

# HR Advice Desk Guide

# View HR Advice

[New Window](#) | [Help](#) | [Pe](#)

## 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.

  1.

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

Pay Begin Date: 09/24/2023  
Pay End Date: 10/07/2023  
Advice Date: 10/19/2023

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

General Information	Employee Information
Employee's Name: Employee ID: Address: 3. Employee's Title: Employee's Position Number: Standard Hours: 40.00	Employee Union Code - N00 Confidential Non Managers Employee Workgroup - P29EX080P Executive Positive 0/80 Prem Employee's Salary Plan, Grade and Step - CLS,24,6 Employee's Next Step Date - 4. 04/14/2025 Employee's Leave Accrual Date - 10/14/2019 Employee's Benefit Program - EMC Exempts, Mgrs.--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		

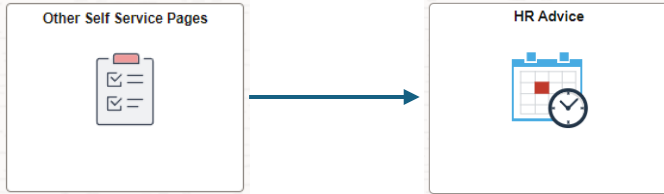
## Leave Balances

	Accrual Rate (Hrs)	Accrual Cap	Frequency	Leave Balance
1 Sick Leave - Regular	3.690000		Biweekly	350.340
2 Annual Leave - Regular	3.690000	240 (hours)	Biweekly	53.060
3 Superv Personal Leave -Regular	24.000000	6.	Hours per Year	16.000
4 Current Year FLSA Comp				0.000
5 Prior Year FLSA Comp				0.000

- 1) Box 1 is the HR Advice search box. Use this to view different HR Advices. You can use the magnifying glass to select additional HR Advices by date. After choosing the link for the Payment Date, click the 'Refresh' button for that date's HR Advice to populate on the page. **Note:** clicking 'Refresh' while the date box is empty will refresh the HR Advice to a blank screen.
- 2) Box 2 is the Pay Period section. This section details the pay period begin and end dates as well as the HR Advice date. Advice Date corresponds to date that the paycheck was issued.
- 3) Box 3 is the General Information section; this provides employee basic information.
- 4) Box 4 is the Employee Information section. This contains HR & Payroll specific employee details as well as pay grade and step date information.
- 5) Box 5 is the Not Worked/Not Paid box. It contains Time Reporting Codes (TRCs) used during the pay period that affect an employee's ability to accrue leave.
- 6) Box 6 is the Leave Balance section. It details leave balances as of the end of the pay period listed in Box 2. These balances also contain any leave accrual for that pay period. Too many unpaid hours (box 5) in a pay period will result in the loss of Annual and Sick Leave accrual for the pay period. Accrual Rate (HRS) is based on Full Time Equivalent. Leave Balance will reflect accrual based on proration.

There are three ways to get to the HR Advice:

1. Click on the Other Self Service Pages tile and then the HR Advice Tile



2. Main Menu > Self Service > Payroll and Compensation > View HR Advice

OR

3. On the bottom of the timesheet there are links to the HR Advice and/or Pay Advice.

- The “View Pay Advice” link shows a list of historical Check Dates.
- The “View HR Advice” link will open the most recent Advice.
- See instructions for “Box 1” on the previous page to learn how to view an Advice for a different date.

### Timesheet

Employee ID  
Empl Record 0  
Workgroup P29EX080P  
Earliest Change Date 08/13/2023

Select Another Timesheet

\*View By  [Previous Period](#) [Next Period](#)

\*Date

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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Reported Time Status [Summary](#) [Exceptions](#) [Payable Time](#)

#### Reported Time Status

1-1 of 1

Select	Date	Total	TRC	Description	Comments
<input type="checkbox"/>		0.000000			

[View Pay Advice](#) [View HR Advice](#)