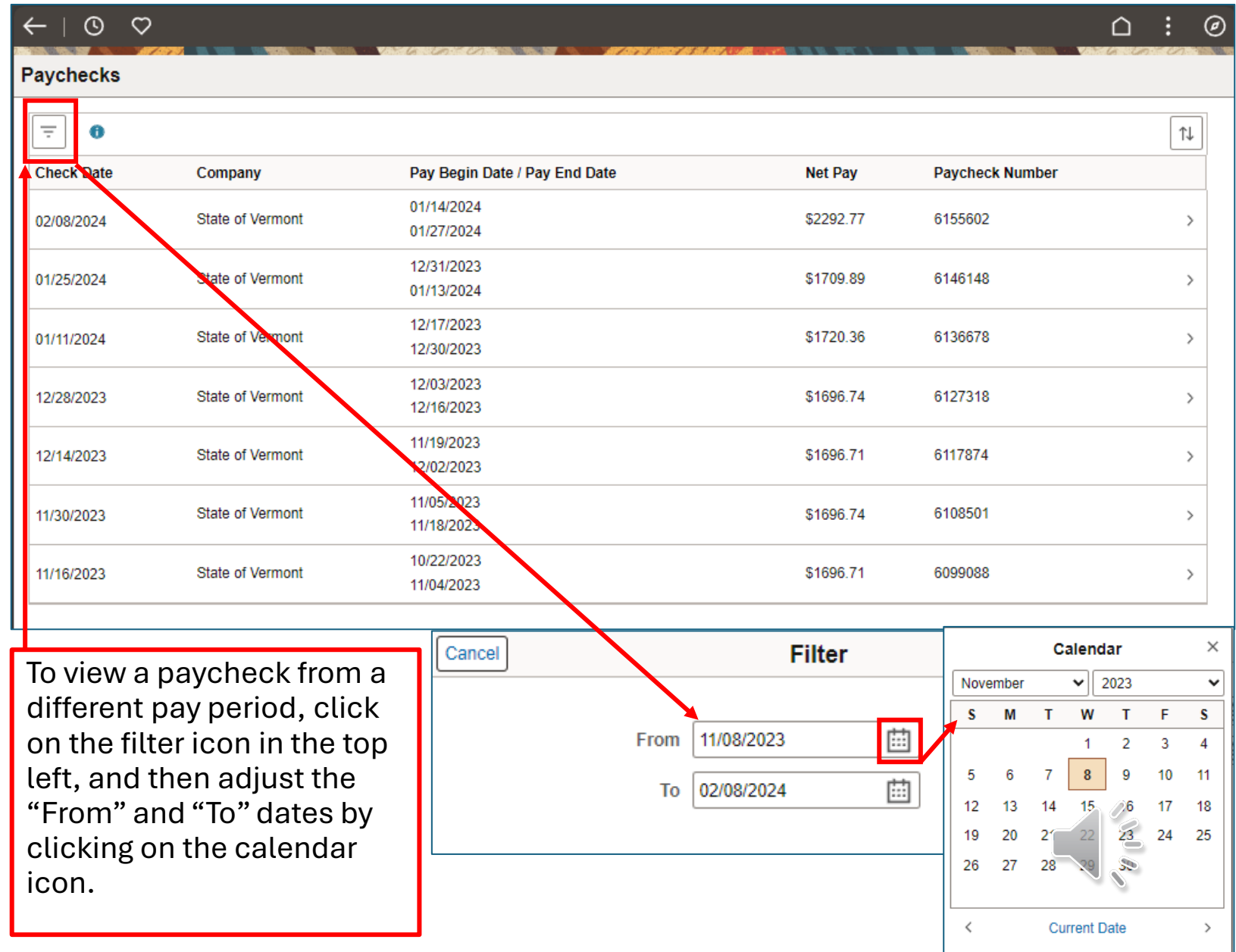
View Paychecks



When you click on the “Pay” tile, a listing of your most recent paychecks will populate.

NavBar: Menu > Self Service > Payroll and Compensation > Pay

To view a specific paycheck, click anywhere on the line that contains the paycheck you wish to view. Your pay advice will open as a PDF file in a separate window.



Paychecks

| Check Date | Company | Pay Begin Date / Pay End Date | Net Pay | Paycheck Number |
|------------|------------------|-------------------------------|-----------|-----------------|
| 02/08/2024 | State of Vermont | 01/14/2024 01/27/2024 | \$2292.77 | 6155602 |
| 01/25/2024 | State of Vermont | 12/31/2023 01/13/2024 | \$1709.89 | 6146148 |
| 01/11/2024 | State of Vermont | 12/17/2023 12/30/2023 | \$1720.36 | 6136678 |
| 12/28/2023 | State of Vermont | 12/03/2023 12/16/2023 | \$1696.74 | 6127318 |
| 12/14/2023 | State of Vermont | 11/19/2023 12/02/2023 | \$1696.71 | 6117874 |
| 11/30/2023 | State of Vermont | 11/05/2023 11/18/2023 | \$1696.74 | 6108501 |
| 11/16/2023 | State of Vermont | 10/22/2023 11/04/2023 | \$1696.71 | 6099088 |

Filter

From: 11/08/2023

To: 02/08/2024

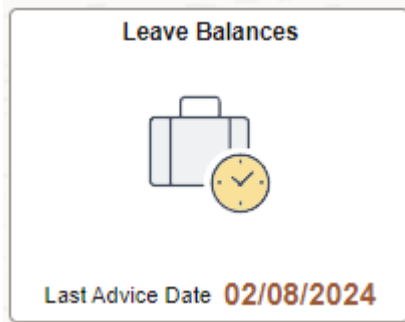
Calendar

November 2023

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

To view a paycheck from a different pay period, click on the filter icon in the top left, and then adjust the “From” and “To” dates by clicking on the calendar icon.

Leave Balances



Clicking on the “Leave Balances” tile will show you a summary of your leave accruals.

Empl ID
Name
Period Begin Date 01/14/2024
Period End Date 01/27/2024
Advice Date 02/08/2024

5 rows

| Leave Plan Description ↑↓ | Hours Earned ↑↓ | Accrual Cap ↑↓ | Accrual Frequency Description ↑↓ | End Balance ↑↓ |
|----------------------------------|-----------------|----------------|----------------------------------|----------------|
| 1 Sick Leave - Regular | 3.690000 | | Biweekly | 380.620 |
| 2 Annual Leave - Regular | 3.690000 | 240 (hours) | Biweekly | 55.340 |
| 3 Superv Personal Leave -Regular | 24.000000 | | Hours per Year | 16.000 |
| 4 Current Year FLSA Comp | | | | 0.000 |
| 5 Prior Year FLSA Comp | | | | 0.000 |









Other Self Service Pages




Other Self Service Pages brings you to another subset of tiles where you can update the following:

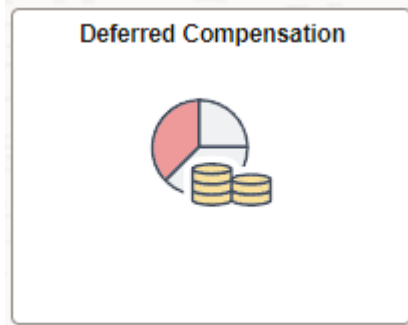
- Deferred Compensation
- HR Advice
- Personal Details such as Address, Email, Phone Number, Emergency Contacts, Ethnic Groups, Disability and Veteran statuses
- Benefits Summary
- Direct Deposit
- Federal and State Tax Information

Other Self Service Pages

| | | |
|--|---|---|
| Deferred Compensation  | HR Advice  | Personal Details  |
| Benefits Summary  | Direct Deposit 1 Account Updated 06/25/2024 | W-4 Tax Information  |
| W-4 VT Tax Information  | | |



Deferred Compensation



If you choose to participate in the Deferred Compensation Plan (457(b) Plan), you can create and update your deductions from this page.

NavBar: Menu > Self Service > Benefits > Deferred Compensation Enroll

Deferred Compensation

If you are making an election as a **New Enrollee** 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 submission of this election. Visit: www.vermont.retirepru.com

If you are an existing participant changing your deduction amount, no other action is required, but you may access your online account at www.vermont.retirepru.com any time to review/change your investment allocations.

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

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 % |

Bi-Weekly Deduction

From the drop-down menu below, choose the paycheck date when you would like your election to become effective. The amount entered in the election fields will be the deduction taken from your check. If you wish to stop contributions, all fields should read "0.00". If you do not wish to make a change, exit the program without confirming.

Paycheck Date:

| Before Tax Election | | After Tax Election | |
|---------------------|-------------------------------------|--------------------|-------------------------------------|
| Flat Amount: | <input type="text" value="\$0.00"/> | Flat Amount: | <input type="text" value="\$0.00"/> |
| or | | or | |
| Percent of Gross: | <input type="text" value="0.00 %"/> | Percent of Gross: | <input type="text" value="0.00 %"/> |

Separating Employees Only

If you are separating from service as an active State employee within the next 30 days, your final paycheck will include a payout of any remaining annual leave balance. You may choose to have some or all funds in that final paycheck designated as a pre-tax or after-tax contribution to your Prudential Retirement Account.

My last day of work is

Enter final check deduction amount details in the Bi-Weekly Deduction section above.

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

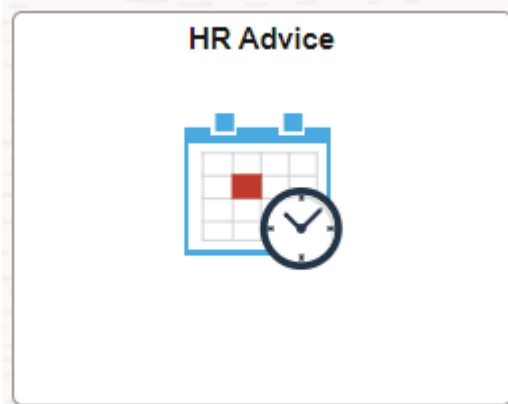
If you have not entered a new election amount, exit without submitting.

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

Confirm and Authorize



HR Advice



The HR Advice details your General and Employee Information, Hours Not Worked/Not Paid, and your Leave Balances.

NavBar: Menu > Self Service > Payroll and Compensation > View HR Advice

View HR Advice

View Self Service HR Advice

To view an HR Advice for another pay date, click on the magnifying glass to left of the Refresh button. Choose a Payment Date and click the Refresh button.

Company
 State of Vermont
 Department of Human Resources
 120 State Street
 Montpelier, VT 05620-2504

Pay Begin Date: 03/10/2024
Pay End Date: 03/23/2024
Advice Date: 04/04/2024

For additional information regarding compensation, deductions, withholdings, etc. reference: Payroll Pay Advice #

| General Information | Employee Information |
|--|---|
| Employee's Name: Harkness, Agatha Employee ID: 45535 Address: 2800 Sherwood Drive Montpelier, VT 05602 Employee's Title: VVH Institutional Maint Mech Employee's Position Number: 620144 Standard Hours: 40.00 | Employee Union Code - U01 Classified Non-Management Employee Workgroup - P11EX840P Executive Positive 8/40 Prem Employee's Salary Plan, Grade and Step - CLS, 17, 1 Employee's Next Step Date - 08/12/2024 Employee's Leave Accrual Date - 02/12/2024 Employee's Benefit Program - REG Regular Union--Leave Plans |

Time Reporting Codes listed below are off-payroll hours not worked or paid as coded on the timesheet. These off-payroll hours may impact leave accrual for the pay period.

| Hours Not Worked/Not Paid | | |
|---------------------------|-------------|-------|
| Time Reporting Code | Description | Hours |
| 1 | | |

| Leave Balances | | | | |
|----------------------------------|--------------------|-------------------|-----------|---------------|
| | Accrual Rate (Hrs) | Accrual Cap | Frequency | Leave Balance |
| 1 Sick Leave - Regular | 3.690000 | 99999.999 (hours) | Biweekly | 0.000 |
| 2 Annual Leave - Regular | 3.690000 | 240 (hours) | Biweekly | 0.000 |
| 3 NonMan Personal Leave -Regular | 10.000000 | | Quarterly | 0.000 |



Personal Details



NavBar: Menu > Self Service > Personal Details

The “Personal Details” tile opens to another submenu where you can update various details regarding your information.

A screenshot of a web application's "Personal Details" submenu. The title bar at the top reads "Personal Details" and has a three-dot menu icon on the right. The main area contains eight tiles arranged in a 2x4 grid. Each tile has a title, an icon, and a status or count at the bottom. The tiles are: "Addresses" (envelope icon, "Updated 11/22/2019"), "Contact Details" (phone and @ icon), "Emergency Contacts" (phone and cross icon, "2 Contacts"), "Name" (ID card icon, "Updated 10/07/2019"), "Ethnic Groups" (two people icon, "1 Ethnic Group"), "Disability" (wheelchair icon, "Not Submitted"), "Veteran Status" (veteran icon, "Not Submitted"), and "Additional Information" (document and info icon).




Personal Details



Once you click on any of the tiles in the subset of “Personal Details,” it is easier to navigate to other sections by selecting from the menu along the left side of the page than to back up to the previous page to select a different tile.

Personal Details

▼

- Addresses**
- Contact Details
- Name
- Ethnic Groups
- Emergency Contacts
- Additional Information
- Disability
- Veteran Status

Mailing Address

Marshfield, VT 05658 Current >

Washington

Home Address

Marshfield, VT 05658 Current >

Washington



Direct Deposit

Direct Deposit

1
Account

Updated 11/14/2019

To add a new account, click on the “plus” button and complete the details in the form.

To update or remove an existing account, click anywhere on the line containing the account that needs to be updated to open the account details, make edits and save, or remove and save.

| Direct Deposit | | | | | | |
|----------------|-------------|----------------|----------------|----------------|--------------|---------------------|
| Accounts | | | | | | |
| Order | Nickname | Payment Method | Routing Number | Account Number | Account Type | Amount/ Percent |
| Last | Checking999 | Direct Deposit | | | Checking | Remaining Balance > |

Cancel Add Account Save

* Indicates required field

Nickname

*Payment Method

Bank

Routing Number

Account Number

Retype Account Number

Pay Distribution

*Account Type

*Deposit Type

Amount or Percent

Cancel Edit Account Save

* Indicates required field

Nickname

*Payment Method

Bank

Routing Number

Account Number

Retype Account Number

Pay Distribution

*Account Type

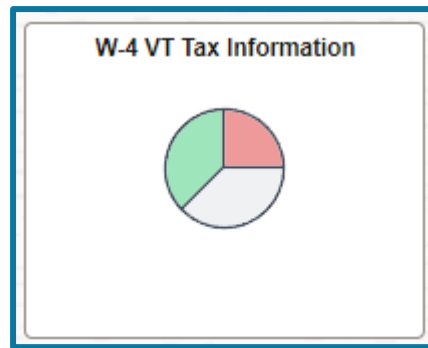
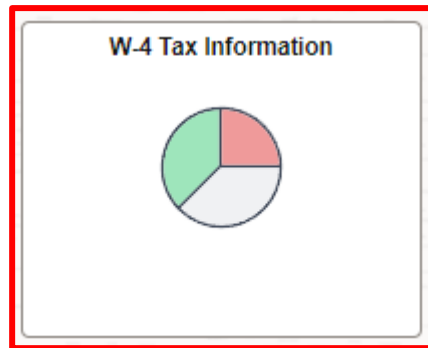
*Deposit Type

Remove

W-4 Federal Tax Information and W-4 VT Tax Information

Add or update your Federal Tax Information by completing or editing the W-4 Federal Withholding Certificate.

Add or update your Vermont State Tax Information by completing or editing the W-4 VT Tax Information Certificate



NavBar: Menu > Self Service > Payroll and Compensation > W-4 Tax Information, *and* Menu > Self Service > Payroll and Compensation > W-4 VT Tax Information

W-4 Federal Withholding Certif

State of Vermont Social Security Number

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Your withholding is subject to review by the IRS. www.irs.gov

Step 1: Personal Information

Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov

Address
 Warfield VT 05688

Filing Status

Single or Married filing separately
 Married filing jointly or Qualifying Surviving Spouse
 Head of Household (Check only if you are unmarried and pay more than half the cost of keeping up a home for yourself and a qualifying individual).

Complete Steps 2 through 4 ONLY if they apply to you. To see if you are exempt from withholding or you have concerns about your privacy, see instructions for Form W-4 on the IRS website.

Step 2: Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all these jobs. [View Instructions](#)

Multiple Jobs or Spouse Works

Complete Steps 3 through 4(b) on Form W-4 for only one of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3 through 4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependents

[View Instructions](#)

If your income will be \$200,000 or less (\$400,000 or less if married filing jointly):

Multiply the number of qualifying children under age 17 by \$2,000

Multiply the number of other dependents by \$500

Other tax credits

Total

Step 4: Other Adjustments

[View Instructions](#)

(a) Other Income
 (b) Deductions
 (c) Extra Withholding

Claim Exemption from Withholding

I claim exemption from withholding for the year and I certify that I meet BOTH of the following conditions for exemption from withholding:

- Last year I owed no federal income tax.
- This year I expect to owe no federal income tax.

Check the box if you meet both conditions to claim exemption from tax withholding.

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

The information above reflects your current federal tax status. Clicking "Submit" updates changes made. You must have an email address listed in your Personal Details (Home page > Menu > Self Service > Personal Information > Personal Details > Contact Details) to receive written confirmation of your electronically submitted changes.

Clicking "Submit" functions as your electronic signature.

W-4 VT Withholding Cert

Social Security Number:

Current VT Status

Below reflects your current withholding status as of your most recent pay advice or recently submitted form to VTHR:

Filing Status Single or Married/Civil Union, but withhold at the higher Single rate

Withholding Allowances 0

Additional Amount \$0.00

Filing Status

Single
 Married/Civil Union Filing Jointly
 Married/Civil Union Filing Separately
 Married, but withhold at higher single rate

Exempt

If you had a right to a refund of all your Vermont income tax withheld last year because you had no tax liability and you also expect to have no liability this year, check this box. OR, complete the following worksheet to appropriately withhold VT tax from each paycheck.

Allowances

1. Enter "1" for yourself if no one can claim you as a dependent or enter "0"
2. Enter "1" if you are filing jointly and your spouse does not work or enter "0"
3. Enter the number of dependents you plan to claim on your tax return. If you file jointly, then only one of you should claim the dependents on your W-4VT
4. Enter "1" if you plan to file as "head of household"
5. Total number of VT allowances claimed
6. Enter an additional amount, if any, you want withheld from each check

General Information

Form W-4VT is designed so that you can have as much "take-home pay" as possible without an income tax liability due to Vermont when you file your tax return. Each withholding allowance you claim on Line 5 above will reduce the amount of income you are taxed on and therefore the amount of Vermont income tax withheld from each paycheck.

Here are some things to remember as you complete this form:

- Generally, dependents are children under 19 (or up to 24 if they are a full-time student) and any relatives who live with you and you support financially.
- If you and your spouse both claim your dependents on your respective W-4 VTs, not enough income tax will be withheld, and you might end up with taxes due when you file. Only one spouse should claim the dependents.
- If you entered an additional amount to be withheld on the federal W-4, consider entering 30% of that amount on Line 6.
- If you have more than one employer, consider claiming zero allowances with the employer(s) where you earn less income.

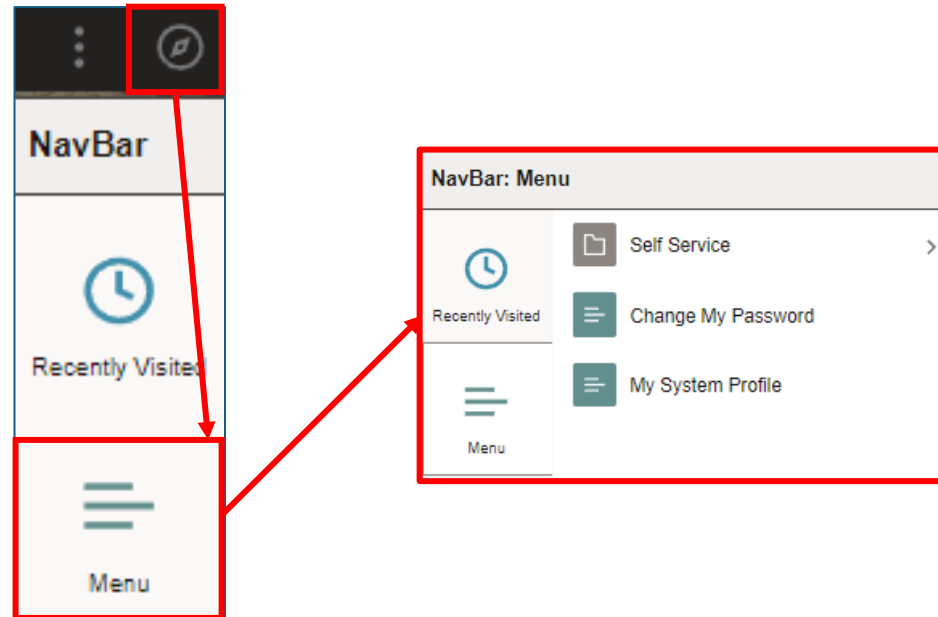
Submission Date

Clicking "Submit" functions as your electronic signature.

More Self Service Options from the NavBar

While the tiles on the homepage cover many Self Service options, there are some functions that can only be accessed via the NavBar in the top right of your screen. The icon looks like a compass.

Once you click on the NavBar, next click on the “Menu” button to see your menu options.



Menu > Self Service > Time Reporting > View Time

We covered “Report Time” earlier under the “Enter Time” tile, but the NavBar also includes a “View Time” option.

NavBar: Menu

Menu > Self Service

Time Reporting

- Report Time >
- View Time >

Recently Visited

Favorites

Menu

NavBar: Menu

Menu > Self Service > Time Reporting

View Time

- Employee Compensatory Time

Recently Visited

Favorites

Employee Compensatory Time

Compensatory Time

Select Plan

Personalize | Find | View All | 1-4 of 4 | First | Last

| Plan | Job Title | Comp Time Off Plan | Description |
|------|--------------------------|--------------------|---------------------------|
| | Configuration Analyst II | CYFLSA | Current Year FLSA Comp |
| | Configuration Analyst II | CYHOL | Current Year Holiday Comp |
| | Configuration Analyst II | PYFLSA | Prior Year FLSA Comp |
| | Configuration Analyst II | PYHOL | Prior Year Holiday |



Menu > Self Service > Payroll and Compensation

The NavBar contains two Payroll and Compensation options that are not found in the tiles:

NavBar: Menu

Menu > Self Service

Payroll and Compensation

- Pay
- View HR Advice
- Direct Deposit
- Compensation History**
- W-4 Tax Information
- W-4 VT Tax Information
- View W-2/W-2c Forms**

Compensation History shows updates to your compensation over the years.

Apply Reset

Grid Display Options

Salary Frequency: Annual

View In: Issued Currency

Filter Options

Source: [Dropdown]

Type: [Dropdown]

Job Title: [Dropdown]

Time Period: All

Compensation History

> View Chart

| Date of Change | Amount | Salary Change Amount | Salary Change Percent | Source | Type | Currency | Job Title |
|----------------|------------|----------------------|-----------------------|-------------|-----------------|----------|-----------|
| 01/27/2024 | 67,184.000 | | 0.0 | Base Salary | Pay Rate Change | USD | > |
| 07/02/2023 | 67,184.000 | 1,310.400000 | 0.0 | Base Salary | Pay Rate Change | USD | > |
| 05/21/2023 | 65,873.600 | 2,163.200000 | 3.4 | Base Salary | Pay Rate Change | USD | > |
| 04/23/2023 | 63,710.400 | 2,080.000000 | 3.4 | Base Salary | Pay Rate Change | USD | > |
| 01/14/2023 | 61,630.400 | | 0.0 | Base Salary | Pay Rate Change | USD | > |
| 07/03/2022 | 61,630.400 | 1,788.800000 | 0.0 | Base Salary | Pay Rate Change | USD | > |
| 04/24/2022 | 59,841.600 | 1,892.800000 | 3.3 | Base Salary | Pay Rate Change | USD | > |
| 07/04/2021 | 57,948.800 | 1,268.800000 | 0.0 | Base Salary | Pay Rate Change | USD | > |

View W-2/W-2c Forms allows you to view and print current and past W-2/W-2c forms.

View W-2/W-2c Forms

Review your available W-2 and W-2c forms. Select the year end form that you would like to review.

[View a Different Tax Year](#)

Select Year End Form

1-1 of 1

| Tax Year | W-2 Reporting Company | Tax Form ID | Issue Date | Year End Form | Filing Instructions |
|----------|-----------------------|-------------|------------|-------------------------------|-------------------------------------|
| 2023 | VT | W-2 | 01/25/2024 | Year End Form | Filing Instructions |



Menu > Self Service > Benefits

Most benefits transactions and summaries are available only through the NavBar.

NavBar: Menu

Menu > Self Service

Recently Visited

Benefits

- Benefits Information >
- Dependents and Beneficiaries >
- Benefits Summary
- Declaration of Health Coverage
- Dependent/Beneficiary Info
- Insurance Summary
- Benefits Enrollment
- Benefit Confirmation Statement
- Deferred Compensation Enroll

Menu > Self Service > Benefits

Benefits Information

- Health Care Summary
- Savings Summary
- Savings Contribution Summary
- Flexible Spending Accounts

Health Care Summary

To make changes to your medical or dental coverage, such as adding or removing dependents, please contact the Benefits Unit at DHR.Benefits@vermont.gov.

To view your benefits as of another date, enter the date and select Go.

07/01/2024

Benefits Summary

| Type of Benefit | Plan Description | Coverage or Participation |
|-----------------|-------------------------|---------------------------|
| Medical | TotalChoice, Before-Tax | Employee Only |
| Dental | Northeast Delta Dental | Employee Only |

Savings Summary

To make changes to your medical or dental coverage, such as adding or removing dependents, please contact the Benefits Unit at DHR.Benefits@vermont.gov.

To view your benefits as of another date, enter the date and select Go.

07/01/2024

Benefits Summary

| Type of Benefit | Plan Description | Coverage or Participation |
|-----------------------|------------------|---------------------------|
| Deferred Compensation | | Waived |

Menu > Self Service > Benefits

NavBar: Menu

Menu > Self Service

Recently Visited

Benefits

- Benefits Information
- Dependents and Beneficiaries
- Benefits Summary
- Declaration of Health Coverage
- Dependent/Beneficiary Info
- Insurance Summary
- Benefits Enrollment
- Benefit Confirmation Statement
- Deferred Compensation Enroll

Menu > Self Service > Benefits

Benefits Information

- Health Care Summary
- Savings Summary
- Savings Contribution Summary
- Flexible Spending Accounts

Savings Contribution Summary

To view your benefits as of another date, enter the date and select Go.

07/01/2024

You have no Savings Contributions as of the date entered.

Flexible Spending Accounts

Your Flexible Spending Account(s) in 2024

Select Plan Year

You may review your Flexible Spending Account status and activity for any plan year. Reminder: Claims are reported in the Plan Year for which the services were rendered, regardless of when the expense was paid or when the claim was processed.

To review past benefits information, enter the year and select the Go button.

Year (YYYY)

Select Account

For this Plan Year you are enrolled in the Flexible Spending Account(s) listed on the page. Please select the one you wish to review.

Enrollment Details

| Spending Account | Annual Pledge | Contributions YTD |
|--------------------------|---------------|-------------------|
| ASIFlex, FSA Health Care | 750.00 | 115.40 |



Menu > Self Service > Benefits

NavBar: Menu

Menu > Self Service

Recently Visited

Menu

Benefits

- Benefits Information >
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Dependents and Beneficiaries

- Dependent/Beneficiary Coverage**
- Health Care Dependent Summary

Dependent and Beneficiary Coverage Summary

To view your benefits as of another date, enter the date and select Go.

07/01/2022

Dep/Ben Details

| Dependent/Beneficiary Name | Relationship | Type of Benefit | Description |
|----------------------------|--------------|-----------------|-------------------------|
| | Child | | |
| | | Medical | TotalChoice, Before-Tax |
| | | Dental | Northeast Delta Dental |

Health Care Dependent Summary

Use the link to view your dependents by their name or type of benefit.

To view your benefits as of another date, enter the date and select Go.

07/01/2021

[Dependent's Summary by Name](#)

Dependent Summary

| Type of Benefit | Description | Name | Relationship |
|-----------------|-------------------------|------|--------------|
| Medical | TotalChoice, Before-Tax | | Child |
| Dental | Northeast Delta Dental | | Child |



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Benefits Summary shows all your benefits selections

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Benefits Summary

Agatha Harkness

To make changes to your medical or dental coverage, such as adding or removing dependents, please contact the Benefits Unit at DHR.Benefits@vermont.gov.

To view your benefits as of another date, enter the date and select Go.

07/01/2024

Benefits Summary

| Type of Benefit | Plan Description | Coverage or Participation |
|------------------------|--------------------------------|---------------------------|
| Life and AD and D | Minnesota Life, Plan 08 | Salary X 2 |
| Deferred Compensation | | Waived |
| Sick | Sick Leave - Regular | |
| Vacation | Annual Leave - Regular | |
| Personal | NonMan Personal Leave -Regular | |
| Employee Retirement | Retirement Benefit F | 6.65% of Earnings |
| Retirement Tier | | Waived |
| State Share Retirement | Defined Benefit OPEB Share | 0% of Earnings |
| EAP 9.1 | EAP | Participating |



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If you choose not to enroll in a State of Vermont Health Care plan, you must complete and submit a “Declaration of Health Care Coverage” form.

VT Form HC-2

New Window | Help | Personalize Page

Vermont Department of Taxes PO Box 547, VT 05601-0547 Phone (802) 828-2551

DECLARATION OF HEALTH CARE COVERAGE

This form must be completed annually by all uncovered employees. Employers must retain this form for 3 years.

Employer

EMPLOYER: This form is ONLY to be completed by employees if you offer to pay a portion of a health care plan that provides hospital and physicians services to at least some of your employees. You must retain all employee declaration forms together in a file for three years and be able to produce them in the event of an audit.

Employer's Legal Name: State of Vermont

Employee

Empl ID

EMPLOYEE: Complete and sign this form and return it to your employer. The purpose of this form is to obtain information regarding your health care coverage. The information you provide on this form will be used solely for purposes of determining if your employer must pay Health Care Contributions as required under Vermont law at V.S.A. § 10503.

Will the employee be under the age of 18 for the entire calendar year? Yes No

If YES, stop. Please sign the bottom of the form and submit it to your employer.


If NO, please continue to complete this form and submit it to your employer.

Employee Coverage Responses

Check the box beside the statement that best describes your health care coverage.

- My employer offers health care coverage to me.
 - I have accepted the health care coverage offered and provided by my employer.
- My employer offers health care coverage to me, and I have NOT accepted my employer's coverage.
 - I have health care coverage that includes hospital and physicians services from a source other than Medicaid or Vermont Health Benefit Exchange.

My coverage is provided through:



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Dependent and Beneficiary Information

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The people listed below may be eligible for Benefit Coverage. Select a name to view their personal information.

Dependent and Beneficiary Information

| Name | Relationship to Employee | Date of Birth | Marital Status | Marital Status Date | Student | Disabled |
|------|--------------------------|---------------|----------------|---------------------|---------|--------------------------|
| | Child | 01/14/2000 | Single | 10/14/2019 | No | <input type="checkbox"/> |

Insurance Summary

[New V](#)

To make changes to your medical or dental coverage, such as adding or removing dependents, please contact the Benefits Unit at DHR.Benefits@vermont.gov.

To view your benefits as of another date, enter the date and select Go.

07/01/2022

Benefits Summary

| Type of Benefit | Plan Description | Coverage or Participation |
|--------------------------------------|-------------------------|---------------------------|
| Life and AD and D | Minnesota Life, Plan 08 | Salary X 2 |
| Long-Term Disability | Long Term Disability | 66.67% of Salary |



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Benefits Enrollment

Agatha Harkness

After your initial enrollment, you will not be able to make changes to your benefit choices until our annual Open Enrollment period, which runs November 1 - 30 each calendar year, unless you have a qualifying event (family status change).

Your benefits enrollment portal is currently closed

Message for New Employees:

Congratulations on your new employment and welcome to the State of Vermont! Here is a link to the New Employee Orientation section of our website, where you can find videos describing our benefits: <http://humanresources.vermont.gov/training/new-employee>

To open your benefits enrollment portal, please send a request to dlr.benefits@vermont.gov, and include your Employee ID #.

If you are seeking a waiver of the 30-day waiting period, please scan and include a document that confirms the termination date of your previous coverage. If your coverage ended no more than 3 days before your date of hire, or if it will terminate within 30 days of your date of hire, we can waive all or part of the waiting period.

Once we have received your request and relevant documentation we will open the enrollment portal and send you an email with instructions.

After your initial enrollment, you may not add dependents or change your medical plan until the Open Enrollment month of November each year, unless you have a qualifying event (family status change, dependents loss of other coverage). Dependents may be added to the dental plan any time during the year after the initial six-month waiting period, and they may be removed from medical/dental coverage at any time.



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Benefit Confirmation Statement



State of Vermont
Department of Human Resources
Employee Benefits Unit
120 State Street - 5th Floor
Montpelier, VT 05620-2505

[phone] 802-828-6700, opt 1, opt 3
[fax] 802-828-5489
[email] DHR.Benefits@vermont.gov

Agency of Administration

To view a different statement click on the magnifying glass below, choose a date and click the "Refresh" button.

12/01/2023

Refresh

12/01/2023

This statement confirms your recent State of Vermont employee benefit elections. To request corrections to this information, please contact the Employee Benefits Unit within two (2) weeks using the contact information above. Should you have additional questions about your elections or our employee benefit programs, please visit the links associated with the plans.

FLEXIBLE SPENDING

| PLAN | ASIFlex | Plan Summary - Flexible Spending |
|----------------|------------------------|----------------------------------|
| HEALTH ACCOUNT | \$28.85 per pay period | \$750.00 annual deduction |

Note: This election cannot be changed or terminated during the plan year. A new enrollment form must be submitted each year during the annual Open Enrollment in November to continue in the program.

Deferred Compensation



Deferred Compensation Enroll just brings you to the same screen you get when you click on the "Deferred Compensation" tile under "Other Self Service Pages."

Menu > Self Service > Change My Password

If you need to change your password, these are the criteria to set a new password:

- **Must** be at least 8 characters long
- **Must** contain at least one number
- Can not match a previous password
- Should contain at least one special character
 - Examples ! @ # \$ % ^ &
- Should contain at least one capital letter
- Example of a *valid* password
 - iLove\$pring1

Change Password

User ID

Description

*Current Password

*New Password

*Confirm Password

[Change Password](#)



Menu > Self Service > My System Profile

Under My System Profile, you can

- Change your password here also;
- Set up Questions and Answers so the system can authenticate you and email you a link to set a new password if you forget your current password;
- Update your Email Address(es) and set your Primary Email Account

General Profile Information

Password
[Change password](#)
[Security Question Setup](#)

Email

| Primary Email Account | Email Type | Email Address | | |
|-------------------------------------|------------|------------------------|---|---|
| <input checked="" type="checkbox"/> | Business | DHR.TestWF@vermont.gov | + | - |
| <input type="checkbox"/> | Home | DHR.TestWF@vermont.gov | + | - |

Save

Change or set up forgotten password help

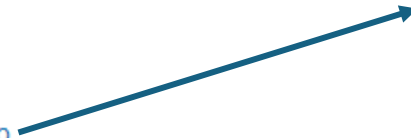
If you forget your password, you can have a new password emailed to you. Enter a question and your response below. These will be used to authenticate you.

Question

Select from the list of questions.

Response

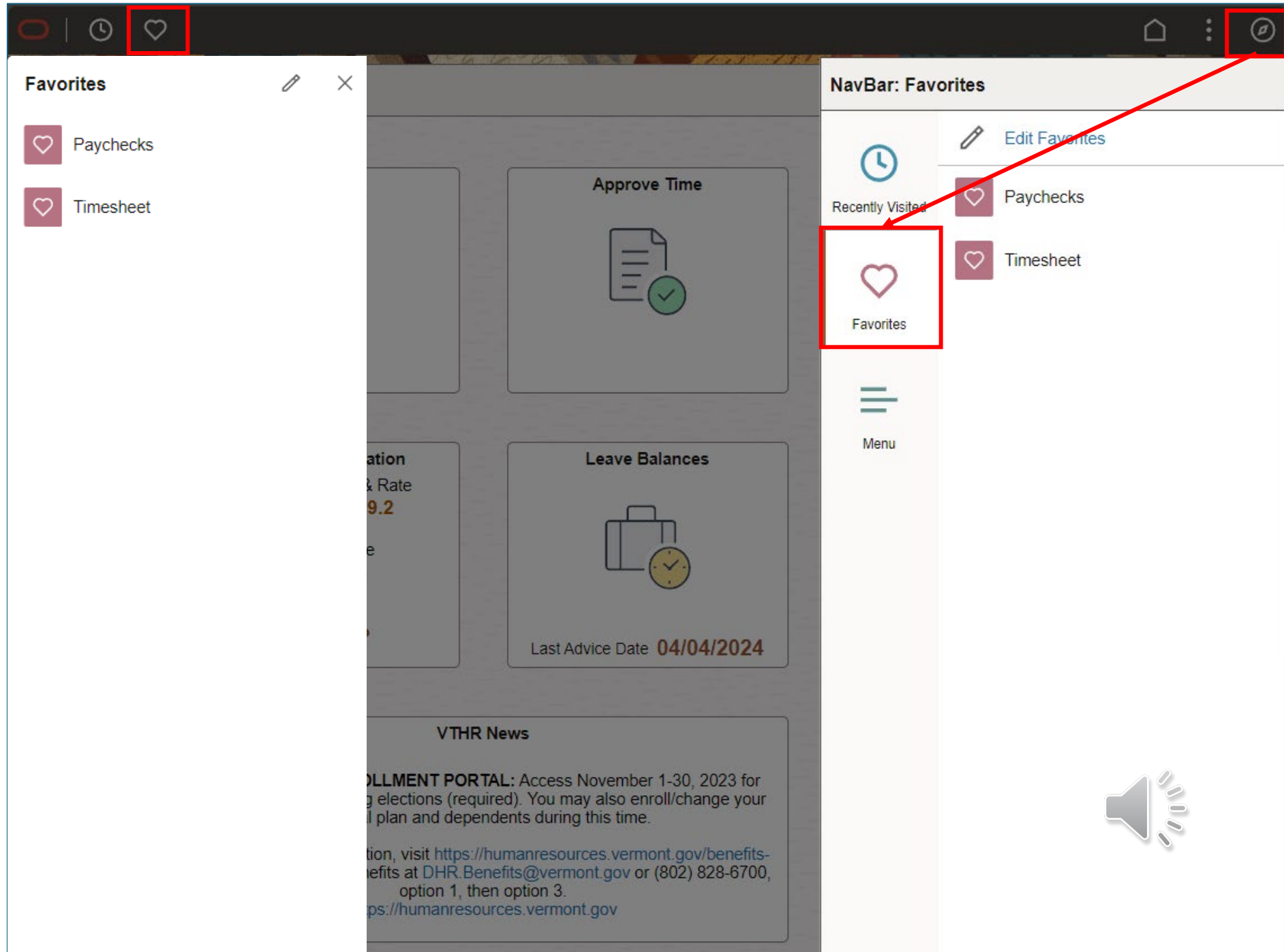
OK [Cancel](#)



Favorites

Since not all menu options are available as tiles, an easy way to navigate to the pages you use most often is to designate those pages as “favorites.”

You can get to your “Favorites” in two places:
You can click on the NavBar and then select the “Favorites” option, or you can click on the heart on the left side of the screen, and that will also list your “favorites.”



Adding Favorites

Let's say you want to add the timesheet entry page to your favorites.

1. Navigate to the Timesheet page.
2. Click on the three vertically stacked dots in the top right corner of the screen and select "Add to Favorites."
3. A pop-up box will appear, with the option to update the label.
4. Click on "Add."
5. A confirmation the page was added to your "Favorites" will appear. Click "OK."
6. The page will appear in your "Favorites."

1.

2.

Timesheet

Employee ID
Empl Record 0

Workgroup P29EX080P Earliest Change Date 02/11/2024

Select Another Timesheet

*View By Calendar Period Previous Period Next Period

*Date 06/16/2024 Reported Hours 0.00

From Sunday 06/16/2024 to Saturday 06/29/2024

| Sun 6/16 | Mon 6/17 | Tue 6/18 | Wed 6/19 | Thu 6/20 | Fri 6/21 | Sat 6/22 | Sun 6/23 | Mon 6/24 | Tue 6/25 |
|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

Submit Timesheet Change Notification

3.

4.

Add To Favorites

*Favorite Label

Timesheet Add

5.

Added 'Timesheet' to Favorites

OK

6.

NavBar: Favorites

Edit Favorites

Recently Visited

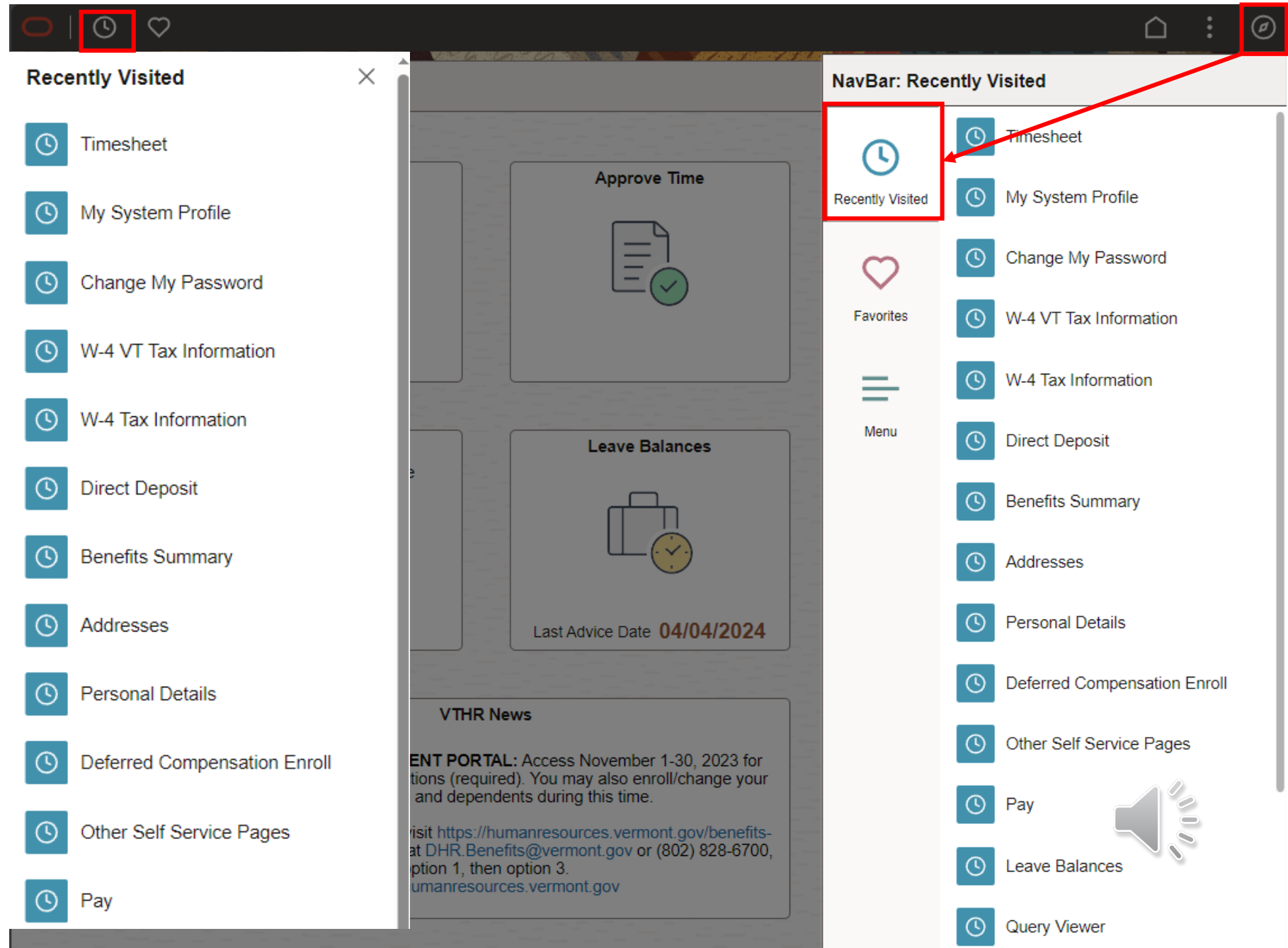
Favorites Timesheet

Menu



Recently Visited

To see pages you have recently visited, click on the NavBar and click on the “Recently Visited” option, or click on the clock icon on the left side of the screen.



Navigating the Employee Self Service Menu

