

HR Advice Desk Guide

Desk Guide to the HR Advice

View Self Service HR Advice

To view an HR Advice for another pay date, click on the magnifying glass to left of the Refresh button.

Choose a Payment Date and click the Refresh button.

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Company
State of Vermont
Department of Human Resources
110 State Street
Montpelier, VT 05602

Pay Begin Date: 06/15/2014
Pay End Date: 06/28/2014
Advice Date: 07/10/2014

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For additional information regarding compensation, deductions, withholdings, etc. reference: Payroll Pay Advice # 3807254

General Information

Employee's Name: Doe, John
Employee ID: 1234
Address: 30 Sweet Drive
Town: VT 05000

Employee's Title: Support Admin B
Employee's Position Number: 12345
Standard Hours: 40.00

Employee Information

Employee Union Code - U01 Classified Non-Management
Employee Workgroup - P37EX840S Executive Postv 8/40 Straight
Employee's Salary Plan, Grade and Step - CLS,23,5
Employee's Next Step Date - 07/25/2014
Employee's Leave Accrual Date - 10/31/2005
Employee's Benefit Program - REG Regular Union--Leave Plans

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Time Reporting Codes listed below are off-payroll hours not worked or paid as coded on the timesheet. These off-payroll hours may impact leave accrual for the pay period.

Hours Not Worked/Not Paid

Time Reporting Code	Description	Hours
1		

5

Leave Balances

	Accrual Rate (Hrs)	Accrual Cap	Frequency	Leave Balance
1 Sick Leave - Regular	4.620000		Biweekly	251.710
2 Annual Leave - Regular	4.620000	280 (hours)	Biweekly	100.730
3 NonMan Personal Leave -Regular	10.000000		Quarterly	0.000
4 Current Year FLSA Comp				0.090
5 Current Year Holiday Comp				0.000
6 Prior Year FLSA Comp				0.000
7 Prior Year Holiday				0.000

6

Welcome to your new HR Advice. The HR Advice provides employees information on leave balances, time off payroll, next step date, and other important information. You can also find valuable messages shared within this section.

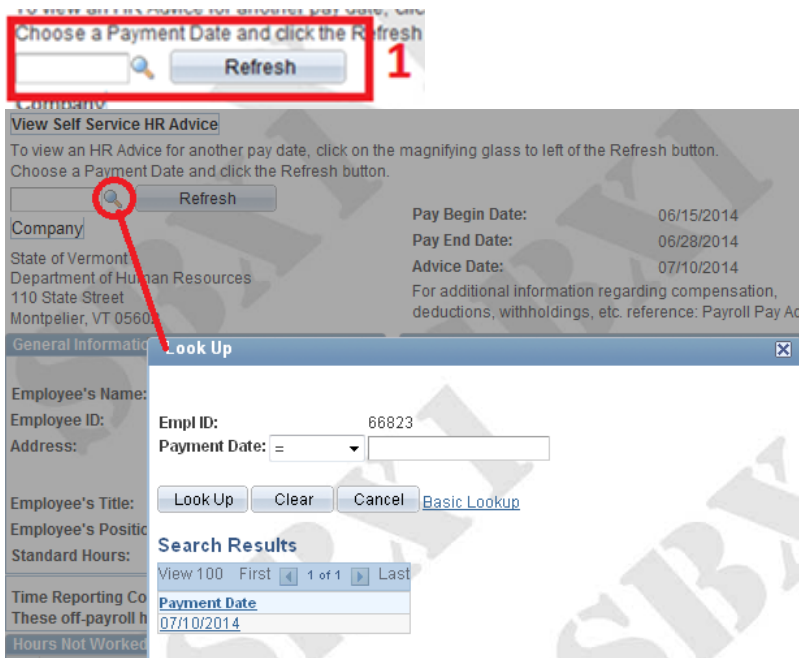
Click on the VTHR Online Resource Center page link below for additional information about your HR Advice.

http://humanresources.vermont.gov/vthr/resource_center

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- 1) Box 1 is the HR Advice search box. Use this to view different HR Advices. You can use the magnifying glass to select additional HR Advices by date. After choosing the link for the Payment Date, click the 'Refresh' button for that date's HR Advice to populate on the page. **Note:** clicking 'Refresh' while the date box is empty will refresh the HR Advice to a blank screen.



- 2) Box 2 is the Pay Period section. This section details the pay period begin and end dates as well as the HR Advice date. Advice Date corresponds to date that the paycheck was issued.



- 3) Box 3 is the General Information section; this provides employee basic information.



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- 4) Box 4 is the Employee Information section. This contains HR & Payroll specific employee details as well as pay grade and step date information.

Employee Information	
Employee Union Code - U01	Classified Non-Management
Employee Workgroup - P37EX840S	Executive Postv 8/40 Straight
Employee's Salary Plan, Grade and Step - CLS,23,5	
Employee's Next Step Date - 4 07/25/2014	
Employee's Leave Accrual Date - 10/31/2005	
Employee's Benefit Program - REG	Regular Union--Leave Plans

- 5) Box 5 is the Not Worked/Not Paid box. It contains Time Reporting Codes (TRCs) used during the pay period that affect an employee's ability to accrue leave.

Hours Not Worked/Not Paid		
Time Reporting Code	Description	Hours
1		

- 6) Box 6 is the Leave Balance section. It details leave balances as of the end of the pay period listed in Box 2. These balances also contain any leave accrual for that pay period. Too many unpaid hours (box 5) in a pay period will result in the loss of Annual and Sick Leave accrual for the pay period. Accrual Rate (HRS) is based on Full Time Equivalent. Leave Balance will reflect accrual based on proration.

Leave Balances					
		Accrual Rate (Hrs)	Accrual Cap	Frequency	Leave Balance
1	Sick Leave - Regular	4.620000		Biweekly	251.710
2	Annual Leave - Regular	4.620000	280 (hours)	Biweekly	100.730
3	NonMan Personal Leave -Regular	10.000000		Quarterly	0.000
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5	Current Year Holiday Comp				0.000
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- 7) Box 7 will contain messages from HR and a link to highlighted information. **NOTE:** This section will update on a regular basis and may contain very important HR communications.

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http://humanresources.vermont.gov/vthr/resource_center **7**

There are two ways to get to the HR Advice:

1. Main Menu > Self Service > Payroll and Compensation > View HR Advice
- OR
2. On the bottom of the timesheet there are links to the HR Advice and/or Pay Advice. The “View Pay Advice” link shows a list of historical Check Dates. The “View HR Advice” link will open the most recent Advice. See instructions for “Box 1” above to learn how to view an Advice for a different date.

Timesheet
[Two Smith](#) Employee ID: 12345
Job Title: ESS Support Specialist Empl Record: 0
Workgroup P11EX840P Executive Positive 8/40 Prem

Instructions

*View By: Calendar Period Reported Hours: 0.00 [Previous Period](#) [Next Period](#)
*Date: 06/15/2014 Scheduled Hours: 0.00

From Sunday 06/15/2014 to Saturday 06/28/2014

Sun 6/15	Mon 6/16	Tue 6/17	Wed 6/18	Thu 6/19	Fri 6/20	Sat 6/21	Sun 6/22	Mon 6/23	Tue 6/24	Wed 6/25

Reported Time Status

Reported Time Summary

Go To: [Self Service](#) [View HR Advice](#) [View Pay Advice](#)
[Time Reporting](#)

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Clicking on 'View Pay Advice' takes you to this screen:

Select Paycheck				Custo
Check Date	Company	Pay Begin Date	Pay End Date	
2014-05-15	State of Vermont	04/20/2014	05/03/2014	
2014-05-01	State of Vermont	04/06/2014	04/19/2014	
2012-12-27	State of Vermont	12/02/2012	12/15/2012	
2012-12-13	State of Vermont	11/18/2012	12/01/2012	
2012-11-29	State of Vermont	11/04/2012	11/17/2012	
2012-11-15	State of Vermont	10/21/2012	11/03/2012	
2012-11-01	State of Vermont	10/07/2012	10/20/2012	
2012-10-18	State of Vermont	09/23/2012	10/06/2012	