

From: [DHR - Commissioner's Office](#)
To: [All Exchange Users](#)
Subject: VTHR Downtime Period REMINDER
Date: Thursday, September 5, 2024 2:43:37 PM
Importance: High

All State of Vermont Employees-

VTHR will be unavailable beginning 4 p.m. on Wednesday, September 11, 2024, through 10 a.m. on Wednesday, September 18, 2024. On September 18th there will be a new simplified look and feel to the VTHR system.

Please take note and schedule accordingly:

- Time Entry and approval for the pay period ending Saturday, September 21, will be available Sunday, September 8th through Wednesday, September 11th and will not be available again in the VTHR system until 10 a.m. on Wednesday, September 18th.
- Pay Advice and HR advice details typically available on Monday, September 16th for paycheck date 09/19/24 will be available at 10 a.m. on September 18th.

Items to remember for first login on or after September 18, 2024:

- Make note of your current password in VTHR. Current (as of 4 p.m. on September 11th) information will carry into the updated system.
- Clear your internet browser's cache before logging in.
- Step by step videos have been assigned to all employees in the State of Vermont's [Learning Management System \(LMS or LINC\)](#). Please complete these trainings to ease the transition to the new look.

Additional helpful tools can be found on the DHR website:

[User Guides:](#)

[FAQ's:](#)

Thank you for your attention to this important matter,

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Vermonters, businesses and communities impacted by the July 2024 flood should report damage to [Vermont 211](#). Find resources, guidance and referral information at vermont.gov/Flood. [Volunteer to help](#) or [donate to the Vermont Flood Response & Recovery Fund](#) to support all those impacted.

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