

The Ledger

A Newsletter of the University Controller's Organization

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

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NEW Payroll Trainings Available

Three new on-demand payroll training videos are available to assist with changing the funding source for past payroll actions (labor redistribution) and employing foreign nationals. Videos are available on the [PageUp LMS](https://training.vt.edu) system (<https://training.vt.edu>) or on the [Controller's Office Training Opportunities](https://www.controller.vt.edu/training/opportunities.html) website (<https://www.controller.vt.edu/training/opportunities.html>) Email your inquiries to payroll@vt.edu.

Labor Redistribution

Payroll: Labor Redistribution for the Initiator Role
Online



1. Initiator Role - features how to create labor redistributions and common scenarios.

Payroll: Labor Redistribution for the Approver Role
Online



2. Approver Role – highlights necessary actions for approving requests.

Additionally, the training documents are available on the Controller's Office website at <https://www.controller.vt.edu/training/manuals.html>

Employing Foreign Nationals

Payroll: Employing Foreign Nationals
Online



The video on employing foreign nationals provides details into the rules of immigration documents, the types of visas that foreign nationals need to be eligible for hire, and examples. Additional resources include links to government websites, tax treaty information and frequently asked questions which are available at

<https://www.controller.vt.edu/resources/payroll/Foreignnationals.html>.

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Updates to Global Travel Policy

The COVID-19 pandemic brought travel to a halt in 2020. As Virginia Tech resumes activities to support its mission as a global land grant university, updates to the [Global Travel Policy](#) were necessary. New procedures and frequently asked questions are available [here](#).

Airline Naming Convention for Flight Classes

When booking airfare for official university travel, please be aware that airlines may change flight-class naming conventions as well as the amenities associated with each class. Per university procedures, first class airfare is not an allowable reimbursement or expenditure based on the amenities the traveler receives. For example, American Airlines recently created the Flagship Business class for international flights, which offers amenities resembling those typically associated with first-class seating. Based on the amenities provided with this class, this airfare expenditure would not be a reimbursable expense, nor would it be an allowable expense using the departmental P-Card.

If questions arise when scheduling official university travel regarding allowable flight classes, departments can contact the Travel Helpline via email travelvt@vt.edu.

Emailing Invoices to Accounts Payable

To ensure Accounts Payable employees have contact information to respond to invoices sent to vtinvoices@vt.edu, only send invoices from individual email accounts, not copiers. Invoices from copiers that don't include a PO number are unidentifiable and delay vendor payments.