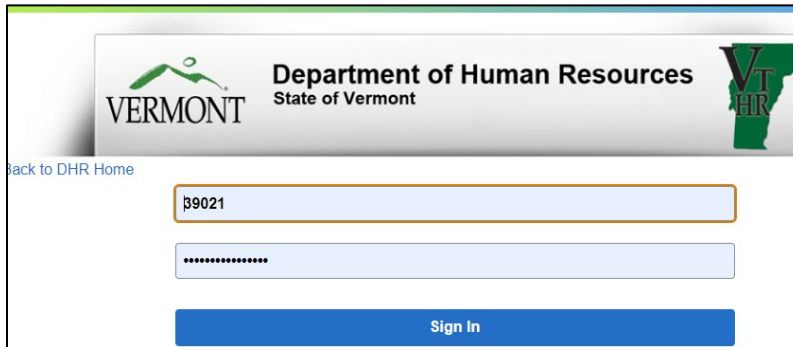


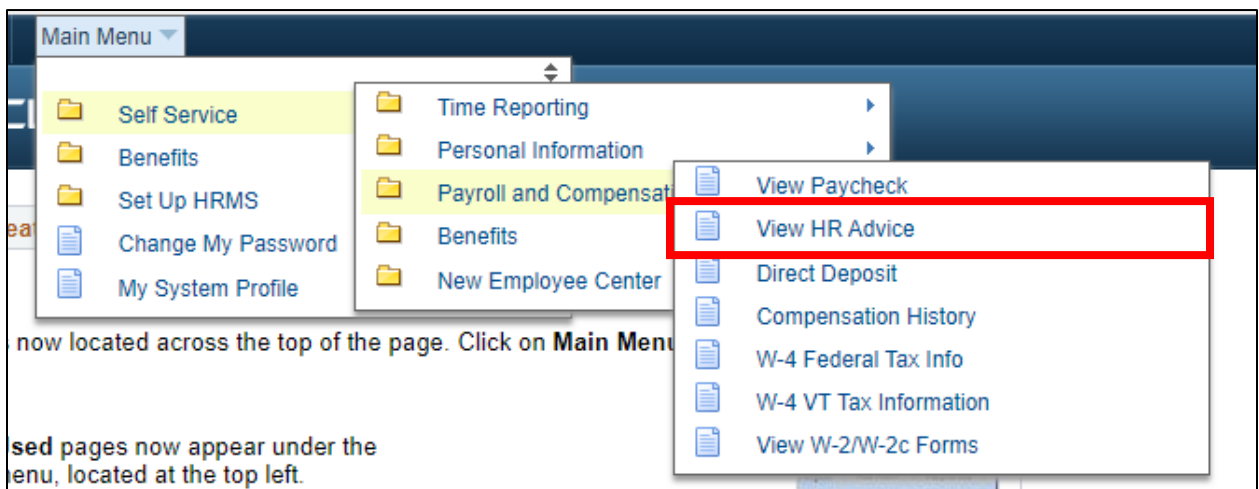
HOW TO DETERMINE YOUR UNION CODE/POSITION TYPE

These steps will show you how to determine your Union Code and position classification.

1. Go to the [VTHR/Timesheets](https://vthr.erp.vermont.gov/psp/HRPRD/?cmd=login) application.
<https://vthr.erp.vermont.gov/psp/HRPRD/?cmd=login>
2. Enter your Employee ID and Password and then click **Sign In**.



3. Select **Main Menu>Self Service>Payroll and Compensation>View HR Advice**.



4. Locate your Union Code and Classification Description in the **Employee Information** section of the screen as shown below.

Employee Information	
Employee Union Code -	N00 Confidential Non Managers
Employee Workgroup -	P26EX080S Executive Postv 0/80 Straight
Employee's Salary Plan, Grade and Step -	CLS,27,5
Employee's Next Step Date -	11/05/2024
Employee's Leave Accrual Date -	10/21/2019
Employee's Benefit Program -	EMC Exempts, Mgrs.--Leave Plans