

The Ledger

A Newsletter of the University Controller's Organization

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

Vol. E, No. 152

August 23, 2019

Non-Resident Documents Needed

With the start of Fall Semester to help ensure international students, faculty, and staff remain in compliance with Federal regulations, any international visitor employed by Virginia Tech *will be required* to provide Payroll the following non-immigrant documentation:

- A copy of their passport (picture page showing it is unexpired);
- A copy of their US Visa Stamp showing visa classification (i.e. F-1; J-1; H1B; TN, etc.)
- I-94 (Arrival/Departure) document;
- Work authorization documentation, examples include but are not limited to:
 - I-20 (F-1);
 - DS-2019 (J1);
 - I-797 (H1B; E-3; O-1; TN)
 - Employment Authorization (EAD) Card
- If Virginia Tech is not the employee's sponsor, for immigration purposes, Payroll may need a sponsor letter showing it is permitted for the individual to be employed and paid by Virginia Tech
- Foreign National Data Form (a Virginia Tech document)
 - <https://www.controller.vt.edu/forms.html>
- Certificate of US Tax Status – Required for Travel and Accounts Payable payments
 - W-8BEN – Certifies US non-resident for tax purposes – taxed following non-resident regulations
 - F-1, J-1 students holding the visa classification 5 years or less
 - J-1 scholars holding the visa classification 2 years or less
 - J-2 working under EAD follow same rules as primary visa holders classification
 - H1B, O-1, E-3, TN professional in the US 183 days or less
 - W-9 – Certifies US resident for tax purposes – will be taxed like a US citizen
 - Any foreign national in the US long enough for their US tax status to change from US non-resident for tax purposes (see above) to US tax resident

In addition to the above noted documents students working for Virginia Tech under Pre or Post-Completion Optical Practical Training (OPT) or STEM OPT will need to provide the following documents:

- Pre- or Post-Completion OPT – required to work in position directly related to current degree/at level of degree:
 - Copy of EAD Card showing either Pre-Completion or Post-Completion OPT
 - Description of Duties – this includes positions for which a job description is not normally required (i.e. Emergency Hire, Non-Student Wage, etc.)
- STEM OPT – required to work in position directly related to current degree/at level of degree:
 - Copy of EAD Card showing STEM OPT
 - Description of Duties – this includes positions for which a job description is not normally required (i.e. Emergency Hire, Non-Student Wage, etc.) – if continuation of

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same position job description not required of provided for Pre or Post-Completion OPT

- Form I-983 – Training Plan completed by student and employer (department in which working)

The employees should be aware that any change to a person's non-immigrant or immigrant status needs to be provided to Payroll so that the applicable records can be updated and the employment eligibility information can be re-verified.

If you have specific questions regarding these requirements, please contact payroll by email at payroll@vt.edu or by phone at (540)231-5201.

FY20 Fixed & FY21 Provisional Fringe Benefits Rates

The Office of Naval Research has finalized the fixed fringe benefit rates for FY20 and established provisional rates for FY21. Rate agreements are available on the [Controller's Office website](#) and the [Office of Sponsored Programs](#).

The FY20 fixed rates below were used during the July 2019 application of fringe benefits based on employee category and will continue throughout FY20. Effective immediately, the FY20 and FY21 provisional rates will be applied to proposal budget submissions for the current and future fiscal years, respectively.

For consistency purposes, these rates also apply to the university cost sharing tracker system.

Employee Category	FY20 Fixed Rates	FY21 Provisional Rates
Faculty	32.75%	34.25%
Research Faculty	34.75%	38.75%
Part Time Faculty	20.25%	21.75%
Classified/University Staff	49.75%	52.75%
Wage	7.5%	8.00%
Graduate Student	9.50%	9.00%

Fiscal Bunch Lunch Group (FBLG)

The Fiscal Bunch for Lunch Group (FBLG) is an organization promoting the interests of fiscal technicians at Virginia Tech. Fiscal Technicians include, but are not limited to administrative staff members who perform departmental fiscal functions. FBLG is open to anyone who could benefit from the information shared.

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The group was started in 1993 to establish a channel of communications for fiscal technicians to discuss ideas and procedural changes. The group now has over 700 members and meets bi-monthly during the academic year. Speakers have included many different departments such as Payroll, the Controller's Office, Purchasing, Records Management, Foundation, Human Resources, Internal Audit and others. In addition to improving communications, the group enhances professional development and a way to share ideas with colleagues.

Because the meetings foster good communications and the sharing of business practices, the Controller's Office and Division of Student Affairs cover the cost of the lunch.

You can receive notifications about upcoming meetings by submitting a request to Alyssia Schwenke at alyssiad@vt.edu or by phone at 231-3304. The FBLG list-serv is a resource for advertising Virginia Tech career opportunities related to fiscal operations.