

The Ledger

A Newsletter of the University Controller's Organization

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

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Holiday Closing for Controller and Bursar Offices

The Controller and Bursar Offices will close at 5:00 p.m. on December 20, 2013 and will reopen at 8:00 a.m. on January 2, 2014. The Controller's Office month end close for December 2013 will occur on the afternoon of December 20, 2013. The December 2013 fiscal period will remain open until midnight on December 31 which will allow department employees to continue processing HokieMart orders and budget transfers through the end of December.

Deposits and payments will need to be received at the Bursar's Office located at 150 Student Services Building before 2:00 p.m. on December 18, 2013 to ensure the payment is applied in the current calendar year. Students, authorized payers, faculty and staff may continue to make payments on-line during the winter break.

For employees not on direct deposit, the Bursar staff will be available to distribute paychecks for **one hour on December 31 beginning at 9:00 a.m.** Direct deposit enrollment is available online through HokieSpa or the completion of a paper form found on the Bursar's web site <http://www.bursar.vt.edu/forms/> (look for Direct Deposit Form).

Change in Payroll Reconciliation Reports

The PZRTED (Hourly-Weekly Payroll) and PZRTES (Reconciliation Summary Report) are being combined into one report with the name of PZRTED (Wage Reconciliation Report) effective 1/1/14. The report is distributed electronically semi-monthly after the wage payroll is processed. The PZRTES report is being eliminated.

The position and suffix have been added to the PZRTED report and the class code has been removed. A blank column titled "Timesheet Hours" has been added beside of the "Hours Entered" column on the PZRTED report so that the reconciler can check off the hours for each employee.

These proposed changes were distributed in the **December 2012** HRIS newsletter for comment. No comments were received regarding the proposed changes.

The new format of this report will also be used for the salary version of the PZRTED report which is distributed electronically semi-monthly.

Please contact Annie Connelly (1-3381 or anniec@vt.edu) with any questions.

New Edit in HokieMart

The lab managers group has requested that an edit be placed in the HokieMart system to help ensure the proper account code is used on requisitions to suppliers who are internal service centers with approved rates. Account code 1244R is mandatory for coding all expenses on the Interdepartmental Service Request Form (ISR) for these suppliers. In the past, the wrong account code would be determined after the majority of the approvals had been done and then returned for correction.

The new edit will alert the requestor regarding the wrong account code when the requisition is initially submitted and before it is sent to any approvers. The requisition will be returned (draft cart) and the requestor will get an email noting such. The requestor will need to change the account code to 1244R and resubmit the requisition.

For a complete listing of service centers with approved rates, see the following URL.
http://www.procurement.vt.edu/HokieMart/service_ctrs.pdf

New Study Abroad Fund Request Form

New fund requests for study abroad trips now have to be approved by the Education Abroad Office before the fund can be established. To help simplify the process, a study abroad fund request form has been created. The top section of the form will be completed by the department and then forwarded to the Education Abroad Office for approval. Once approved by the Education Abroad Office, the General Accounting Section of the Controller's Office will set up the new fund and notify all the contacts listed on the form that the new fund has been established.

The study abroad fund request form can be found on the Controller's Office General Accounting website at the link below.
<https://controller.vt.edu/Resources/GeneralAccounting.html>

Personnel Changes in Controller's Office

There have been several personnel changes in the operations section of the Controller's Office. Below is a listing of new employees (or employees with changed responsibilities) along with their current position title and phone number.

Mike Kershner, Accounts Payable Manager	1-8554
Erin Poff, Travel Supervisor	1-8551
Rodney Ratliff, Accounts Payable Supervisor	1-2544
 Annie Connelly, Assistant Payroll Manager (replaces Eddie Shumate who retired)	 1-3381
 Beverly Miller, General Accounting Senior Accountant	 1-3005

Our staff directory can be found on our website.