



IRS replaces Federal W-4 Form

The Internal Revenue Service (IRS) is replacing the Federal Form W-4 (Employee's Withholding Certificate) effective Jan. 1, 2020.

After Jan. 1, 2020, all new Virginia Tech employees or existing employees making a change to their tax withholdings will need to complete the new W-4. While existing employees are not required to complete the new form if they have no changes, we encourage all employees to regularly review their withholdings in preparation for the upcoming year.

Additional information about the new W-4 including these frequently asked questions at <https://www.irs.gov/newsroom/faqs-on-the-2020-form-w-4>, as well as 2020 tax tables, is available on the IRS website at <https://www.irs.gov/>. Please note, while the new W-4 is final, the tax tables for the upcoming year are not. The tables are marked as "draft" on the IRS website.

Virginia Tech is currently making system preparations so that employees will be able to complete the new W-4 electronically in Hokie SPA. Between Dec. 31, 2019 and Jan. 5, 2020, the electronic W-4 will be disabled in Hokie SPA as the new form is loaded into the system. Beginning Jan. 6, 2020, the new electronic W-4 will be available for employees who need to complete it. As a reminder, withholdings for any employee who does not have a W-4 on file with payroll will default per IRS regulations.

If employees have questions, contact VTW2@vt.edu.

University office hours during winter break

Virginia Tech will be closed for winter break between Tuesday, Dec. 24 through Wednesday, Jan. 1, 2020. University offices will reopen on Jan. 2. During this time, Dec. 24 and Dec. 25, 2019, Jan. 1, 2020, represent the designated holiday leave times for eligible faculty and staff. Employees will need appropriate leave types to cover the applicable work hours on the remaining days of winter break – Dec. 26, Dec. 27, Dec. 30, and Dec. 31. For example, the typical full-time employee who works eight hours Monday through Friday will need 32 hours of leave for these days. The most common types of leave used for this period are Annual, Family Personal, Compensatory (Holiday Comp, Overtime Comp). Sick leave usage would not be applicable unless an employee has a substantiated illness or has doctor appointments.

Visit the leave page (<https://www.hr.vt.edu/benefits/leave.html>) on the Human Resources website for additional information on types of leave. If employees have questions, please speak to your supervisor or contact the HR Service Center at hrservicecenter@vt.edu or at 540-231-9331.

The following offices have announced plans for over winter break. Additional offices or departments may have chosen to close and do not appear on this list. Please contact them directly.

This list will begin to appear in the Virginia Tech Daily email through the final edition of the 2019 calendar year on Dec. 23. To have your information listed, please email vtnews@vt.edu. Learn more at <https://vtnews.vt.edu/notices/unirel-winter-closings-list-2019.html>

- Capital Assets and Financial Management will be closed Dec. 24-Jan. 1.
- Cook Counseling Center will be closed Dec. 24 - Jan. 1. An on-counselor is available by phone for emergencies at (540) 231-6557.
- The Controller's Office will be closed Dec. 24 – Jan. 1.
- Finance Information Technology will be closed Dec. 24-Jan. 1.
- Fleet Services will be closed Dec. 23-Jan. 1.
- Hokie Passport Services will be closed Dec. 24-Jan. 1.
- The Office of Budget and Financial Planning will be closed Dec. 24 – Jan. 1.
- Office of the Vice President for Finance will be closed Dec. 24-Jan. 1.
- Procurement will be closed Dec. 24-Jan. 1.
- Recreation sports facilities will be closed Dec. 20 – Jan. 1. From Jan. 2-15, McComas Hall will be open 5 a.m. to 6 p.m. Monday through Friday, closed on Saturdays and Sundays. From Jan. 2-15, McComas Pool will be open 7 a.m. to 5 p.m. Monday through Friday, closed Saturdays and Sundays. Normal hours will resume Jan. 16.
- Schiffert Health Center winter break hours are 8 a.m. - noon and 1-5 p.m. No Saturday hours.
- Services for Students with Disabilities will be closed Dec. 24-Jan. 1, with a staff member on call during the closing. Students with disabilities enrolled in wintermester classes are encouraged to contact SSD by email at ssd@vt.edu to request any reasonable accommodations.

Resources available through Employee Assistance Program

Employees who are covered by the state's health insurance plans have access to the Employee Assistance Program (EAP) at no cost. In addition, covered dependents on the employee's health plan also have access to the EAP at no cost. This program provides quick and easy access to confidential resources to help meet the challenges of everyday life.

For more information about EAP, go to hr.vt.edu/benefits/discounts/health-wellness/eap.html. You can also contact Hokie Wellness at hokiewellness@vt.edu or 540-231-8878.

Annual tax document mailings: Update your address by Jan. 3

As the year draws to a close, Payroll and the Commonwealth of Virginia are getting ready for the annual mailing of tax documents, including employee W2s and IRS 1095-C forms. All tax documents will be available electronically or will be mailed to your home address of record by Jan. 31.

We encourage all faculty and staff to review their address and update it, if necessary, by Friday, Jan. 3. While some may access their W2s electronically, the state is required to mail IRS Form 1095-C, which provides information regarding any employer-provided health insurance coverage – or offers of coverage, to your home address of record.

To update your address, log in to Hokie Spa and select Update Address(es) and Phone(s). If you have questions about updating your address, please contact the HR Service Center at 540-231-9331. For questions about W2s, email VTW2@vt.edu.

Save the date for 2020 Hokie Wellness Health & Benefits Fair

As part of the university's commitment to maintaining healthy lifestyles, all employees are encouraged to start the year off right by attending the 2020 Hokie Wellness Health & Benefits Fair on Jan. 15 from 7:30 a.m. to 2 p.m. at McComas Hall.

The fair is free and employees are encouraged to bring their Hokie Passport to check-in. Virginia Tech Division of Human Resources, Student Affairs and Real Life Dental sponsor the event.

The fair's schedule will include health, wellness, and benefits exhibitors, exercise classes, a department dance contest, interactive activities, a bloodmobile, and much more. Flu, shingles, TDAP (tetanus, diphtheria, pertussis), and pneumonia vaccinations will be available on a first come-first basis.

For more information, contact Hokie Wellness at hokiewellness@vt.edu or 540-231-8878.

Belk Bowl Tailgate

The Hokies are headed to the 2019 Belk Bowl! Join us for the official Virginia Tech tailgate before the game on Tuesday, Dec. 31, from 8:30 to 11:30 a.m. (Game at noon.) at the BB&T Ballpark, 324 S. Mint St., Charlotte, NC 28202.

Registration includes a buffet with fruit, breakfast burritos, hash browns, bacon, waffles, vegetarian options, chicken tenders, and more. Unlimited beer, wine, and soda are also included and a cash bar with liquor will be available.

The tailgate location is under a covered concourse (so we'll be ready to host Hokies rain or shine) that's only a six-minute walk from the stadium. The Hokie Shop, managed by Follett, will also host a pop-up shop where you can get the latest Hokie gear!

Visit <https://www.alumni.vt.edu/events/2019/12/belk-bowl-tailgate.html> for more information on the tailgate.

Visit HokieSports at <https://hokiesports.com> for more information on purchasing game tickets.

Commencement parking information: Dec. 20, 2019

The following parking changes will be implemented to support the families and guests of the university's graduating students on Friday, Dec. 20. Parking for the general public will be available in the

- Chicken Hill Lot (located off Southgate Drive)
- Stadium Lots (located off Southgate Drive and Beamer Way)
- Track Soccer Lot (located off Beamer Way)

The Coliseum Lot will be reserved for accessible (ADA) parking, special needs guests, and the commencement stage party.

For more information, visit <https://vtnews.vt.edu/notices/adm-evergreens/ops-wintercommencementparking.html>

Editor Note: Holiday Blackout

The Blue Sheet newsletter will not be published Dec. 25 or Jan. 1 due to winter closing. The newsletter schedule will resume Jan. 8.