

# **The Ledger**

*A Newsletter of the University Controller's Organization*

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## **Virginia Retail Sales and Use Tax Increase**

The Virginia Retail Sales and Use Tax will increase from 5% to 5.3% effective July 1, 2013 statewide. All university departments that collect sales tax will need to ensure that their rate is increased on July 1.

Rates Effective July 1, 2013:

### **Retail Sales and Use Tax**

	<b>State Tax</b>	<b>Local Tax</b>	<b>Total State &amp; Local Tax</b>
Northern Virginia	5%	1%	6%
Hampton Roads	5%	1%	6%
Elsewhere throughout Virginia	4.3%	1%	5.3%

### **Vending Machine Sales Tax**

	<b>State Tax</b>	<b>Local Tax</b>	<b>Total State &amp; Local Tax</b>
Northern Virginia	6%	1%	7%
Hampton Roads	6%	1%	7%
Elsewhere throughout Virginia	5.3%	1%	6.3%

## **Update on New Timekeeping System for Wage Employees**

In September 2012, we reported the plans for implementation of the TimeClock Plus system. This system enables the electronic entry, routing, and approval of wage employee timekeeping and eliminates the need for paper timesheets for wage employees. The new timekeeping system interfaces with Banner and is centrally managed by the Payroll Office. Employees are able to access the system in multiple ways, including an actual time clock or a web based computer. This system is part of the university's overall strategy to replace paper-based processes with automated systems.

The first phase of the implementation included wage employees in the following departments: Controller's Office, Dining Services, Library, Recreational Sports, The Inn at Virginia Tech, Vice President for Information Technology, and Squires Student Center. This phase was completed in May 2013.

The second phase of the project has begun which includes the expansion of the electronic timekeeping system to include all university wage employees. The system has been implemented in the following departments: Athletics, University Development Call Center, Veterinary Medicine Hospital, and Dean of Engineering Department. The following senior management areas are scheduled for implementation in the near future: College of Business (July 1), College of Natural Resources (July 16), College of Liberal Arts & Human Sciences (August 1), Vice President of Administrative Services (August 16), and Vice President of Outreach and International Affairs (September 1). The schedule for the remainder of the university will be created and distributed in a few months.

For more information regarding implementation of the system in your area, please contact Wendell Vest, Associate Controller, [vest@vt.edu](mailto:vest@vt.edu).

### **Travel Reimbursements for Non-Employees**

The Controller's Office is now requiring tax documents for non-employee travel reimbursements (except for employee interviews). For US citizens, please obtain a W-9 or substitute W-9 found on the Controller's Office website ([https://controller.vt.edu/content/dam/controller\\_vt\\_edu/Forms/AccountsPayable/Updated\\_substitute\\_W-9\\_AP.pdf](https://controller.vt.edu/content/dam/controller_vt_edu/Forms/AccountsPayable/Updated_substitute_W-9_AP.pdf)). For foreign nationals, please provide the W-8BEN ([http://www.irs.gov/file\\_source/pub/irs-pdf/fw8ben.pdf](http://www.irs.gov/file_source/pub/irs-pdf/fw8ben.pdf)), Foreign National Data Form ([https://controller.vt.edu/content/dam/controller\\_vt\\_edu/Forms/Payroll/Foreign\\_Natl\\_Data\\_Form.pdf](https://controller.vt.edu/content/dam/controller_vt_edu/Forms/Payroll/Foreign_Natl_Data_Form.pdf)), a copy of their passport (picture page), visa (if applicable), and I94 card (or admittance stamp found in passport).

This additional information is needed to ensure that the payment is processed accurately. Due to the volume of business the university does, it is important that university id numbers are not duplicated for the same individual and to ensure the correct persons are being paid. In addition, the university has an abundance of business travel with international persons which require the collection of the W-8BEN for non-residents for potential tax implications. This information is reviewed by the International Tax Specialist once collected so that payments can be processed in accordance with IRS guidelines.

No W-9 or W-8 is necessary for a travel reimbursement related to university employment interviews. Ensure that the correct purpose (interviewee) is selected on the travel reimbursement request.

### **Journal Voucher Images Now Available**

The Controller's Office is pleased to announce that all journal entries and supporting documentation received in the Controller's Office since May 1, 2013, have been scanned and are available for viewing using the Banner imaging icon on the tool bar (magnifying glass icon) on FGIDOCR, FGITRND, and FGIGLAC. After entry into Banner, documents are scanned and are available for viewing within a couple of days. The General Accounting area is also currently working to scan the remainder of the FY 2013 journal entries and supporting documentation.