

The Ledger

A Newsletter of the University Controller's Organization

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

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Banner Changes – In Process Documents

The Budget Availability Status form (FGIBAVL) has been changed with the addition of a "pending documents" box in the upper right corner of the form as shown below.

☒ Pending Documents

If the box has a check mark, this means there are "in process" documents that could result in adjustments to the budget balance available reflected on the FGIBAVL form. These "in process" documents do not affect the budget balance available on the FGIBDST or FGIBDSR forms.

If the pending documents box is checked on FGIBAVL, the user can go to "options" on the menu bar and select the "Pending Documents (FZIBAVL)" option. This will open the FZIBAVL form for the applicable fund queried on FGIBAVL, and the user will perform a next block function on the form to get the "in process" transactions to display. The FZIBAVL form replaces the FZITRIP form (it was renamed). A status column has been added to this form which provides a code as to why the document is in process such as incomplete document, awaiting approval, etc.

The FZITRIP form is no longer available in Banner.

Please direct questions about this change to Stacy King in General Accounting (kings@vt.edu or 1-8624).

Local Vendors Begin Electronic Invoicing

Effective October 25th, New River Office Supply and Taylor Office Supply will begin electronic invoicing. All departments should enter a HokieMart purchase request marked as "HokieMart will deliver" when ordering goods from these vendors. The order will be faxed to the vendor and once the items are shipped the vendor will e-invoice against the purchase order. New River Office Supply and Taylor Office Supply must have a purchase order number before an order can be placed which will allow the electronic invoicing.

Departments should not use the pcard for purchases from New River Office Supply and Taylor Office Supply.

Please direct questions to Bonnie Sutphin (sutphinb@vt.edu or 1-4637) or Amy Burchett (ammorri2@vt.edu or 1-8554).

Training Registration

If you need to register for any of the Controller's Office training sessions, please contact Lora Sellors, lsellors@vt.edu, who is the new administrative assistant in the Controller's Office.

Reminders from Payroll

I-9 Form – Employment Eligibility Verification Form

I-9's are not completed in orientation. I-9 Forms should be completed in the hiring department for all new hires and some rehires. Section 1 must be completed on or before the first day of work by the employee and Section 2 must be completed within 3 business days by the departmental representative. This completed form should be forwarded to Payroll (Mail Code 0339) as quickly as possible.

As departments rehire former employees, please remember to review the I-9 history screen, PZII9HS, to determine if an I-9 Form is needed. Many retirees were hired prior to the requirement of this form, so when these people leave and return to work this form is required, even though they might have worked for the university for 20+ years.

Please review the I-9 history screen PZII9HS, to determine if a form is needed. If you have questions please contact payroll at 1-5201 or email Jackie Hester at hesterj@vt.edu.

Social Security Cards

Please remind employees that Social Security Cards should be signed upon receipt.

Think Green

Direct Deposit

Please remember that all new hires and rehires are required to receive pay via direct deposit. Departments should assist with this initiative by encouraging existing employees receiving a paper check to sign up for direct deposit. Employees can sign-up electronically.

Electronic Pay Stubs

If you are receiving a paper paystub please convert to receiving this information electronically. With this option, you can access current as well as past information.

Electronic W-2 and 1042-S Forms

If you have not already consented in years past to receive your W-2 and/or 1042-S (Non-resident Aliens) Forms electronically, you can do so now.

Update Tax Withholding Status Online

Please review your tax withholding status before the end of the year, this is reflected at the bottom of your electronic check stub. Changes to your personal withholding status can be made online.

View/Update Personal Information Online

Check address information to ensure that information is properly reflected. Employees can update this information.

The following information can be accessed/updated online under the Hokie Team or Hokie PLUS menu of the Hokie SPA – (www.hokiespa.vt.edu)

- Direct Deposit Enrollment
- View Paystubs (current and past)
- W-2/1042-S
- View/Update Federal and State Income Tax Withholding Status
- Personal information such as address and phone (you can also flag your information as confidential)

Database clean-up

Terminate old positions – wage positions are terminated after a period of inactivity, but departments are encouraged to terminate positions as quickly as you become aware that wage employees (student, regular, emergency hire) are not working. This helps to ensure that certain system access is terminated in a timely manner.

Deceased Employees

If you become aware of a deceased employee, please notify the payroll office. We have special procedures as required by the IRS and the Commonwealth that must be followed for issuing payments and payouts made on behalf of deceased employees.

Gift Cards for Employees

The IRS views gift cards and gift certificates as a cash equivalent; therefore, when you purchase gift cards for employees they are taxable to the recipient no matter the value – even if you purchase using foundation money.

Reminder of the Following Training Opportunities From Payroll

The following training opportunities are available from Payroll. If you are interested in training and are not on campus, please inquire about training via video conference.

- **Completing Form I-9 for Employment Eligibility Verification at Virginia Tech –**
http://www.controller.vt.edu/Training/Training_opportunities/training_vt_edu_05.htm
- **Employing Foreign Nationals at Virginia Tech –**
http://www.controller.vt.edu/Training/Training_opportunities/training_vt_edu_07.htm
- **Foreign National Non-Employee Payments (Guest Speakers, Honoraria, Invoices, Prizes/Awards, Accounts Payable) –**
http://www.controller.vt.edu/Training/Training_opportunities/training_vt_edu_11.htm