

# 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 below, choosing 1/26/23 as the "Paycheck Date". After submitting your election for that payday, **immediately return to the Self Service page and elect a new amount for the 2/9/23 payday. If a new election is not submitted, your deduction will remain as elected for the 1/26/23 payday.**

### Your Current Election Information

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 submission of this election. Visit: [www.vermont.retirepru.com](http://www.vermont.retirepru.com)

If you are an existing participant changing your deduction amount, no other action is required, but you may access your online account at [www.vermont.retirepru.com](http://www.vermont.retirepru.com) any time to review/change your investment allocations.

What is the Deferred Compensation Plan?

Deferred Compensation

Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Your current election information:

Before Tax	After Tax
Flat Amount: _____	Flat Amount: _____
Percent of Gross: _____ %	Percent of Gross: _____ %

**Bi-Weekly Deduction**

From the drop-down menu below, choose the paycheck date when you would like your election to become effective. The amount entered in the election fields will be the deduction taken from your check. **If you wish to stop contributions, all fields should read "0.00".** If you do not wish to make a change, exit the program without confirming.

Paycheck Date:

Before Tax Elec	After Tax Election
Flat Amount:  \$0.00	Flat Amount: or  \$0.00
Percent of Gross:  0.00 %	Percent of Gross:  0.00 %

**Separating Employees Only**

If you are separating from service as an active State employee within the next 30 days, your final paycheck will include a payout of any remaining annual leave balance. You may choose to have some or all funds in that final paycheck designated as a pre-tax or after-tax contribution to your Prudential Retirement Account.

My last day of work is

Enter final check deduction amount details in the Bi-Weekly Deduction section above.

**Coverage Election - Confirm**

I hereby request that the Department of Human Resources (DHR) withhold from my wages each pay period the amount shown above, to be credited to my benefit in the Deferred Compensation Plan. I request that such action take effect as soon as possible following my complete enrollment in the Deferred Compensation Plan and receipt of this payroll deduction request by the DHR Employee Benefits Unit and remain in effect until such time as I become ineligible or notify you in writing to cancel my deductions.

If you have not entered a new election amount, exit without submitting.

Checking this box locks in your elections. To make edits this box must be unchecked.

Confirm and Authorize

**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.*

Before Tax Election	
Flat Amount:	\$30.00
Percent of Gross:	60.00 %

### 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:** [To submit your elections](#), 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

**Confirmation E-mails:** 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: <https://vermont.retirepru.com/> Existing Participants may view their account at any time.

**Questions?** For questions related to your deductions, contact: [DHR.Benefits@vermont.gov](mailto:DHR.Benefits@vermont.gov) or (802) 828-6700, opt 1, then opt 3