

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

Personal Details	
Wanda Maximoff ☺ Mental Health Specialist	
✉ Addresses	Mailing Address Sokovia Rd Groton, VT 05046 Current >
📞 Contact Details	
👤 Name	
🚑 Emergency Contacts	Home Address Sokovia Rd Groton, VT 05046 Current >
👤 Additional Information	
♿ Disability	
👤 Veteran Status	

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.

The Save was successful. ×

Mailing Address		
Sokovia Rd Groton, VT 05046	Current	>

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:

Address Type: Mailing

*Country:

Address 1:

Address 2:

Address 3:

City:

State:

Postal:

County:

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

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

Phone

No phone exists.

[Add Phone](#)

Email

No email exists.

[Add Email](#)

Phone

No phone exists.

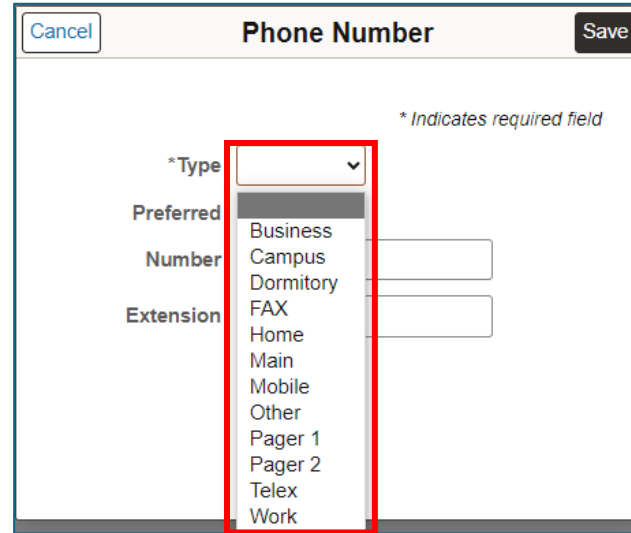
[Add Phone](#)

Phone			
Number	Extension	Type	Preferred
802/555-1111		Home	✓

Contact Details

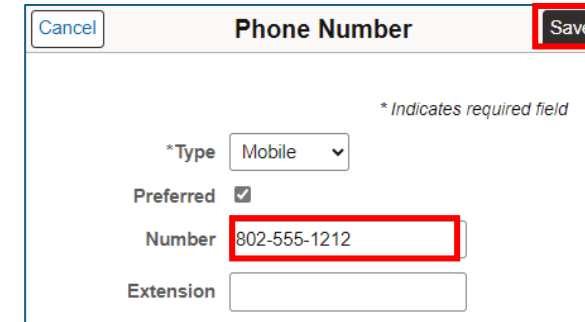
Add a Phone Number

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



A screenshot of a web form titled "Phone Number". At the top left is a "Cancel" button and at the top right is a "Save" button. Below the title, there is a note: "* Indicates required field". The form contains several fields: a dropdown menu for "*Type", a checkbox for "Preferred", and three text input fields for "Number", "Extension", and "FAX". The dropdown menu is open, showing a list of options: Business, Campus, Dormitory, FAX, Home, Main, Mobile, Other, Pager 1, Pager 2, Telex, and Work. The "Mobile" option is highlighted with a red box.

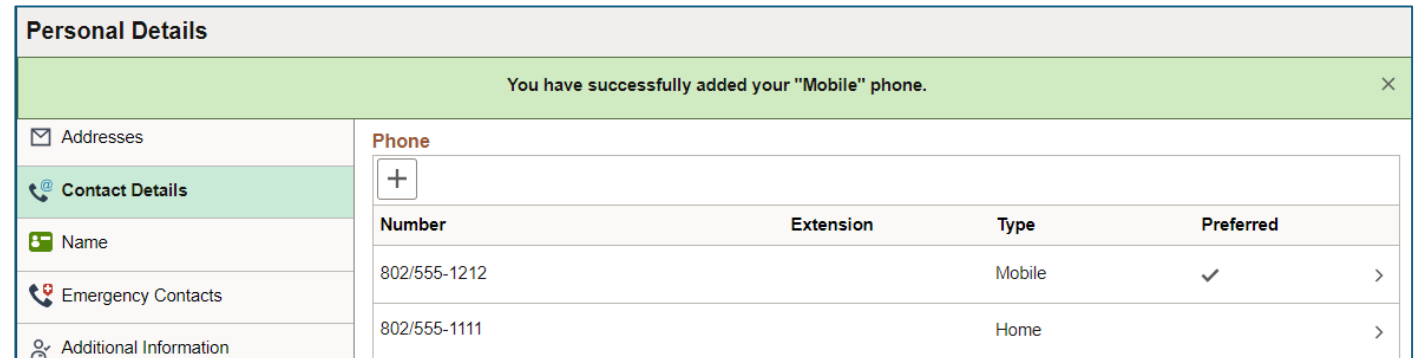
Next, enter the phone number. If there is more than one number, click “Preferred” for the primary number.



A screenshot of the same "Phone Number" form. The "*Type" dropdown is now set to "Mobile". The "Preferred" checkbox is checked. The "Number" field is filled with "802-555-1212" and is highlighted with a red box. The "Save" button at the top right is also highlighted with a red box.

Confirm the number entered, then click “Save.”

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



A screenshot of a web page titled "Personal Details". At the top, there is a green confirmation message: "You have successfully added your 'Mobile' phone." Below this, there is a sidebar on the left with navigation links: "Addresses", "Contact Details" (highlighted), "Name", "Emergency Contacts", and "Additional Information". The main content area shows a "Phone" section with a "+" button to add more numbers. Below the "+" button is a table listing the phone numbers:

Number	Extension	Type	Preferred	
802/555-1212		Mobile	✓	>
802/555-1111		Home		>

Contact Details

Adding Additional Email Addresses

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

Email		
Email Address	Type	Preferred
DHR.TestWF@vermont.gov	Business	✓ >

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

Cancel **Email Address** Save

** Indicates required field*

*Email Type

Preferred

Email Address

- Email 1
- Email 2
- Email 3
- Emergency Contact

Enter the email address:

Cancel **Email Address** Save

** Indicates required field*

*Email Type

Preferred

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:






You have successfully added your "Home" email address.

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.”

Personal Details	
Wanda Maximoff  Mental Health Specialist	
 Addresses	Emergency Contact Details No emergency contact exists. Add Emergency Contact
 @ Contact Details	
 Name	
 Emergency Contacts	

Enter the contact name and relationship:

Emergency Contact	
Cancel	Save
Contact Name <input type="text" value="Vision Maximoff"/>	<small> Indicates required field</small>
Preferred Contact <input checked="" type="checkbox"/>	
Address	
No data exists.	
Add Address	
Phone Numbers	
No data exists. At least one phone number is required.	
Add Phone Number	

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.

Cancel **Address** Done

Same as mine

*Country United States

Address 1 Sokovia Rd

Address 2

Address 3

City Groton

State Vermont

Postal 05046

County

Cancel **Emergency Contact** 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 first screenshot shows the 'Phone Number' dialog box with the 'Type' dropdown menu open, listing options like Business, Campus, Dormitory, FAX, Home, Main, Mobile, Other, Pager 1, Pager 2, Telex, and Work. The second screenshot shows the same dialog box with 'Mobile' selected in the 'Type' dropdown and the number '802-555-1313' entered in the '*Number' field.

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

The 'Emergency Contact' screen displays the following information:

- *Contact Name: Vision Maximoff
- Preferred Contact:
- Address: Sokovia Rd, Groton, VT 05046
- Phone Numbers table:

Phone	Extension	Type
802/555-1313		Mobile

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

Emergency Contact "Vision Maximoff" was successfully added.