

The Ledger

A Newsletter of the University Controller's Organization

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

Vol. E, No. 156

December 4, 2019

Holiday Closing for Controller and Bursar Offices

As the university prepares to close for winter break, it is important that we work to ensure prompt pay percentages remain at the highest possible levels. To do this, we need your help. During the month of December, it is very important that invoices be sent to the Controller's Office as quickly as possible so they can be processed and paid prior to December 23rd. It is also very important that receiving be processed timely. Any invoices that are not processed by December 19th, will not be paid until after winter break. Please keep these dates in mind when submitting your invoices for payment.

The Controller and Bursar Offices will close at 5:00 p.m. on December 23, 2019, and will reopen at 8:00 a.m. on January 2, 2020. The Controller's Office December 2019 month end closing process will occur on the afternoon of December 23, 2019. The December 2019 fiscal period will remain open until midnight on December 31st 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 20, 2019, 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.

The Bursar's office will **not** be open to distribute paychecks on the scheduled payday, December 31st. Paper paychecks will be mailed prior to December 31, 2019. Direct deposit enrollment is available online through HokieSpa.

Change to Ground Transportation Tips Associated with Business Travel

Tips for ground transportation (taxi, Uber, Lyft, etc.) were previously considered reimbursable as part of the incidental portion of M&IE. Due to a recent change in regulations, we will reimburse tips up to 15% of the base fare as a transportation expense for business travel. Ground transportation between the hotel and a restaurant to partake in a personal meal is not reimbursable.

For example: The traveler has an Uber expense of \$20.00 from the airport to the hotel. The traveler can provide a tip up to \$3.00 (15%) and be reimbursed a total of \$23.00. This \$3.00 tip allowance is in addition to the \$5.00 provided daily for the incidental portion of M&IE.

Please contact Lynn Meadows, Travel Supervisor (dlynnm06@vt.edu) with any questions regarding the change in procedure.

Payroll Reminders

All employees should review their tax withholding status and mailing address in preparation for calendar year 2020. Using username (PID) and password, current employees can view their information and make changes online.

Address Changes

1. Login to Hokie Spa, Hokie Plus and choose "Update Address(es) and Phone(s)."
2. To update an existing address, click on the "Current" link next to the corresponding address.
3. To add a new address, select the address type from the drop-down box near the bottom of the page, and then click on the "Add" button.

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4. To delete an address, click on the "Current" link next to the corresponding address. Scroll to the bottom of the address change block, and check the box titled, "Delete this Address." Then click the "Submit" button to remove the address.

Federal Tax Withholding Updates

If you are a US citizen or a permanent resident, follow the instructions below to complete your W-4 form. Note: Employees who do not complete this step will automatically be assigned the W-4 withholding status single and zero.

1. Login to Hokie Spa, Hokie Team and choose "Tax Forms," select "W-4 Tax Exemptions/Allowances."
2. Select "Update," located between "History" and "Contributions or Deductions."
3. The deduction effective date will automatically populate with the next available pay date.
4. If your name in our records is different from your name on your Social Security card, check the box.
5. Your deduction status will default to "Active." Update your deduction status if you plan to claim exempt from federal withholding. Note: Those claiming exempt do not need to fill out the allowances and additional withholdings boxes.
6. Choose a filing status from the drop down box.
7. Add the number of allowances you wish to claim. We suggest using the link for the IRS tax calculator at the top of the page to determine your number of allowances.
8. If you plan to have additional federal taxes withheld, add the amount that will be deducted per paycheck.
9. Click "Certify Changes" to finalize your W4.

State/County Tax Withholding Updates

If you are a U.S. citizen or a permanent resident living and working in Virginia, follow the instructions below to complete your Virginia state tax withholding form (VA4). Note: Employees who do not complete this step will automatically be assigned the VA-4 withholding status of zero allowances.

1. Login to Hokie Spa, Hokie Team and choose "Tax Forms," select "VA-4 Tax Exemptions/Allowances."
2. Select "Update," located between "History" and "Contributions or Deductions."
3. The deduction effective date will automatically populate with the next available pay date.
4. Add the number of allowances you wish to claim.
5. If you plan to have additional state taxes withheld, add the amount that will be deducted per paycheck.
6. Click "Certify Changes" to finalize your VA4.

Employees who wish to make changes to state withholding for states other than Virginia should contact Payroll directly via email at payroll@vt.edu.

If updated address information is available for **former employees**, department representatives can make changes in Banner. An end date should be entered for the former address, before inserting a new record to enter the update. If department updates are problematic please forward address change requests to vtw2@vt.edu.