The Ledger

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

Guidance for International Travel on Behalf of Virginia Tech

When traveling outside of the United States on behalf of Virginia Tech using any public funds (e.g., sponsored programs, foundation, state, start-up, residuals), you are required to file a travel estimate and approval form with the Office of Export and Secure Research Compliance (OESRC). When OESRC receives notification of your travel, you will be provided with a Travel Advisory by email with export and sanctions related guidance, State Department Warnings, and other information relevant to your travel. As part of the Travel Advisory, you will be notified you need to fill out an online Temporary Export Certification for any university property you are taking with you. OESRC needs this information so that Virginia Tech can determine if an export license is needed for your export (even temporary export) of equipment, software, or technology outside of the United States.

You can find information regarding travel and the Temporary Export Certification at http://www.oesrc.researchcompliance.vt.edu/travel/.

If you have any questions pertaining to international travel not covered on this webpage, please contact oesrc@vt.edu or 231-6642.

Labor Redistribution System Upgrades

On March 4, 2012 the Banner Human Resources system was upgraded. This new release contains changes to the labor redistribution process in self service banner (SSB). These changes will impact both the initiator and approver.

Initiator:
Two new columns have been added to the search results page: Batch ID and Comments.

In the past, when multiple pay periods were changed using the "change all" feature, the comment was only added to the first pay period that was changed, not all of the pay periods. Now comments are attached to all of the pay periods that are changed at one time.   Use the refresh feature to see comments on all transactions after a labor redistribution is entered.

The labor redistribution reference manuals are located on the Controller's Office website under training opportunities and have been updated for these changes. If you have any questions about labor redistributions, please contact Heather Reed at 231-3394 or heharri3@vt.edu.

Approver:
The approver will see the two new fields discussed above (Batch Id and Comments) when viewing the approval screen.

Approvers can now approve multiple pay periods where the initiator used the "change all" feature in one action instead of individually.

Comments entered by the initiator are attached to all transactions. Comments added by the approver are only attached to the single transaction, so the best practice is for initiators to enter comments. A future enhancement has been requested to make approver comments function in the same manner as initiator comments.

Labor Redistribution History Report Available

The Payroll Funding History by Individual and by Orgn web reports has been updated to include history for labor redistributions. This history provides the dates a transaction was approved, who approved it, and the comments. This information can be viewed by selecting the web link in the Routing/Comments column on the report (htm version of report). The "detail" report must be submitted to see the Routing/Comments column on the report. Below is an example of the new report.

File Menu			
User Manual	**Virginia Tech**		**Enterprise Systems**
Navigation Map	1872		**Report Submission**

Labor Redistribution Routing (Ver 1.0)
ID - Name: 904481164 – Jones, Hokie
For Year 2011 and Payno 16

ID	Name	Routing Seqno	Step	Fund	Orgn	Activity Date
	Zvonkovic, Anisa	1	APPR		0134	15-DEC-2011
	Roberto, Karen	1	APPR		0178	19-DEC-2011
	Selvey, Paige	3	PA			19-DEC-2011
	Woods, Stuart	4	COST			03-JAN-2012
	Reed, Heather	5	PAY			04-JAN-2012

Approval steps (Routing Seqno & Step) are 1 (APPR) department, 3 (PA) OSP Project Administrator, 4 (COST) Cost Accounting, and 5 (PAY) Payroll.

Labor Redistribution Comments
ID - Name: 904481164 – Jones, Hokie
For Year 2011 and Payno 16

ID	Name	Activity Date	Comment
	Webster, Heather	18-NOV-2011	funding was changed eff. 10/10/11 and should have been eff. 8/10/11

Discontinuance of Employee Funding End Date Paper Reports

The Human Resources department will discontinue distributing the weekly Employee Funding End Date report. This is a paper report that is distributed through campus mail.

Departments can obtain this data through a variety of online web reports listed below. The web reports can be scheduled to run automatically and distributed electronically.

These reports are located in the web reporting system - https://ditto2.iwa.vt.edu/webreport/submit. If the user has access to Banner Finance web reports they should be able to run the first two reports listed below. If the user has access to HR Banner web reports they should be able to run the last report. If the user does not have access to the web reporting system, please submit either a Finance or HR Banner access request.

Finance-Potential OSP Payroll Funding Problems – provides departmental users with information about budget or end date problems related to sponsored program funds. If departments proactively enter funding change corrections from this report, the payroll process will not make automated employee funding changes to the department's overhead fund and the related need for retroactive changes will be eliminated. The report should be run prior to the "last day to enter appointments, status changes, etc." per the salary and wage payroll schedule on the Controller's Office web page. For example, if the salary pay date is February 16th, the report should be run on or after January 25th (the first day of the pay period) and prior to February 4th (the last day to enter appointments). All applicable funding changes should be made in the system prior to February 4th.

Finance-OSP Fund Listing by Fund End Date – provides end dates for sponsored program funds. The report can be run for end dates that are approaching within 30, 60, 90 or 120 days. This report does not list employees with funding on the funds that are ending.

Human Resources-Employees with Expiring Funds (located under the Departmental Reports folder) – provides a listing of employees on funds with expiring end dates. The report can be run for end dates that are approaching within 30, 60, or 90 days.

For questions about HR web reports please contact the HR Service Center at 231-9331 or perserv@vt.edu or if you have questions about Finance web reports please contact Penny Falck (231-9260 or plfalck@vt.edu).

New Banner Travel & Expense Management System Live

The new Banner Travel & Expense Management (TEM) system was placed into production on Monday, March 19, 2012 with a couple administrative departments. The TEM system allows travelers to process travel authorizations and travel reimbursements for University business travel. The system electronically routes all documents for approval and has the ability to encumber departmental funds. This web based system also houses electronic images that support the reimbursement requests.

The system will be rolled out to University departments in two phases. Phase I will be to several administrative departments during the spring. Phase II will complete the roll out to all University departments in late summer or early fall. Additional enhancements to the system will be made prior to the phase II roll out and an additional upgrade will be installed for more robust per diem functionality.

Training will be offered to all University departments prior to going live.

New Electronic I-9 System Live

The new electronic I-9 system went into production on Wednesday, March 21, 2012. It is currently being used by the Payroll Office to enter I-9s received from departments and to submit information to E-Verify for all new hires. This is a hosted system with a vendor named TALX. As announced in an August 2011 Ledger article, a mandate from the Governor to process all new employees through E-Verify brought about the need to implement an electronic I-9 solution. E-Verify is a federal program that compares the information recorded on the I-9 form to information in the Social Security Administration and Department of Homeland Security databases.

The system will be rolled out to department users in the near future. The new system will allow the employee and/or department to complete the I-9 electronically and attach images of required documents. Once the I-9 is completed, the system will route the information to E-Verify to confirm that the employee is eligible for the University to hire.

Currently, the I-9 process will not change for departments; paper I-9s will still be completed and submitted to Payroll (MC 0339). Training will be provided as electronic I-9 completion is rolled out to departments.

Please contact Payroll with related questions.
Jackie Hester - hesterj@vt.edu
Janet Kunz – jakunz@vt.edu
Leisa Shelor – shelorl@vt.edu

Additional Online Training Sessions Now Available Through Scholar

The Controller's Office is now offering additional online training sessions through Scholar. The new sessions include:
- General Accounting Training Module 1: Banner FOAPAL Elements
- General Accounting Training Module 2: Banner Finance Forms
- General Accounting Training Module 3: Understanding your Fund Balances and NSF Checking
- General Accounting Training Module 5: Sponsored Program Funds and Inception to Date Forms
- Activity Class/Activity Code Training

General Accounting Training Module 4: Local and Agency Funds Management will be available soon.

The instructions for the online tutorials are located on the Controller's Office website under the following link (after clicking the link you will need to enter your PID and PID password): https://secure.hosting.vt.edu/www.controller.vt.edu/Training/Training_opportunities/CO_GA_Website_directions_for_accessing_scholar.pdf