

From: DHR - Commissioner's Office <DHR.CommissionersOffice@vermont.gov>
Sent: Friday, August 23, 2024 1:43 PM
To: SOV - All Exchange Users <SOV.AllExchangeUsers@vermont.gov>
Subject: VTHR System Update and Employee Training

To: All State of Vermont Employees
From: Beth Fastiggi – Commissioner, Department of Human Resources
RE: VTHR System Update and Employee Training
Date: August 23, 2024

The Department of Human Resources (DHR) in collaboration with the Agency of Digital Services is updating the PeopleSoft Oracle Human Capital Management system called “VTHR.” VTHR contains employee information including payroll, compensation and benefit details, and position data information as well as employee status and classifications.

To access information about the **updated** and more user friendly **VTHR**, **you have been assigned training in the Learning Management system (LMS) (LINC)**. Please plan to **complete the training by Tuesday, September 17, 2024**.

What is changing?

- **New Tiles and a New Look:** The updated version of VTHR will be more user friendly and provide employees more direct access to areas within the system that are most frequently used, including timesheet entry, paycheck information, and leave balances through new tiles on the main Employee Self Service (ESS) home page.
- **Navigation:** Navigation to areas of the system are primarily the same, additional tiles on the main page add a new and faster way to access the same information. The Menu has shifted to the right-hand side of the screen.

When is the Change occurring?

- Wednesday, September 18, 2024 is the scheduled “Go Live” date for the updated system. VTHR will be down and completely unavailable as of 4:00 PM on Wednesday, September 11, 2024.

Where can additional project Information be found?

- Initial trainings and help guides are available on the [DHR website](#).
- Employee and Supervisor/Manager trainings are available in the [LMS](#). Trainings are assigned to current employees. A secondary training for supervisors and/or managers is also available.
- For additional information, please check out our [Frequently Asked Questions](#).
- Please send any questions to VTHR.HELPDESK@Vermont.gov.

Who needs to complete the training?

- All employees who currently access VTHR should complete the training.

How long will the training take?

- Employee training is 15 minutes.
- Additional Supervisor Manager Training is 7 minutes.

When do I need to complete the training?

- Training should be completed by Tuesday, September 17, 2024.

Who do I contact if I have difficulty accessing the training?

- DHR/CAPS, Dept. of Human Resources/Center for Achievement in Public Service:
DHR.CAPS@vermont.gov or call (802) 828-2751
- AHS, Agency of Human Services:
AHS.LMSadmin@vermont.gov or call (802) 585-9085
- DPS, Department of Public Safety:
dps.emhstraining@vermont.gov or call (802) 241-5414
- VTrans, Agency of Transportation:
AOT.VTTCRegistration@vermont.gov or call (802) 371-9030

Be Well,

Beth

Beth Fastiggi | Pronouns: She/Her ([learn more](#)) | Commissioner | Vermont Department of Human Resources
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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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