

# The Ledger

*A Newsletter of the University Controller's Organization*

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

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Vol. E, No. 160

March 20, 2020

With the growing impact of COVID-19, the Controller's Office is temporarily adjusting our work processes and how we interact with our partners to accomplish the important missions of the university. Changes to our business practices are described below by functional areas.

## Payroll

### Tax Treaty Benefits

Those who wish to claim tax treaty benefits have a few options available to them.

1. Contact payroll at [payroll@vt.edu](mailto:payroll@vt.edu) to schedule a telephone call or Zoom meeting to determine if Google dropbox can be used to complete a tax treaty.
2. Contact our office or make an in-person appointment after the current restrictions have been lifted.
3. Claim the benefit when you file your 2020 income tax return.

### Tax Forms

All US citizens and residents should fill out W4 and VA4 forms online through HokieSpa. Nonresident employees and those who wish to claim WV or MD state taxes should email the Payroll office or visit our website <https://www.controller.vt.edu/forms.html#select=6>

### Employees Working Abroad

We have received questions regarding employees that have been hired or who are about to start work who are currently abroad.

Virginia Tech is not currently registered to withhold and submit income and social security taxes for countries other than the United States. There are significant costs associated with employing a foreign national abroad. As such, the Virginia Department of Accounts (DOA) suggests that a third-party provider (an outside payroll provider or an agreement with another university) be used to pay foreign nationals and remit the appropriate taxes to the applicable countries. It may be possible to enter into an independent contractor agreement with some parties if the other country has similar rules and regulations to the U.S. regarding independent contracting relationships. There are also taxation rules in some countries regarding the length of stay of U.S. tax residents that could potentially cause liabilities to Virginia Tech for registration fees and tax filing fees, fines, and penalties. **Please be aware of any employees working abroad and keep the Payroll office aware of long-term foreign assignments.**

At this time, the Controller's Office **will not** approve foreign employment relationships with non-U.S. tax residents on a one-off basis. Proposals should be submitted to the appropriate parties if a department wishes to establish a permanent presence in a foreign country.

We understand that this may present a challenge to those departments that have extended offers of work to individuals who intended to come to the U.S. to begin work but are being prevented from entering the

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country due to the COVID-19 pandemic. We will not be able to complete the hiring process and put these individuals on payroll until they are physically in the United States.

## **Payroll Email Addresses**

<a href="mailto:payroll@vt.edu">payroll@vt.edu</a>	General payroll questions
<a href="mailto:vtw2@vt.edu">vtw2@vt.edu</a>	W2 or other tax-related questions
<a href="mailto:timeclock@vt.edu">timeclock@vt.edu</a>	TimeClock or wage payroll related questions
<a href="mailto:I9@vt.edu">I9@vt.edu</a>	I9 related questions
<a href="mailto:vtvec@vt.edu">vtvec@vt.edu</a>	Unemployment related questions
<a href="mailto:laborredist@vt.edu">laborredist@vt.edu</a>	Labor Redistribution questions

## **Accounts Payable**

### **Invoices**

Accounts Payable will **temporarily** allow departments to email invoices to [vtinvoices@vt.edu](mailto:vtinvoices@vt.edu) using the guidelines below.

- For each **invoice only send one (1) PDF file** that contains all of the supporting documentation for the invoice.
- You must **include the purchase order number on the first page of the PDF file**. This can be handwritten or inserted as a textbox to the PDF file. This is necessary because Controller's Office employees are uploading the invoice into the Banner document management system, not processing from the email.
- All Personally Identifiable Information (PII) will need to be blacked out by the department prior to sending the documentation to the Controller's Office.
- You can submit **multiple invoices to [vtinvoices@vt.edu](mailto:vtinvoices@vt.edu) in one (1) email**
- **Do not email the invoice and send the paper documents to the Controller's Office.** It is each department's responsibility to maintain all of the original paper documents for the transaction for one year after the end of the applicable fiscal year that the transaction was recorded. If you email the invoice and send the original paper document, the Controller's Office will need to return it to the department. The Controller's Office will maintain the imaged records for seven years before destruction. The department can view the imaged documents using Banner Finance.

Please contact Brandon Webb, Accounts Payable Manager ([bwebb13@vt.edu](mailto:bwebb13@vt.edu)) with any questions regarding the Accounts Payable information above.

### **Food Approvals**

All America-To-Go food approval requests should be processed using comments within the HokieMart requisition. All other requests should be sent to a newly established email account, [apfoodapp@vt.edu](mailto:apfoodapp@vt.edu). Please include a description of the event, date of the event, beginning and end time of the event, location, attendees designated as faculty, staff or guest, and an estimated cost. **The Controller's Office email approval and the required documentation should be attached to the submission of the HokieMart requisition request.** Please contact Martha Mullins at [martham4@vt.edu](mailto:martham4@vt.edu) with questions regarding food approvals.

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## General Accounting

### Journal Entries

To the extent possible, please continue to utilize the current University/Controller's Office procedures for submitting journal vouchers by sending the form with physical signatures and supporting documentation to the Controller's Office.

The Controller's Office will **temporarily** accept the following, **in order of preference**:

1. Email a scanned copy of the physically signed journal entry and backup to [genactg@vt.edu](mailto:genactg@vt.edu) for processing, **or**:
2. If it is not practical to obtain physical signatures, you may submit the completed form and supporting documentation to [genactg@vt.edu](mailto:genactg@vt.edu) for processing, making sure to include an email from an authorized approver stating they reviewed and approve the entry.

If submitting journal entries electronically via [genactg@vt.edu](mailto:genactg@vt.edu), **do not** send the original documentation to the Controller's Office. We do not have tools to prevent journal entries from being keyed more than once. Sending a PDF file via email **and** sending the original to the Controller's Office will result in keying the entry twice.

The Journal Entry Transfer Form can be accessed under the general accounting tab here <https://www.controller.vt.edu/forms.html>.

### Banner Finance Access Forms

To the extent possible, please continue to utilize the current University/Controller's Office procedures of filling out the online form and submitting the hard copy signed version to the Controller's Office.

The Controller's Office will also be temporarily accepting the following, **in order of preference**:

1. Email a scanned copy of the physically signed Banner Finance Access form to [genactg@vt.edu](mailto:genactg@vt.edu) for processing **or**:
2. If it is not practical to obtain physical signatures, you may send an email approval from an authorized approver to [genactg@vt.edu](mailto:genactg@vt.edu).

Under all circumstances, the online form needs to be completed first because it generates a ticket that is used to process the request. The form can be accessed under the general accounting tab here <https://www.controller.vt.edu/forms.html>.

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## **HokieMart Access Request Forms and Travel Approver Request Forms**

To the extent possible, please continue to utilize the current University/Controller's Office procedures of filling out the online form and submitting the hard copy signed version to the Controller's Office.

The Controller's Office will be temporarily accepting the following, **in order of preference**:

1. Email a scanned copy of the physically signed HokieMart access request form to [genactg@vt.edu](mailto:genactg@vt.edu) for processing **or**:
2. If it is not practical to obtain physical signatures, you may send the completed form with an email approval from an authorized approver to [genactg@vt.edu](mailto:genactg@vt.edu).

The HokieMart Access Request form and Travel Approver Request form can be accessed under the general accounting tab here <https://www.controller.vt.edu/forms.html>.

## **New Funds Request Forms**

We currently accept completed forms via email and will continue to do so. Please continue sending completed forms to Cammie Clark at [camillet@vt.edu](mailto:camillet@vt.edu) or [genactg@vt.edu](mailto:genactg@vt.edu)

## **Fixed Assets**

Completed home authorization use forms can be emailed to Travis Jones ([trjones@vt.edu](mailto:trjones@vt.edu)), Jerry Woodyard ([jwoodyar@vt.edu](mailto:jwoodyar@vt.edu)), or Becky Saylor ([saylorb@vt.edu](mailto:saylorb@vt.edu)). Please retain all original forms in the department if emailed to Fixed Assets.