The Ledger

A Newsletter of the University Controller's Organization
Website: **http://www.controller.vt.edu**

Vol. E, No. 69 August 31, 2009

Facilities Services Implements New HokieServ Workorder System

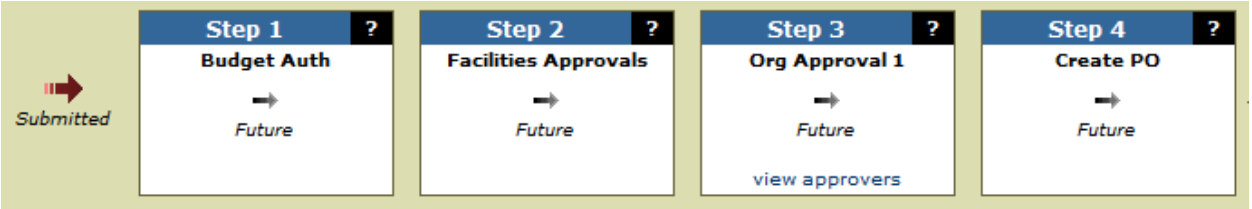
Facilities Services implemented a new workorder system (HokieServ) effective August 3, 2009, which coordinates requests for all Facility workorders.

Detailed instructions for submitting HokieServ requests can be found on the Facilities Services website under HokieServ Information at http://www.facilities.vt.edu.

Charge Workorders
All workorder requests for which the customer pays Facilities Services (renovations, keys, moving and hauling, signage, etc.), are initiated as an Interdepartmental Service Request (ISR) in HokieMart by the customer to the supplier "VT Facilities Services" (including Key Shop orders which were placed previously to"VT Facilities Key Shop" in HokieMart). For further details on how these orders should be placed in HokieMart, see instructions at http://www.facilities.vt.edu. No paper ISR's are accepted after August 3rd except for requests that will be charged to the Virginia Tech Foundation.

For orders where the price increases more than 10% from the initial order, Facilities Services will initiate a change order form that is routed to the department for approval and then sent to the Purchasing Department to be entered as a change order against the Banner purchase order for the increase.

Facilities Services is included in the HokieMart workflow approval process for each ISR submitted. Facilities will approve each request in the HokieMart after reviewing the request and changing the cost if needed once the department requestor submits the purchase request in the HokieMart and prior to the departmental approval occurring in the HokieMart. See example of workflow below:



No Charge Workorders
For all workorder requests for which the customer does not pay Facilities (regular corrective maintenance such as temperature adjustments, light bulb change, leaks, etc.), requests are entered directly into HokieServ by the customer. See link at http://www.facilities.vt.edu where a HokieServ "customer request" form is provided. Users log into the HokieServ system with their PID user ID and password (same as HokieMart login).

Access to HokieServ
All customers will be able to track their requests in HokieServ as to when and how many requests were submitted. After September 1, 2009, Facilities will contact each senior management area to grant access to view the status of HokieServ projects and the project-to-date costs.

Help for HokieServ
Questions regarding HokieServ should be directed to Facilities Customer Service at 540-231-4300 or HokieServ@vt.edu.

Business Meals Submission Procedural Clarification

Meal expenses incurred while a traveler is in travel status should be submitted to the Controller's Office on a Travel Expense Reimbursement Voucher. Travel status is defined as when an employee is in excess of 25 miles from their official station. The official station is the base point where the employee works on a daily basis. All travel expenses for an individual for a particular trip, including business meals, should be submitted on the same voucher.

When an employee seeks reimbursement for overtime meals or for business meals while not in travel status, as defined above, the reimbursement form in HokieMart should be used.

Please contact Jason Sayre (jasayre@vt.edu or 231-8551) or Amy Morris (ammorri2@vt.edu or 231-8554) with questions related to business meals.

Insurance Clarification for University Business Travel

Should the Travel Estimate and Approval Form always be used when an employee is on official University business travel to ensure that documentation of the business travel exists?

Anyone representing Virginia Tech, while performing the obligations of their position, is covered by the University's liability insurance policy. Liability insurance is designed to offer specific protection against third party claims (i.e., payment is not typically made to the insured, but rather to someone suffering loss who is not a party to the insurance contract). In general, damage caused intentionally and contractual liability, are not covered under liability insurance policies.

The absence of a Travel Estimate and Approval Form would not exclude an individual from liability coverage. However, a completed travel form (Travel Estimate and Approval Form or Travel Expense Reimbursement Voucher) could serve as additional verification that the traveler was representing Virginia Tech.

In the case of injuries, workers compensation applies to paid employees and their injury must arise out of the course of work for claim consideration. Students or volunteers are not covered by workers compensation. So, even in the situations where students or volunteers are representing Virginia Tech, their injury claims would be filed with their personal insurer.

Again, the absence of a Travel Estimate and Approval Form would not exclude an individual from workers compensation coverage. However, as with liability insurance, completed travel forms would add clarity for the compensation insurer.

As a last point of clarification, student injuries are only covered if they occur in an accident while operating a University-owned vehicle. In these cases, the student injury claims would be filed on the University automobile policy, if the University driver was at fault. If the driver of the other involved vehicle was at fault, the expenses related to the injury would be filed under the insurance policy on that vehicle.

Please contact Fred Weaver (weaverf@vt.edu or 231-7439) for questions regarding Virginia Tech insurance policies.

New Finance Web Reports Available

Approver Listing by Organization Code

This report provides a listing of approvers by organization code. The report can be submitted for any level of the organization hierarchy (senior management, management, department, or organization code). The report does enforce Banner Finance organization security (user can only obtain information for the organizations that they have been granted access for in Banner). The approvers on the report are the only departmental representatives who can approve HokieMart transactions or fleet services requests. See the University procedure on Accounting Approvals at http://www.co.vt.edu/Procedures/p10305b.html for further details.

If changes are needed to the departmental approvers, submit a HokieMart access request form (http://www.purch.vt.edu/HokieMart/forms.html) to Penny Falck (Mail Code 0312) in the Controller's Office to change approvers (paper form required with department approval).

PO Document History

This report allows the user to query a fund, organization, PO number, or Requisition number to find the applicable information such as the Banner PO number, Banner Requisition number, HokieMart purchase requisition number, order date, delivery date, vendor name, PO amount, fixed asset bar code number, and other fixed asset information. This report was requested by departments to assist in processing SCHEV (equipment trust fund) equipment allocations. The report can be submitted for one fiscal year and multiple fiscal periods.

OSP Fund Listing by Fund End Date (Coming Soon!)

This report allows the user to query all Sponsored Program (OSP) funds in a certain organization code or fund code predecessor. It allows selection for funds by end dates within 30, 60, 90, 120 days, or all funds for the criteria supplied. The report will help departments monitor funds with budget balances that are nearing completion. The report also includes the direct expense budget balance available for each OSP fund (after outstanding commitments).

NEW VERSION of Form I-9, Employment Eligibility Verification

The Department of Homeland Security has issued a revised Employment Eligibility Verification Form (Form I-9). **Please begin using the form in the link available on the Payroll webpage immediately** - http://www.co.vt.edu/Forms/i9.pdf

To confirm you are using the most recent version of the form, verify that the revision date at the bottom is 08/07/2009 and the expiration date at the top is 08/31/12. These dates are the only identified changes on the new form.

Please note the following:

- **Do not forget to include your department number in the Business/Organization information box of Section 2** –
- When an employee completes the form you must make available all pages; the instructions (2 pages), the Form I-9, and the Lists of Acceptable Documents
- When reproducing the form, copy as a 2 page document front and back with the Lists of Acceptable Documents on the back of the I-9 Form

If you have questions regarding the Form I-9 please send an email to hesterj@vt.edu or shelorl@vt.edu.

Green Initiatives from Payroll

Direct Deposit
Please remember that all new hires and rehires are required to receive pay via direct deposit. Departments should assist with this initiative by encouraging existing employees receiving a paper check to sign up for direct deposit. Employees can sign-up electronically.

Electronic Pay Stubs
If you are receiving a paper paystub you can convert to receiving this information electronically. With this option, you can access current as well as past information.

Electronic W-2 and 1042-S Forms
If you have not already consented in years past to receive your W-2 and/or 1042-S (Non-resident Aliens) forms electronically, you can do so now.

Direct Deposit Enrollment, Paystubs, and W-2/1042-S Forms are accessed under the Hokie Team menu of the Hokie SPA – (www.hokiespa.vt.edu).

Reminder of Training Opportunities from Payroll

The following training opportunities are available from Payroll. If you are interested in training and are not on campus, please inquire about training via video conference.

- **Completing Form I-9 for Employment Eligibility Verification at Virginia Tech – http://www.controller.vt.edu/Training/Training_opportunities/training_vt_edu_05.htm**
- **Employing Foreign Nationals at Virginia Tech – http://www.controller.vt.edu/Training/Training_opportunities/training_vt_edu_07.htm**
- **Foreign National Non-Employee Payments (Guest Speakers, Honoraria, Invoices, Prizes/Awards, Accounts Payable) – http://www.controller.vt.edu/Training/Training_opportunities/training_vt_edu_11.htm**