

The Ledger

A Newsletter of the University Controller's Organization

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2-Factor Authentication

In response to recent phishing scams and related vulnerabilities, Virginia Tech is implementing a high-security login process referred to as 2-factor authentication. As a result, users will see a change in the login process on January 9, 2016 when this new process goes into production for Banner and other applications. Note, even though 2-factor authentication will be available in the systems on January 9th, the user can elect to “not enroll” for a period of time until it becomes mandatory later in 2016.

Virginia Tech will use Duo Security to ask individuals for a secondary confirmation of their identity at log-in, using a physical device in their possession. The device may be a smartphone or tablet using an app, a text message to a phone, or an automated voice call to landline or cell phones. To learn more about the process, please visit the Information Technology website at <http://www.it.vt.edu/2factor/>.

Department employees are encouraged to obtain direction from their departmental information technology staff regarding the method of authentication desired by the department. If the department has not made a decision on January 9, 2016, it is recommended that the 2-factor authentication be deferred to a later date. (Select “Not Now” for enrollment option).

The 2-factor authentication will be available for systems such as Banner, TimeClockPlus, Travel & Expense, Electronic I-9s, etc. on January 9, 2016. The new authentication option will not be available in HokieMart until later in 2016.

Mileage Rate for Use of Personal Vehicle

The IRS has announced that effective January 1, 2016, mileage rates for use of personal vehicles for business travel will decrease to 54 cents per mile for 2016 (57.5 cents was the rate for 2015). The standard business mileage rate established by the University (“lesser rate”) will remain the same (45 cents per mile). The lesser mileage rate may change in the near future once a cost analysis is completed.

Also effective January 1, 2016, the mileage rate for non-taxable moving and relocation expenses will decrease to 19 cents per mile (23 cents per mile for 2015). The “Employee Moving and Relocation Expense Summary” form will be updated on the web (https://controller.vt.edu/content/dam/controller_vt.edu/Forms/Travel/2016Moving_form.pdf).

Please contact Lynn Meadows (231-8551 or dlynnm06@vt.edu) with any questions.

University Policy 4800 Updated to Allow for More Educational Opportunities for Employees

As part of the university's commitment to developing well-rounded employees, University Policy 4800: Tuition Assistance and Reimbursement Program for Salaried Employees has been revised to include an allowance for accelerated programs offered by Virginia Tech.

Under the new revisions, eligible employees may be granted assistance for up to 24 credit hours per year for certain Virginia Tech programs (e.g. Professional Master of Business Administration, Executive Master of Business Administration, Executive Master of Natural Resources).

Policy 4800 also offers salaried employees who have been with the university for at least 90 days the opportunity to apply for tuition assistance. The Tuition Waiver Program applies to full- and part-time salaried employees who wish to take credit courses at Virginia Tech or other accredited institutions. Learn more about the university's tuition assistance and reimbursement program. Employees are reminded that tuition assistance (waiver and/or reimbursement) exceeding \$5,250 is taxable in most cases, and will be reported on a W-2 as non-cash earnings and taxed accordingly.

For more information, contact the Human Resources Service Center: Send an email, start an online chat using the link on the right on the Human Resources home page, or call 540-231-9331.