

The Ledger

A Newsletter of the University Controller's Organization

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Holiday Closing for Controller and Bursar Offices

The Controller and Bursar Offices will close at 5:00 p.m. on December 21, 2018, and will reopen at 8:00 a.m. on January 2, 2019. The Controller's Office December 2018 month end closing process will occur on the afternoon of December 21, 2018. The December 2018 fiscal period will remain open until midnight on December 31st 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 20, 2018, 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 31st. Paper paychecks will be mailed prior to December 31, 2018. Direct deposit enrollment is available online through HokieSpa or the completion of a paper form found on the Controller's Office website under payroll <https://www.controller.vt.edu/forms.html> (look for Direct Deposit Form).

Mobile Communication Device Update

In accordance with the [university policy 3960, Mobile Communication Devices](#), it is time for departments to complete the annual evaluation of device service plans to ensure that the plan is reasonable compared with actual business use and that the service plan chosen is the most cost effective option offered. Documentation of the annual review should be captured on the [Virginia Tech Mobile Communication Device Request Form](#) each December.

[Controller's Office procedure 23830-Mobile Communication Device](#) allowance amounts have been reviewed and compared to a recent market analysis of mobile communication device cost. There is no change in the voice/text/data plan allowance which will remain at \$58. There is also no change in the voice/text plan which will remain at \$17 per month.

The annual recertification for employees who currently have the allowance is required and must be documented by December 24 using the [Mobile Communications Device request form](#). Without annual certification, the allowance will automatically terminate on December 24. Employees and departments are encouraged to begin the recertification process in early December. The allowance will become effective on the most reasonable processing date after the form is received. No retroactive payments will be permitted to employees.

Please direct any questions regarding this topic to payroll@vt.edu.

Payroll Reminder

All employees should review their tax withholding status and mailing address in preparation for calendar year 2019. Using their PID and password, **current employees** can view their information and make changes online.

Address Review/Update – From the VT homepage, use the HokieSpa link available under the Faculty & Staff Resources page, login to 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 HokieSpa link available under the Faculty & Staff Resources page, login to 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.

Update to Automobile Travel Procedure 20335d

Effective January 1, 2019, mileage incurred for on-campus travel or travel within the Town of Blacksburg (the general area in which the employee's office/work is located) will not be reimbursable. Automobile Travel Procedure 20335d, Section A has been updated to reflect this change.