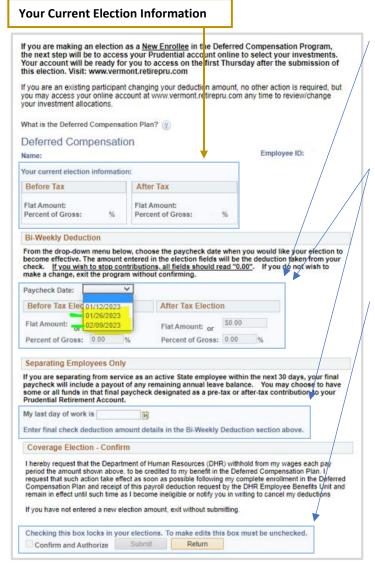
Employee Self-Service (ESS) Deferred Compensation Enrollment Page

SPECIAL INSTRUCTIONS FOR 1/26/23 PAYDAY:

A lump sum payment of \$1,500 will be added to your gross earnings for the 1/26/23 payday. If you would like to allocate some or all of that amount to a pre-tax deduction, you can access Employee Self Service in VTHR and make that election.

Navigation in VTHR: Main Menu > Self Service > Benefits > Deferred Compensation Enroll

Follow the instructions here



Entering elections: To enter a Bi-Weekly Deduction select a paycheck date then your request in either the Flat Amount or Percent of Gross fields. Note: you cannot have both a % of gross and flat amount in a tax type.

If a field turns **red**, this indicates an error. It must be corrected.



Separating Employees:

Employees separating from employment with the State within the next 30 days may request a final payout. To request this payout, the employee must select the paycheck date of the payout from the dropdown, enter the Flat amount, and select a Last Day Worked from the calendar field.

Submitting Elections: <u>To submit your elections</u>, you must confirm and authorize, then submit the request. If you leave the page without submitting your changes, the changes will not save.

Editing a Submitted Request:

Deadline: Tuesday (midnight) the week before the paycheck.

To edit a submitted request, select the paycheck date of the pending request (the pending request details will populate the fields), make your edits, then confirm and submit

<u>Confirmation E-mails:</u> After submitting a request, a confirmation e-mail will be sent to your state e-mail address. You will receive another e-mail once the request has been

entered into the system. Once the request has been entered by Benefits, you may no longer change the request in the ESS portal.

Accessing the Prudential Account: If you are making an election as a New Enrollee in the Deferred Compensation Program, the next step will be to access your Prudential account online to select your investments. Your account will be ready for you to access on the first Thursday after the verification of the election. Visit: http://www.vermont.retirepru.com. Existing Participants may view their account at any time.