

The Ledger

A Newsletter of the University Controller's Organization

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Undergraduate Fellowships

Undergraduates who participate in special educational enrichment and research training programs during the academic year or the summer at Virginia Tech are eligible to receive funds through the Fellowship Disbursement Process (Payroll ST) if there is no work requirement. In the past, these disbursements were primarily made through Accounts Payable. If there is a work requirement, the student must be paid on the wage payroll.

The undergraduate process mirrors what is currently used for graduate students. New undergraduate fellowship positions (STUxxx) have been created for departments that currently have graduate fellowship positions (STPxxx) and other departments that are known to host programs that fit the requirements. Approval of fellowship disbursement transactions are handled by the Office of Undergraduate Research with support from the Office of the Vice President for Research. Please read Fellowship Procedure 23800 for procedures, restrictions and processing at the following web link:

<http://www.controller.vt.edu/Procedures/p23800.html>.

The reason for moving these transactions from Accounts Payable to the Fellowship Disbursement Process is for compliance with student financial aid resource requirements for federal financial aid and 1098T reporting for enrolled students as well as compliance with granting agency requirements.

Scholarships should continue to be paid through the student account using the "Request to Pay Funds to a Student Account" form on the Bursar's website. According to the IRS, a scholarship is generally an amount paid or allowed to a student at an educational institution for the purpose of study.

The Human Resources Department has scheduled two training sessions for the new undergraduate fellowship process. These sessions will provide training on entering undergraduate fellowship payments in the Banner Human Resources system. The sessions are scheduled in room 155 Southgate Center as follows:

May 18 from 1:30pm to 4:30pm

May 22 from 9:00am to 12:00pm

Each person attending will need to go to <http://www.training.vt.edu> and register for one of the sessions. For Banner Human Resource questions, contact the HR Service Center (231-9331 or perserv@vt.edu) and for undergraduate fellowship program questions, contact Tomalei Vess (231-1472 or tvess@vt.edu).

Web Report Changes

The following finance web reports now require user authentication before they can be viewed. These reports were selected for the change because of sensitive information that could be presented in the transaction description such as student names and ID numbers.

Transaction Detail – Operating Ledger

Transaction Detail – Operating Ledger – Inception to Date

General Ledger Reports

Activity code Transaction Detail

Report by Document ID

The normal email with the report link will be provided but after clicking the link the user must enter their PID and PID password to view the report. Therefore, users can no longer forward the email to another user to view. Only the individual who submitted the request can view the report through the link. The user can distribute the report to other users through the web distribution system. Reports that present summarized data will not require authentication.

Please contact Stacy King (kings@vt.edu or 231-8624) for questions or comments.