# Viewing and Updating Personal Information

# View & Update Personal Information

VTHR houses personal information that is utilized for communication and/or other internal process needs. You are able to view the personal information that is in VTHR and maintain that information on your own. The following pages will review the different personal information items and cover how to update the information if needed.

There are multiple navigations to get to the different pages within your VTHR employee profile. In the following pages, there are two listed navigations – both are applicable to current/active employees and for New Hires.

## Personal Information Summary

**Navigation: Main Menu>Self Service>Personal Information>Personal Information>Personal Details**

From the Personal Details page, you can update Addresses, Contact Details, Emergency Contacts, Disability Status, and Veteran Status.

## Home and Mailing Address



Home and Mailing address may be used by Payroll, Benefits, Retirement or another internal department to send printed information.

# Editing/Updating Home and Mailing Address

If you need to change your Home or Mailing address, begin by clicking on the arrow icon at the right end of the row.

**Mailing Address**

| Sokovia Rd Groton, VT 05046 | Current | > |

**Home Address**

| Sokovia Rd Groton, VT 05046 | Current | > |

If the address change is immediate, leave the default **Change As Of** date or enter the date as to when the address change should take effect.

Review the information, then click **Save**. If the change was submitted successfully, the confirmation below will appear.

| Cancel | **Mailing Address** | Save |

*\* Indicates required field*

**Instructions**

To save United States addresses at least one of the following fields must get populated: Address 1, Address 2, Address 3

| Change As Of | 04/01/2024 |
| Address Type | Mailing |
| *Country | United States |
| Address 1 | Sokovia Rd |
| Address 2 | |
| Address 3 | |
| City | Groton |
| State | Vermont |
| Postal | 05046 |
| County | |

Complete each field, including postal code. County is an optional field.

**The Save was successful.** ✕

**Mailing Address**

| Sokovia Rd Groton, VT 05046 | Current | > |

## Contact Details

### Add a Phone Number

Employee Phone Numbers are not required, however if you wish to add your phone number to your employee profile, you can do so by following the instructions in the following Add a Phone Number section.

Click on "Add Phone" if there are no existing entries

or the "+" sign if there are already entries.



**Personal Details**

**Wanda Maximoff** ⊙
Mental Health Specialist

| | |
|---|---|
| ✉ Addresses | **Phone** |
| 📞@ **Contact Details** | No phone exists. |
| | [Add Phone] |
| ⊞ Name | |
| | **Email** |
| 📞 Emergency Contacts | No email exists. |
| ⊘ Additional Information | [Add Email] |
| ♿ Disability | |
| ⚑ Veteran Status | |

**Phone**

No phone exists.
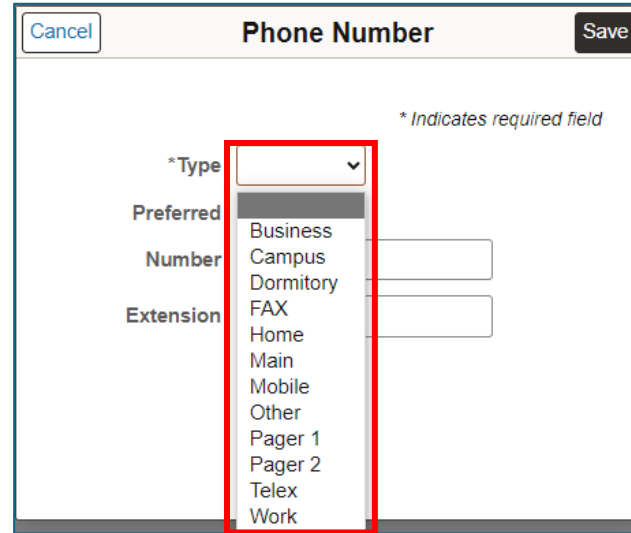
[**Add Phone**]

**Phone**

[ + ]

| Number | Extension | Type | Preferred | |
|---|---|---|---|---|
| 802/555-1111 | | Home | ✓ | › |

# Contact Details
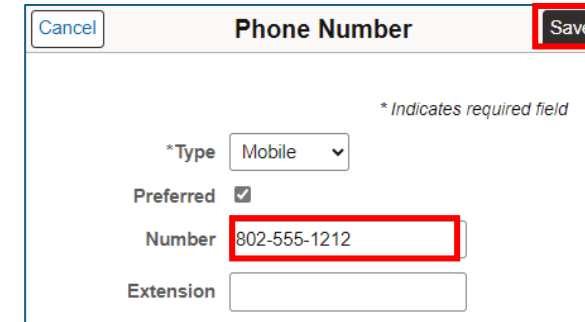
## Add a Phone Number

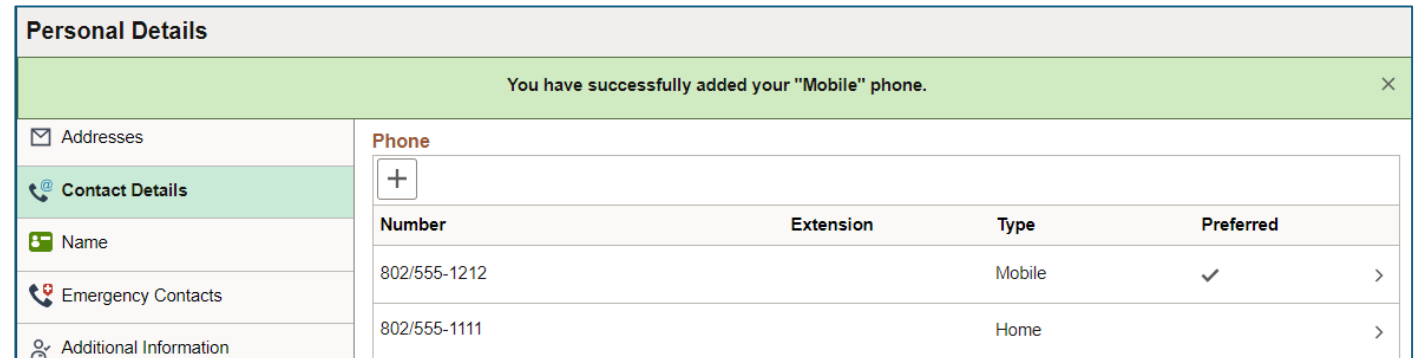First, use the "Type" drop-down menu to select the type of phone number that will be added to your profile.



Next, enter the phone number. If there is more than one number, click "Preferred" for the primary number.



Confirm the number entered, then click "Save."

If the record was submitted successfully, you will receive the confirmation on the next screen:

# Contact Details

## Adding Additional Email Addresses

Click on the "+" sign to enter a new email address:

From the Email Type drop-down menu, select the type of email that will be added to your profile.

Enter the email address:

Confirm the email address entered, then click "Save."

A banner will appear on the next screen indicating if the record was submitted successfully:

# Emergency Contact

By default, there will not be an emergency contact listed.  You are not required to provide an emergency contact, however if you wish to add an emergency contact to your profile, VTHR provides the means to add that information to include in your overall personal information profile.

## Adding Emergency Contact(s)

Begin by clicking on "Add Emergency Contact."

Enter the contact name and relationship:

# Emergency Contact

## Adding Emergency Contact(s)

To add the address, click "Add Address." Enter the address details, and then click "Done."

The address will now show on the Emergency Contact screen. Now click on "Add Phone Number" to enter the emergency contact phone number.

| | Address | |
|---|---|---|
| Cancel | | Done |

Same as mine ☐

*Country: United States 🔍

Address 1: Sokovia Rd

Address 2:

Address 3:

City: Groton

State: Vermont 🔍

Postal: 05046

County:

| | Emergency Contact | |
|---|---|---|
| Cancel | | Save |

*Indicates required field

*Contact Name: Vision Maximoff

Preferred Contact ☑

**Address**

Sokovia Rd
Groton, VT 05046 ›

**Phone Numbers**

No data exists. At least one phone number is required.

Add Phone Number

# Emergency Contact

## Adding Emergency Contact(s)

Select phone type, enter number, and click "Done."

The information you just entered will now show on the Emergency Contact screen:

Click on "Save" and a message to confirm the contact was added appears.