

The Ledger

A Newsletter of the University Controller's Organization

Website: <http://www.controller.vt.edu>

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Revised Form I-9, Employment Eligibility Verification

The Department of Homeland Security has issued a revised Employment and Eligibility Verification Form (Form I-9). All departments should begin using the form in the link available on the Payroll webpage immediately.

<http://www.co.vt.edu/Forms/i9.pdf>

Please note the following:

- **Do not forget to include your department number on the bottom of the form**
- Prior versions of the Form I-9 will not be accepted after **12/25/2007**
- The major change to the latest version is the update of the Lists of Acceptable Documents
- When having an employee complete the form you must make available all 4 pages; the instructions (2 pages), the Form I-9, and the Lists of Acceptable Documents
- When reproducing the form, we recommend that you copy as a 2 page document front and back with the Lists of Acceptable Documents on the back of the I-9 Form

If you have questions regarding the Form I-9 please send an email to hesterj@vt.edu or shelori@vt.edu.

Invoice Images Available to Departments

The Controller's Office is pleased to announce that the invoice viewer system is now ready for departments to access. All invoices, payment documents and supporting documentation, except for travel reimbursements, received in the Controller's Office since July 1, 2007 have been scanned and are available for viewing using the new invoice viewer.

The invoice viewer is located on HokieSpa. To access HokieSpa go to:

https://banweb.banner.vt.edu/ssb/prod/twbkwbis.P_WWWLogin

Login using your PID and password. The invoice viewer is located at the bottom of the main menu in HokieSpa.

You will be able to view scanned images of invoices by either entering a PO# or the Banner invoice number.

Invoices and payment documents are scanned daily in the Controller's Office after entry into Banner. Normally, the invoice image is available two business days after it is entered in Banner. Please note that this is not a reporting system. The invoice viewer is only intended to provide departments with a scanned image of an invoice and should not be used to replace monthly reports or reconciliations.

Electronic Delivery of Your 2007 W-2 Form

W-2's for 2007 will be available electronically. Employees will be notified when the electronic version of the form is available on the web. Retrieval of the electronic version acknowledges consent to electronic receipt and a paper version will not be provided. The electronic version can be viewed and can be printed just like the electronic Earnings and Deduction statements. This process will allow you to access your W-2's earlier than in prior years and it will save the university money by reducing costs for postage and forms.

The electronic W-2 will be available in mid January via the Virginia Tech Student, Faculty and Employee Information Gateway through My VT (or Hokie SPA). Paper forms will be printed in late January and mailed by the IRS deadline of January 31. If you wish to receive a paper W-2 form for 2007, do not retrieve the electronic W-2.

New On-line System to Enroll in or Make Changes to Direct Deposit

A new on-line direct deposit enrollment system is now available for use by all University employees. The system can be accessed through the Hokie Team menu on the Hokie SPA, or through the Personal Information tab on MyVT. Employees who are already on direct deposit may use the system to view or make updates to their direct deposit information. Pay can be distributed to one or to a combination of banks either on a percentage basis or by a designated amount. Changes to direct deposit information can be made effective before the next payday.

Faculty and Staff who receive travel or supply reimbursements can also enroll to receive these funds by direct deposit as well.

Encumbrance Aging Report

The Encumbrance Aging Report is now available on the Web Reports system. The report lists all open encumbrances and groups the encumbrances into 0-60,

61-180, 181-360, and over 360 days aging categories. This report will help departments more efficiently identify and manage open commitments.

Two options of the report are available. When the ENCUMBRANCE option is selected, the report is sorted by organization and then the encumbrance ID (i.e. PO, EN number). When the FUND option is selected, the report is sorted by organization and then by fund number.

Please note this report normally takes 30 minutes to an hour to run. If you have questions concerning the new report, please contact Stacy King at 231-8624 or kings@vt.edu.

Modification to the Departmental Invoice Web Report

The Departmental Invoice Report has been modified to account for multiple vendor invoices paid on the same voucher. In the prior version of the report, multiple vendor invoices paid on the same voucher would cause the report to error out. The report now lists one line for the payment and then lists all vendor invoices paid on the following lines. The report was also modified to include the PO number. If you have any questions or concerns related to these changes, please contact Stacy King at 231-8624 or kings@vt.edu.