

# **The Ledger**

*A Newsletter of the University Controller's Organization*

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## **Lodging Rate Changes**

Effective October 1, 2012, certain CONUS (Continental United States) lodging rates have been updated by the US GSA (General Services Administration). As a result, University travel lodging rates will be adjusted in accordance with policy.

There were no changes to mileage, lodging or meals and incidental expenses (M&IE) per diem rates. New locations have been added to the FY2013 tables with non-standard rates and are listed below. CONUS rates have been updated on the Controller's website at Procedure 20335r (<http://www.co.vt.edu/Procedures/p20335r.html>).

If you have any questions regarding these matters, please contact Robert Worley at 231-8551 ([worleyr@vt.edu](mailto:worleyr@vt.edu)).

### **FY2013 CONUS table additions**

<b>Destination</b>	<b>State</b>
Bakersfield / Ridgecrest	CA
Stockton	CA
Hancock and Pearl River Counties	MS
Sidney / Glendive	MT
Dickinson / Beulah	ND
Minot	ND
Williston	ND
Carlsbad	NM
Watertown	NY
Pasco	WA

## **New Time Clock System Being Implemented for Wage Employees**

The university has invested in a practical and affordable system to improve the processes and procedures associated with wage employee timekeeping at Virginia Tech. The implementation of the TimeClock Plus system will enable the electronic entry, routing, and approval of wage employee timekeeping. The new timekeeping system will interface with the Banner system and will be centrally managed by the Payroll Office. Employees will be able to access the system in multiple ways, including an actual time clock or a computer.

The first phase of the implementation will include wage employees in the following departments: Dining Services, Equine Medical Ancillary, Library, Recreational Sports, The Inn at Virginia Tech, Vice President for Information Technology, and Squires Student Center.

This phase is expected to be completed in fall 2012. The timekeeping system will be expanded to include all wage employees by winter 2013.

Subsequently, the university will be making improvements to the internally developed leave reporting system by spring 2014. This system is utilized by many salaried employees to report and track the usage of leave. The goal of the enhanced leave system is to enable the electronic routing, storage, and approval of leave reports. Salaried employees will also be able to use the system for non-exempt hours worked reports, which are currently done on paper in most areas.

The goal of these new systems is to improve the timekeeping and leave reporting processes at Virginia Tech. A cross-functional team made up of representatives from the Department of Human Resources, the Controller's Office, Human Resource Information Systems, Capital Assets and Financial Management, and the seven departments listed above has already started working on Phase I.

For more information, please contact [Joe Belcher](#), university coordinator of business practices.

## **Employee Address Updates**

**In preparation for year-end, please remind employees to review personal information and make any necessary updates.**

Addresses and other personal information should be reviewed periodically to ensure accuracy. This is especially important for employees who have moved or are planning to move.

The Mailing Address is used by Payroll and other administrative offices to deliver important information to employees. Addresses can be updated online via the Hokie SPA (Virginia Tech Student, Faculty and Employee Information Gateway) at the following link: [https://banweb.banner.vt.edu/pls/bprod/twbkwbis.P\\_WWWLogin](https://banweb.banner.vt.edu/pls/bprod/twbkwbis.P_WWWLogin)

Enter your PID and Password → Hokie PLUS → Update Address(es) and Phone(s) → Select type of address → Mailing Address → Submit → Enter the date the change is effective in the Valid From Date Field; if no anticipated end date leave the Until This Date field blank - enter updated information accordingly → Submit. Pay close attention to the **zip code**, if you live on campus the ZIP Code is 24061.

If you are unable to update your address online, you can do so by completing and submitting a Change of Address Form (P12B) to the Banner Enterer in your Department. You can obtain this form from your department representative or by copying the following link into your web browser and downloading: [http://www.apps.hr.vt.edu/hr/forms/forms.php?sort=form\\_name](http://www.apps.hr.vt.edu/hr/forms/forms.php?sort=form_name) – Select Change Name and Address