



The Ledger

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Timekeeping System Procedure Updated

[Procedure 23820: Timekeeping System](#) has been updated on the Controller's Office website. The procedure outlines the requirements for recording and approving employee time using Banner Time Entry (BTE) to support accurate and timely payroll processing. Employees are responsible for entering and submitting their hours worked, while supervisors review and approve time sheets to ensure accuracy and compliance. Departments play a key role in monitoring and reconciling time data, helping ensure employees are paid correctly and on schedule. Questions about the updated procedure can be directed to the [Payroll team](#).

Banner Time Entry MicroStrategy Reports

Payroll has released a series of MicroStrategy reports that departments can use to support compliance with Procedure 23820: Timekeeping System. A link to the [Banner Time Entry MicroStrategy reports](#) is available on the Payroll website, along with the [Banner Time Entry Department Reporting Guide](#), which provides step-by-step instructions for running the reports.

The reports help users monitor time entry and verify hours by position before the employee submission deadline. After the timesheet approval deadline, the reports can be used for reconciliation purposes. Questions about the new reports can be directed to the [Payroll team](#).

Fringe Benefit Batch Upload Feature

A new feature in the [Fringe Benefit App](#) makes it easier to submit multiple entries for a single benefit type at once.

With the new batch upload option, departments can enter their department information, select the appropriate benefit type, and download a template file. Once the template is complete, it can be uploaded into the system for processing, eliminating the need to submit separate forms for each recipient.

The Batch Upload option is in the application header bar, next to the History tab. For departments providing benefits to multiple employees, this feature offers a more efficient and streamlined approach. The [on-demand training](#) has been updated to cover this new feature.

HokieMart Guided Buying Experience

Procurement has rolled out a new Guided Buying experience in HokieMart that will make purchasing easier and more streamlined. With this update, the HokieMart home page and navigation has been updated for a better user experience. A [recording of the most recent town hall meeting](#) is available online.

HokieMart Notifications Enabled

The General Accounting team has enabled notifications in HokieMart by default to ensure users receive timely alerts for rejections and returns related to requisitions, purchase orders, and invoices. These notifications support prompt action and help prevent delays in processing.

Users may adjust their notification preferences within their profile settings; however, disabling email notifications is not recommended, as it may result in missed communications and slower resolution of issues. Keeping notifications active supports efficient workflow and effective transaction management. Questions about HokieMart notifications can be directed to genactg@vt.edu.
