

# The Ledger

*A Newsletter of the University Controller's Organization*

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## Account Code Changes

### Workforce Transition Act

The Workforce Transition Act of 1995 (WTA) contains special provisions for the compensation of state employees involuntarily separated from state government. This section of the Code of Virginia provides the basis for providing severance benefits for faculty who were separated under the Alternative Severance Option, and for the severance benefits provided to classified employees who have been laid off under the state's Layoff Policy. Please note that although this is referenced as "WTA" the provisions for providing these benefits are quite different from the "buy out" provisions of the original WTA program offered to state employees in 1994-95. The Department of Planning and Budget understands that some state agencies may have to utilize such involuntary separations to achieve necessary savings during the current economic crisis. The new account codes provided here will allow for the accounting of the severance costs provided under the faculty ASO, position abolishment of A/P faculty, and classified layoffs.

We are establishing 13 new account codes to be effective immediately. WTA transactions recorded from July 1 through October 31, 2002, have been reclassified with the new account codes. Employer fringe benefit expenses charged to these new accounts will not be funded from the central fringe benefit budget pool.

### Account Changes Effective Immediately

| <i>Account</i> | <i>Change</i> | <i>Description</i>                               |
|----------------|---------------|--|
| 11710          | Title Change  | WTA – Faculty Payments for Severance Benefits    |
| 11711          | New           | WTA – Classified Payments for Severance Benefits |
| 11720          | New           | WTA – FICA for Salaried Employees                |
| 11730          | New           | WTA – Medical/Hospitalization Insurance          |
| 11740          | New           | WTA – Group Life Insurance                       |
| 11750          | New           | WTA – Early Retirement Payments                  |
| 11760          | New           | WTA – Faculty Annual Leave Payouts               |
| 11761          | New           | WTA – Classified Annual Leave Payouts            |
| 11770          | New           | WTA – Faculty Sick Leave Payouts                 |
| 11771          | New           | WTA – Classified Sick Leave Payouts              |
| 11780          | New           | WTA – Faculty Compensatory Leave Payouts         |
| 11781          | New           | WTA – Classified Compensatory Leave Payouts      |
| 11790          | New           | WTA – Unemployment Compensatory Awards           |

### Leave Payouts

Effective November 1, 2002, the Controller's Office will start using new account codes for leave payouts. Payouts from July 1 through October 31, 2002, have been reclassified to the new account codes. Previously, the leave payouts were charged against the account where the salary was charged (i.e., classified leave payouts were charged to account 11231). This change will be reflected on the November month-end reports for departmental charges.

For sponsored program funds, the negotiated fringe wage rate (8%) will be assessed on these leave payout account codes.

#### **Account Changes Effective Immediately**

| <i>Account</i> | <i>Description</i>              |
|----------------|---------------------------------|
| 11971          | Faculty Annual Leave Payouts    |
| 11972          | Classified Annual Leave Payouts |
| 11981          | Faculty Sick Leave Payouts      |
| 11982          | Classified Sick Leave Payouts   |
| 11991          | Faculty Comp Leave Payouts      |
| 11992          | Classified Comp Leave Payouts   |

Accounting Procedure 60108a, Description of Accounting Codes for Personal Services, at <http://www.controller.vt.edu/procedures/> lists detailed descriptions of each account code.

Refer to General Accounting Procedure 60108c, Account Code Listing, at <http://www.controller.vt.edu/procedures/> for the entire Banner Finance account code listing (without detailed description).

### **Payroll Pointers**

#### **Overpayments**

If an employee in your department is overpaid, you should contact Becky Pauley in the Payroll Office at [rpauley@vt.edu](mailto:rpauley@vt.edu) or 1-7844. When overpayments are recovered through Payroll, we can ensure that the earning records are adjusted to reflect the repayment and that the W-2 is correct.

#### **Retirement and Other Gifts**

Please keep in mind as the holiday season and year-end approach, a gift exceeding the de minimis amount of \$75.00, or a gift certificate or cash in any amount is taxable when given to a Virginia Tech employee. This applies to all "gifts", even those paid for with Virginia Tech Foundation Funds. When possible, you should notify the recipient of the tax implications prior to presenting the "gift". If fellow staff members make contributions toward the purchase, then that amount is not taxable to the employee.

#### **P-10's (Retroactive Funding Changes)**

In instances where retroactive funding changes are necessary, a P-10 should be completed for each salaried employee affected. The form should be signed by the department head and mailed to Brenda Sluss in Payroll (0339). If the funding change is current and does not involve split departments, it can be done by the department up until the deadline for processing salary changes. If any portion of the funding change is more than 90 days old and the funds involved begin with 3, 4, or 5, the P-10 will be sent to Sponsored Programs for approval, thus delaying the processing of all changes on that particular form. If this delay is an issue in your area, complete two P-10's - one with the changes that are over 90 days old and one with the more current changes. The 90-day calculation is based on the beginning effective date through the date the form is clocked into payroll. Every effort is made by Payroll to ensure that the funding change is processed prior to the deadline of the payroll in which it is received.

#### **P-10's (Retroactive Funding Changes Involving Bonuses)**

This is a reminder to all departments who have submitted or who will be submitting a P-10 to change the funding of the **Bonus** that was paid on either 08/30/02 or 9/30/02, the 90-day deadline to submit a P-10 to initiate the funding change is rapidly approaching.

| Bonus Paid To                        | Bonus Paid On | Deadline for Submitting P-10's for Bonus |
|--------------------------------------|---------------|--|
| Eligible Full-Time Faculty and Staff | 08/30/2002    | 11/29/2002                               |
| Eligible GTA's, GRA's and GA's       | 09/30/2002    | 12/30/2002                               |

The Payroll Office must receive the P-10 by 5 PM on the dates indicated above. No funding changes for bonuses will be processed after these dates. Also, if you submitted a P-10 that includes periods of time involving the 08/30/02 or the 09/30/02 pay date and did not designate that the bonus was to be changed, only the fund for the regular pay was changed. In order to change the funding for a bonus you must submit the version of the P-10 that was drafted especially for this purpose - a direct link to the form is provided below. If you have questions regarding this matter, please contact Brenda Sluss at 1-7685 or [slussbc@vt.edu](mailto:slussbc@vt.edu). <http://www.ps.vt.edu/forms/index.php?ALPHA=1> → Select Change or Extend Funding

### **Electronic Earnings and Deductions Statements**

Employees are encouraged to receive their Earnings and Deductions Statements (E & D Statements) electronically. Electronic statements are available to you sooner than paper statements and they are less costly for the University to distribute. You can print the electronic Earnings and Deductions Statement, and it will contain exactly the same information as the paper statement. As of the November 27, 2002, pay date you will receive an email when your E & D statement is available for you to view. The e-mail will contain a URL (link) and directions to access your check stub. **The information is secured with your PID and password.** You do not need to receive the e-mail notification to access your electronic statement, which can be accessed from any computer. The URL to which the e-mail links you is: [https://www.ban-vtweb.vt.edu/bprod/owa/twgkwbis.P\\_ValLogin](https://www.ban-vtweb.vt.edu/bprod/owa/twgkwbis.P_ValLogin) or you can go to the VT homepage and using the quick link option for the Hokie Spa. Note that if you wish to change your selection, you may do so at any time either via the web or by completing the form and submitting to the Payroll Office (Mail Code 0339). If you have questions concerning this process, please contact the Payroll Office.

### **Forwarding W-4's and VA-4's to Payroll**

Please forward W-4 and VA-4 Forms to the Payroll Department as soon as they are completed by the employee. Do not wait until the person is set up in Banner.

### **Hiring an employee without a Social Security Number (SSN)**

At this late date in the year, if you have a prospective employee who does not have a SSN, we are asking that they not be hired until after December 31, 2002. If a person without a valid SSN is allowed to work and is paid this year, we run the risk of issuing a W-2 without a SSN, since it could possibly take up to 12 weeks for a number to be issued. The Internal Revenue Service has announced that fines and penalties for issuing a W-2 to individuals who do not have a SSN will be enforced more strictly for 2002 than they have in the past. This could result in fines or penalties. If you currently have an employee in your department who does not have a SSN, please contact the Payroll Office at 231-5201. We need your help to avoid unnecessary costs.

### **Banner Tip**

If you are attempting to look up a person in Banner and are uncertain of the spelling of the name, use wild cards instead of attempting to guess. If your guess is incorrect your search will return with no results. Example: you are attempting to look up Pat Johnson, it could actually be Patsy, Patricia...; Johns, Johnston...; you would just type in **Johns%, Pat%** the result will contain any variation of this name, the % indicates letters you are not sure about.