

# The Ledger

*A Newsletter of the University Controller's Organization*

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

Vol. E, No. 135

December 8, 2017

## Holiday Closing for Controller and Bursar Offices

The Controller and Bursar Offices will close at noon on December 22, 2017, and will reopen at 8:00 a.m. on January 3, 2018. The Controller's Office December 2017 month end closing process will occur on the morning of December 22, 2017. The December 2017 fiscal period will remain open until midnight on December 31<sup>st</sup> which will allow department employees to continue processing HokieMart orders and budget transfers through the end of December.

Deposits and payments will need to be received at the Bursar's Office located at 150 Student Services Building before 2:00 p.m. on December 21, 2017, to ensure the payment is applied in the current calendar year. Students, authorized payers, faculty and staff may continue to make payments on-line during the winter break.

The Bursar's office will **not** be open to distribute paychecks on the scheduled payday, December 29<sup>th</sup>. Paper paychecks will be mailed prior to December 29, 2017. Direct deposit enrollment is available online through HokieSpa or the completion of a paper form found on the Bursar's web site <http://www.bursar.vt.edu/forms/> (look for Direct Deposit Form).

## Payroll Reminder

All employees should review their tax withholding status and mailing address in preparation for calendar year 2018. Using their PID and password, **current employees** can view their information and make changes online.

**Address Review/Update** – From the VT homepage, use the QUICKLINKS dropdown menu to access HokieSPA, then select Hokie PLUS where you can elect to view and update address information. If changes are necessary, select the update option, select the "current" hyperlink and complete the following:

- Indicate the effective date of the change (or current date)
- Make applicable changes to Address and/or Phone Number(s)
- Submit

**Tax Withholding Review/Update** – From the VT homepage, use the QUICKLINKS dropdown menu to access HokieSPA, then select Hokie Team, followed by Tax Forms.

- Select W-4 Tax Exemptions/Allowances to review the information for Federal Income tax withholding
- Select VA-4 Tax Exemptions/Allowances to review the information for State Income tax withholding

To change your deduction status, filing status, number of allowances and additional withholding amount, click on the word **update** at the bottom of the screen, make changes, select verify changes and submit.

If updated address information is available for **former employees**, department representatives can make changes in Banner. An end date should be entered for the former address, before inserting a new record to enter the update. If department updates are problematic please forward address change requests to [vtw2@vt.edu](mailto:vtw2@vt.edu).

## MicroStrategy Finance Web Reports Unavailable

The MicroStrategy Finance Web Reports will be unavailable on Monday, December 11<sup>th</sup> from 12:00 pm – 5:00 pm for system maintenance.

Questions about the MicroStrategy Finance Web Report Menu and Reports can be directed to Stacy King at 231-8624 ([kings@vt.edu](mailto:kings@vt.edu)) or Penny Falck at 231-9260 ([plfalck@vt.edu](mailto:plfalck@vt.edu)).