

## VTHR View & Update Personal Information

### Contents

View & Update Personal Information.....	2
Personal Information Summary .....	2
Home and Mailing Address .....	3
Editing/Updating Home and Mailing Address .....	3
Phone Numbers .....	4
Add a Phone Number.....	4
Email Addresses.....	5
Adding Additional Email Addresses.....	5
Emergency Contact.....	6
Adding Emergency Contact(s) .....	6

## 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 VTTH 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 VTTH 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 Summary

**OR**

**Navigation:** Main Menu → Self Service → New Employee Center

The Personal Information Summary page lists all the personal information in one page. From this page you can update the Addresses, Phone Numbers, Emergency Contacts, Email Addresses and Marital Status. Details and additional navigation on how to change this information is located in the following pages.

**Personal Information Summary**  
Captain America [Expand All](#) [Collapse All](#)

▼ Name  
Captain America

▼ Home/Mailing Addresses

Addresses				
Address Type	Status	As Of	Country	Address
Home	Current	12/01/2016	USA	1 Super Hero Way Montpelier, VT
Mailing	Current	04/08/2016	USA	1 Super Hero Way Montpelier, VT 05602

[Change home/mailling addresses](#)

▼ Phone Numbers

Phone Numbers		
Phone Type	Phone Number	Preferred
Mobile	802/555-5555	<input checked="" type="checkbox"/>

[Change phone numbers](#)

▼ Emergency Contacts

Emergency Contacts	
Name	Relationship to Employee

[Change emergency contacts](#)

▼ Email Addresses

Email Addresses		
Email Type	Email Address	Preferred
Business	captain.america@vermont.gov	<input checked="" type="checkbox"/>
Home	captain.america@email.com	<input type="checkbox"/>

[Change email addresses](#)

▼ Marital Status

**Marital Status:** Unknown **As of:** 12/15/2015  
[Change marital status](#)

▼ Employee Information

**Gender:** Male  
**Date of Birth:** 03/31/1986  
**Social Security Number:** XXX-XX-XXXX  
**Service Date:** 04/11/2016

Contact the Human Resources department if any of your Employee Information is incorrect.

## Home and Mailing Address

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

Home and Mailing Address					
Captain America					
Addresses					
Address Type	Status	As Of	Country	Address	Edit
Home	Current	12/01/2016	USA	1 Super Hero Way Montpelier, VT	
Mailing	Current	04/08/2016	USA	1 Super Hero Way Montpelier, VT 05602	

### Editing/Updating Home and Mailing Address

**Current/Active Employees Navigation:** Main Menu→Self Service→Personal Information→Home and Mailing Address

**New Hire Employees Navigation:** Main Menu→Self Service→New Employee Center

If you need to change your Home or Mailing address, begin by clicking on the pencil icon in the Edit column.

Addresses					
Address Type	Status	As Of	Country	Address	Edit
Home	Current	12/01/2016	USA	1 Super Hero Way Montpelier, VT	
Mailing	Current	04/08/2016	USA	1 Super Hero Way Montpelier, VT 05602	

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.

### Edit Home Address

Change As Of:  (example: 01/31/2000)

Country: United States

Address 1:

Address 2:

Address 3:

City:  State:

Postal:

County:

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

Review the information, then click **Save**. If the change was submitted successfully, the confirmation (right) will appear. Click **OK** to complete the change process.

### Home and Mailing Address

#### Save Confirmation

The Save was successful.

## Phone Numbers

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 Add a Phone Number section below.

Phone Numbers

Captain America

Enter your phone numbers below.

Phone Type	*Telephone	Extension	Preferred	Delete
Mobile	802/555-5555		<input checked="" type="checkbox"/>	

\* Required Field

### Add a Phone Number

**Current/Active Employee Navigation:** Main Menu→Self Service→Personal Information→Phone Numbers

**New Hire Employee Navigation:** Main Menu→Self Service→New Employee Center

Phone Numbers

Phone Type	*Telephone	Extension	Preferred	Delete
Mobile	802/555-5555		<input checked="" type="checkbox"/>	

Begin by clicking on the **Add Phone Number** button.

Phone Numbers

Phone Type	*Telephone	Extension	Preferred	Delete
Mobile	802/555-5555		<input checked="" type="checkbox"/>	

- Business
- Campus
- Dormitory
- FAX
- Home
- Main
- Other
- Pager 1
- Pager 2
- Telex
- Work

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

Phone Numbers

Phone Type	*Telephone	Extension	Preferred
Mobile	802/555-5555		<input checked="" type="checkbox"/>
Home	802/555-5444		<input type="checkbox"/>

Next, type in 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 (right) will appear. Click **OK** to complete the process.

Phone Numbers

Save Confirmation

The Save was successful.

## Email Addresses

By default your state email will be listed as the Business email and cannot be deleted. This is to ensure that any VTNR delivered communication such as direct deposit confirmation emails, or benefits enrollment emails etc. are received.

VTNR does allow for more than one email address to be included in your profile. Following the steps below to add additional email addresses.

### Adding Additional Email Addresses

**Current/Active Employee Navigation:** Main Menu→Self Service→Personal Information→Email Addresses

**New Hire Employee Navigation:** Main Menu→Self Service→New Employee Center

**Email Addresses**  
Captain America

*Email Type	Email Address	Preferred	Delete
Business	captain.america@vermont.gov	<input type="checkbox"/>	

Add Email Address

Save

Begin my clicking on **Add Email Address** button.

**Email Addresses**

*Email Type	Email Address	Preferred	Delete
Business	captain.america@vermont.gov	<input checked="" type="checkbox"/>	

Email 1  
Email 2  
Email 3  
Emergency Contact  
Home

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

\* Required Field

**Email Addresses**

*Email Type	Email Address	Pre
Business	captain.america@vermont.gov	<input type="checkbox"/>
Home	captain.america@email.com	<input type="checkbox"/>

Add Email Address

Save

Next, type in the email address.

Confirm the email address entered, then click **Save**. If the record was submitted successfully, you will receive the confirmation (right) will appear. Click **OK** to complete the process.

**Email Addresses**  
**Save Confirmation**

The Save was successful.

OK

## 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.

Emergency Contacts

Captain America

Contact Name	Relationship to Employee	Primary Contact	Edit	Delete
		<input type="checkbox"/>		

Add Emergency Contact

### Adding Emergency Contact(s)

**Current/Active Employee Navigation:** Main Menu→Self Service→Personal Information→Emergency Contacts

**New Hire Employee Navigation:** Main Menu→Self Service→New Employee Center

Emergency Contacts

Captain America

Contact Name	Relationship to Employee	Primary Contact	Edit	Delete
		<input type="checkbox"/>		

Add Emergency Contact

Begin my clicking on the **Add Emergency Contact** button.

Captain America

Address and Telephone

\*Contact Name:

\*Relationship to Employee:

Contact has the same address as the employee

Address Type:

Contact has the same telephone number as the employee

Phone Type:

Address

Country: United States

Address: 1 Super Hero's Way  
Montpelier, VT

Next, enter in the **Contact Name**, then use the drop down menu's to identify **Relationship to Employee** emergency contact **Address Type** and **Phone Type**.

Employee's Phone

Phone: 802/555-5555

Other Telephone Numbers

*Phone Type	Phone Number	Extension	Delete

Add Phone Number

Save

Click on **Add Phone Number** if additional phone numbers are required.

Emergency Contacts

Save Confirmation

The Save was successful.

OK

Finally, review the information, then click **Save**. If the record was submitted successfully, you will receive the confirmation (right). Click **OK** to complete the process.