

# The Ledger

A Newsletter of the University Controller's Organization

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

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Vol. E, No. 175

December 2, 2020

## Winter Break Closing Reminders

### Controller's Office

Protect your December prompt pay percentages by taking the following actions as invoices not processed by December 21<sup>st</sup> will not be paid until after winter break.

- Email invoices to the Controller's Office before December 21<sup>st</sup> at [vtinvoices@vt.edu](mailto:vtinvoices@vt.edu) to ensure the invoice is processed timely and paid according to the vendor's payment terms and conditions.
- Receive goods and services in HokieMart on the date of receipt.

### December 2020 Month-End Close

- The month-end closing process will occur on the afternoon of December 23<sup>rd</sup>.
- The fiscal period will remain open until midnight on December 31<sup>st</sup> allowing departments to continue processing HokieMart orders and budget transfers through the end of December.

### Bursar's Office

- Deposits and payments must be received at the Bursar's Office located at 150 Student Services Building before 2:00 p.m. on December 22, 2020, 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.

## PAF, P10 or Labor Redistribution?

Effective immediately, departments should route completed P-10 forms to Payroll instead of Human Resources. Selecting which method to use can be challenging and we want to review the process while communicating this change.

As a collaborative institution, the funding source for a job can fluctuate based on the program the position is supporting. It is not unusual for the funding source to be outside the employee's home department and internal controls prevent the home department from keying the change.

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There are three different methods for changing funding based on the situation.

## 1. Current and Future Changes Within the Same Department

The department's HR representative enters a Personnel Action Form (PAF) in Banner and routes for approval. Departments must keep supporting documentation for audit purposes.

## 2. Current and Future Changes Between Different Departments

Departments need to complete a paper P10 (Change and/or Extend Funding) for all employee types (faculty, staff, wage, graduate assistant, etc.). Work study changes should be requested via the Financial Aid office. After obtaining signatures from all authorized personnel for each funding source, the department sends the P-10 to Payroll via the labor redistribution email [laborredist@vt.edu](mailto:laborredist@vt.edu).

Payroll will review each request and forward current and future dated changes to the appropriate contacts in HR. Payroll will process all applicable prior pay period changes.

If departments submit a P-10 request to Payroll when method number one applies, the form will be returned to the department unprocessed.

## 3. Retroactive Changes to Funding Source Within the Same Department

Departments initiate all retroactive funding change requests using the labor redistribution system and must include a comment explaining why the transfer is necessary.

Non-grant related funds - the transaction routes through the department approval and central payroll approval.

Grant related funds - the transaction routes through department, Principal Investigator (PI), and central payroll. If the funding request is greater than 60 days, Payroll routes the request to the Office of Sponsored Programs Post Award Associate for review.

Please send questions [laborredist@vt.edu](mailto:laborredist@vt.edu)

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## **Departmental Budget Entry Processing**

The Controller's Office is currently in the pilot phase of a project implementation related to converting the journal voucher submission process from a paper/email based process to an electronic process. In connection with this project implementation, users who submit departmental budget entries may see a slight delay in their entries posting to Banner, on the order of a few minutes. Please contact the General Accounting team at [genactg@vt.edu](mailto:genactg@vt.edu) if you experience problems with your budget entries posting.

## **Updating Mailing Addresses for Former Employees**

Department personnel with access to Banner screen PWAEBIO, can update mailing address information for former employees to ensure accurate delivery of year-end wage and tax statements. Banner requires enterers to key an end date for the former address before inserting a new record for the current address. If department updates are problematic please forward address change requests to [vtw2@vt.edu](mailto:vtw2@vt.edu).

## **Contact for International Payroll Questions**

Janet Kunz is retiring from the university after 16 years of valued and dedicated service. Going forward please direct general international payroll questions to [fnisadmin@vt.edu](mailto:fnisadmin@vt.edu) or Kim Myers at [kiharve1@vt.edu](mailto:kiharve1@vt.edu).