

# The Ledger

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## TimeClock Plus Upgrade

A TimeClock Plus system version upgrade will occur on Saturday, November 17, 2018, which will result in downtime. All TimeClock Plus services (except for remote terminals) will be unavailable from Saturday evening until late Sunday afternoon (November 18, 2018).

Remote Terminals with Offline Mode Capability (majority of terminals on campus) – will allow employees to swipe in and out during the upgrade. Once the TimeClock server is back online, the terminal will upload this information to the server. Remote terminal upgrades will occur on Monday, November 19, 2018.

WebClock Users - During the upgrade, WebClock users need to record their arrival and/or departure times so their supervisors can correct any missed punches (if the system does not prompt the employee to correct).

The new version should be more intuitive to use and easier to navigate. The dashboard available upon login will immediately show any pending tasks such as required approvals, conflicting segments, and missed punches.

New training is available at <https://www.controller.vt.edu/resources/payroll/timeclock.html> and reviews the improved features and new navigation protocol. Please take time in the next few weeks to review the training before the implementation occurs. All TimeClock Plus resources reflect these changes (i.e., navigation videos, reference guide, and frequently asked questions).

As always, please direct all TimeClock Plus inquiries to [timeclock@vt.edu](mailto:timeclock@vt.edu).

## Certificate of Coverage

The Controller's Office reminds departments to assess the need for submitting a Certificate of Coverage to the Social Security Administration for employees working in foreign countries. The definition of employee applies to faculty and staff employees working in full-time and part-time appointments who are conducting business for the university (instruction, research, public service, administrative duties, etc.).

The certificate serves as proof that the employee and Virginia Tech are exempt from the payment of Social Security taxes to the foreign country. **The IRS application request requires detailed information only known by the hiring department; therefore, the hiring department is responsible for submitting the request**, which establishes an exemption from compulsory coverage and taxes under the foreign system. Departments may access the online Certificate of Coverage at [opts.ssa.gov](http://opts.ssa.gov)

The following information is required:

- Full name of worker (including both surnames for Spanish nationals) ;
- Date and place of birth;
- Citizenship;
- Country of worker's permanent residence;
- U.S. Social Security number;
- Date of hire;
- Country of hire;

- Name and address of the employer in the U.S. and in the foreign country; **and**
- Date of transfer and anticipated date of return.
- France – An employer statement, certifying the employee, and any family members living with the employee in France, are covered by an employer-sponsored or other private health insurance plan while in France.
- Japan – An employer statement, certifying **whether or not** the employee and all family members who live with the employee in Japan, are covered by an employer-sponsored or other private health insurance plan while in Japan.
- Netherlands/Norway/Sweden - Name (including maiden names), relationship and date of birth of family members accompanying the worker.

In addition, the home department must indicate if the employee will remain a university employee while working abroad, or if the employee will become an employee of a Virginia Tech affiliate in the foreign nation. If the individual becomes the employee of a Virginia Tech affiliate, Virginia Tech must indicate if the U.S. company has an agreement with the IRS under section 3121(l) of the Internal Revenue Code to pay U.S. Social Security taxes for U.S. citizens and residents employed by the affiliate and, if yes, the effective date of the agreement.

When issuing a certificate of U.S. coverage, the Social Security Administration mails two copies (one for the employer and one for the employee) to the requesting employer. The employer is responsible for presenting the certificate to the foreign authorities when asked.

Below is a quick reference guide for the applicable countries that may require a certificate of coverage, as of October 2018. Going forward, departments should visit the Social Security Administration website for changes.

[https://www.ssa.gov/international/agreement\\_descriptions.html](https://www.ssa.gov/international/agreement_descriptions.html)

Length of Employee Visit	Coverage & Taxes
Less than five 5 years abroad	United States
Greater than 5 years abroad	Foreign Nation
Hired employee abroad	Foreign Nation

Applicable Countries					
Australia	Chile	Germany	Japan	Portugal	Switzerland
Austria	Czech Republic	Greece	Luxembourg	Slovak Republic	United Kingdom
Belgium	Denmark*	Hungary*	Netherlands**	South Korea	
Brazil	Finland	Ireland	Norway	Spain*	
Canada	France**	Italy	Poland*	Sweden	
* may be required to obtain a personal registration number from the foreign country for employee and any family members accompanying employee					
** provide maiden name for married women					

Please direct certificate of coverage questions to payroll@vt.edu.