

# The Ledger

*A Newsletter of the University Controller's Organization*

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

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Vol. E, No. 193

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## NEW PAYROLL DROP BOX

In order to more effectively process certain payroll transactions, Payroll is implementing a new drop box. Each entry will require the requestor's name, the name of the employee relevant to the identified payroll transaction, the employee's VT ID and email address. If the requestor is filling this information out for themselves, requestor name and employee name will be the same. The requestor's email address will automatically be recorded upon entry. Example - if a department admin is loading a P10 for Hokie Bird, the department admin will put their name in the requestor box and Hokie Bird in the employee's name box and Hokie Bird's VT ID and email in the subsequent boxes. The department admin's email address will automatically be captured.

The following frequently requested processes should be submitted to the Payroll Drop box:

1. Non-Virginia State tax forms (loaded form)
2. Social security number confirmations and newly issued cards (loaded form)
3. Labor redistributions/P10s (loaded form)
4. Emergency fund payments for Student Affairs (loaded form)
5. Timeclock access requests
6. Retroactive pay actions
7. Manual payment requests (loaded form)
8. Bookstore deduction requests (loaded form)

To ensure the protection of your information, please upload the requested form(s) and supporting documents to the secured drop box folder. Do not password protect the forms submitted to the drop box. After you have uploaded the documents, you will receive a confirmation email from drop box. If items are missing or incomplete, Payroll will send an email to the requestor's email account. Please Note: We will process your payroll requests within 5 business days of receipt of all supporting documents.

This new Payroll drop box is now available at  
<https://www.controller.vt.edu/resources/payroll/payroll-dropbox.html>

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## NON-RESIDENT DOCUMENTS REQUIRED BY PAYROLL

To help ensure international students, faculty, and staff remain in compliance with Federal regulations, any international visitor employed by Virginia Tech is required to provide Payroll certain non-immigrant documentation depending on Visa type. Payroll uses the Foreign National Information System (FNIS). Payroll runs daily reports to identify employees with outstanding document needs and sends out initial emails from [fnis@vt.edu](mailto:fnis@vt.edu)

The link for the Drop Box will be included in the initial email to each foreign national new hire and each employee should complete each step with as much detail as possible. The newest version of the Drop Box is separated by Visa classification. Each newly hired employee should complete this information within 5 business days of the work start date. The FNIS drop box is now available at <https://www.controller.vt.edu/resources/payroll/Foreignnationals.html>

There is training documentation available on the Controller's website under payroll at [www.controller.vt.edu/training/opportunities](http://www.controller.vt.edu/training/opportunities).

## 20-HOUR LIMIT FOR FOREIGN NATIONAL WAGE EMPLOYEES

Students in the US in F or J student visa status cannot work more than 20 hours in a work week during the academic year for all on campus jobs combined. This restriction will begin Saturday, August 20, 2022. In an effort to assist departments with the tracking of hours, Payroll has instructions for the setup of the 20 Hour Summary and Approaching Overtime reports available for department users under the Timeclock resources page <https://www.controller.vt.edu/resources/payroll/timeclock.html>

If you have any questions, please email [timeclock@vt.edu](mailto:timeclock@vt.edu)