

## General Accounting

### From the Desk of the VP Finance and Support Services:



The start of the Fall term brings with it the feeling of renewal and excitement for the possibilities ahead, not just for our students but for the King's community as a whole. From the operational to the aspirational, there is a lot that has been completed and more yet to accomplish this year. Some of the projects include refurbishment of the parking lot near St. Thomas Aquinas House, creation of a dedicated accommodated exam space in Broughdale Hall, relocation of the Muslim Prayer room to a larger space in the Faculty Building, deployment of emergency buttons in each classroom, upgrades to lighting around campus, relocation of HR to Wemple Hall, creation of a new Ah So Sushi location in Labatt Hall and ongoing conversion of the FIS and HRIS systems.

The most exciting project to come is the design and build of a new signature building to address the priorities approved at College Council last year. This will be a full community effort and discussions continue as to the best course forward. The recent hire of our new Executive Director of the Foundation and Alumni and Development, Terra Ahrens is a step in building momentum on this important project.

There will be challenges to accomplishing our goals as always and the expectation that current revenue targets will not be met will be an impediment to work through. The Finance team will continue to provide accurate and timely information for decisions and discussions in conjunction with our many partners across campus.

Thank you to everyone who has worked so diligently throughout the summer to prepare our campus for September. I look forward to working with you as we embark on the new adventures that await King's this coming year.



Jeff Major  
Vice President, Finance and Support Services

### Mission Statement

THE FINANCE DEPARTMENT PROVIDES VALUE-ADDED INFORMATION AND SERVICES IN AN EQUITABLE AND TRANSPARENT MANNER TO ALL MEMBERS OF KING'S COMMUNITY. THE FINANCE TEAM TAKES A LEADERSHIP ROLE IN ALL STRATEGIC PLANNING AND THE DEVELOPMENT OF ADMINISTRATIVE POLICY AND PROCESSES.

# The General Ledger

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## Payroll and Benefits

### Reminder for Over Age Student Dependent Request:

If you have a child between the ages of 21-26 attending a post-secondary institution as a Full Time Student, please ensure you submit a Request for Over-Age Dependent Status form, available through your Payroll Department.

This form (along with \*proof of enrolment) **must be submitted by August 30, 2023** to ensure there is no interruption in coverage!

If we do not receive this form by the deadline, Manulife will automatically terminate their coverage as of August 31, 2023.

*\*proof of enrolment can be in the form of an acceptance letter confirming full time acceptance, a course outline or payment confirmation from the University or College.*

### 2022 Pension Statements:

Pension statements were mailed and/or placed in Faculty Mailboxes back in June. Any questions can be directed to Nicole Koyanagi

### Reminder for Members over 65 years of age:

Once you reach the age of 65, you no longer qualify for LTD (Long Term Disability) coverage and your Life and ADD coverage reduces to 50%. The first payer for prescriptions is the Ontario Drug Plan (ODP) and the balance is processed through Manulife Financial. Remember to inform your pharmacist when you celebrate your 65th birthday to ensure continuous coverage.

### Reminder for Members over 70 years of age:

Once you reach the age of 70 you will no longer be covered for Life and ADD insurance and CPP is no longer deducted. Contact your Payroll Department for help with how to apply for CPP.

### RBC Insurance/Pension/RRSP:

As a reminder, please take a moment to ensure the information we have on file for your beneficiary(ies) is up to date. You can make any changes by contacting the Payroll Department. If you have changed your address please ensure you contact HR or Payroll to have your information updated.

Always be sure to review your paystubs through King's Employee Centre under MySparkRock, Go to App, under My Self Service. Please notify Payroll right away with any discrepancies or if you have any questions.

***The Payroll Office has moved, located in the lower level of Wemple, just off the Thames Market. Payroll Office (Wo59).***

The Payroll Office is responsible for all monthly and biweekly payrolls, benefits and retirement plan administrative duties for all King's University College employees.

The Payroll Office is open from 9am-4:30pm Monday to Friday

SUNLIFE RRSP  
INQUIRIES?

CONTACT DIRECTLY AT  
1.866.733.8612

MANULIFE BENEFIT  
INQUIRIES?

CONTACT DIRECTLY AT  
1.800.268.6195

FOR MORE INFORMATION CONTACT:

NICOLE KOGANAGI (x4418), PAYROLL & BENEFITS COORDINATOR

OR

IZABELA MATKOWSKI (x4341), PAYROLL & BENEFITS ASSISTANT

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## Accounts Payable (A/P)

### Travel and Conference:

All Travel and Conference expenses must have the ADO electronic pre-approval process submitted prior to the conference. The pre-approval electronic document is located on the Accounts Payable website. Once you receive the approval and the conference expenses have been incurred, you may submit (scan) to Accounts Payable at [kucap@kings.uwo.ca](mailto:kucap@kings.uwo.ca).

Please ensure the Employee Expense form is completed and all applicable receipts along with the ADO preapproval are attached to the email. Please keep in mind that the University has a per diem on meals and the individual food receipts are no longer required. Per Diem allowables are located in the Travel Policy found on the Accounts Payable website.

FOR MORE INFORMATION  
CONTACT:

ANGELA BRODT (x4311),  
ACCOUNTS PAYABLE  
COORDINATOR

### Travel and PDF Expense Reimbursement Policies:

Expense and Travel Policies are posted online for reference and review:

<https://www.kings.uwo.ca/about-kings/who-we-are/administrative-departments/finance/accounts payable/>

Please take the time to read over the policies prior to travel and submission of expenses. All related claim forms are also posted on the Accounts Payable website. As documents are updated at times, please ensure you are using the most up-to-date version of the forms by using the links on the website.

### Tuition Benefit:

The following are the administrative requirements of the program. Please read your Association's Terms and Conditions/Collective Agreement carefully for the specific eligibility, terms, conditions and level of benefit you or your family may be eligible for.

1. If enrolled at King's, do not pay the tuition, you will pay the fees only. See the Student Finance department for payment options. If enrolled at another recognized educational institution, pay your or your eligible family member's tuition.
2. Once tuition is paid, fill out the *Tuition Benefit Form* that can be found on the Accounts Payable webpage. Both the King's employee and student must sign.
3. Submit your application, breakdown of tuition and fees, and proof of payment for reimbursement to Accounts Payable at [kucap@kings.uwo.ca](mailto:kucap@kings.uwo.ca)

**\*\***It is important to note that what you pay is not necessarily what you will be reimbursed, as the benefit covers tuition not the fees. Also, the payee for the tuition reimbursement will be in the student's name and a T4A will be issued during the following tax season.



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## Accounts Receivable / Student Financial Services

**Student Employment Programs** – King’s is continuing its commitment of hiring students through The Work Study Program. We have approximately 100 employment opportunities on campus. If you are a supervisor for the Work Study Program, students will be contacting you shortly as the first round of applicants have been approved and are currently seeking jobs. If you are not a supervisor but would like to consider the opportunity to hire a student, please email Natalie Walzak at [Natalie.Walzak@kings.uwo.ca](mailto:Natalie.Walzak@kings.uwo.ca) for a job proposal form link.

**Tuition Benefit** – If you have dependents attending post-secondary and have made a payment towards their tuition, you may submit a tuition benefit form to Accounts Payable for reimbursement. If you or your dependents receive a tuition benefit/waiver/reimbursement and are applicants of OSAP, the Ministry of Education and Training requires that the student report this amount in the Scholarship/Bursary Income Section of the OSAP application. Students are also expected to report a tuition benefit/waiver/reimbursement in Line 130 on their income tax returns, therefore it does not affect parental income.

**LTC Bus Pass** – The USC Bus Pass will be loaded onto student cards shortly and full time students will be able to access LTC busses for 12 months as of September 1st. Full Time students cannot opt out of this benefit as it is a mandatory ancillary fee.

**Office Hours** – Student Financial Services is open 9am – 4:30pm, Monday – Friday, to serve our students and the College Community.

### FOR MORE INFORMATION CONTACT:

**SHELLY GUERIN (x4410),**  
STUDENT FINANCIAL  
SERVICES COORDINATOR

**NATALIE WALZAK (x4355),**  
STUDENT FINANCIAL AID  
COORDINATOR

**AMBER PATRICK (x4317),**  
STUDENT FINANCIAL AID  
COORDINATOR

**KELLIE KNECHTEL (x4403),**  
STUDENT FINANCIAL SERVICES  
ASSISTANT

**ZOE SHIPP (x4701),**  
STUDENT FINANCIAL SERVICES  
CLERK

## Research Grants

The use of Research Grant Funds must directly support the original purpose and terms and conditions of the grant award. In addition, research expenses incurred must be “reasonable” and in accordance to the University and the granting agency’s policy.

If you have any questions related to reimbursements for Internal or External Research grants, please contact the Research Office at [Research@kings.uwo.ca](mailto:Research@kings.uwo.ca).

### FOR MORE INFORMATION CONTACT:

**VISHAL KOTHARI (x4375),**  
FINANCIAL ANALYST

**PHYLLIS FIDLER (x4318),**  
MANAGER OF GENERAL ACCOUNTING

March 15,  
2024

March 31,  
2024

All **Internal Grants** must be spent by the end of the fiscal year (April 30) unless the recipient requests a **Renewal** in writing from the Chair of the Research Grants Committee by March 15, or the first business day after.

**External Research Grant\*** (i.e. NSERC, SSHRC, and/or CRC) holders have a March 31<sup>st</sup> deadline. Receipts submitted for these grants must be dated before March 31<sup>st</sup>, 2024 and received by finance by April 7<sup>th</sup>, 2024.

\* In November 2016, the Tri-Agencies announced that home internet charges would no longer be allowed as eligible charges against NSERC, SSHRC or CIHR grants.



# The General Ledger

FINANCE DEPARTMENT—ENGAGED EXCELLENCE

SEPTEMBER 2023

## Central Services / Purchasing

We offer a variety of services including: staff and student mail, couriers, laundry/ copy card refills, course pack sales, photocopier maintenance, etc.

We also offer a variety of printing services including: postcards, bookmarks, posters, lamination, booklets, tri-fold pamphlets, etc. These can be done in black and white or in full colour using a wide variety of paper colours and sizes.

For all printing requests, our default is letter sized, black & white, double sided and stapled. If we don't get any instructions, this is how we will print your request. If this is incorrect and a re-print is needed, both prints will be charged to your department. All of our services are available for both work and personal purposes! Our courier and printing rates are very competitive, so come check us out!

Lost and Found is now managed by the Security Office. If you find lost items or have lost something yourself, go to the Security Office in the SLC. Also, if students are asking, please direct them there as well.

For product quotes, preferred vendors, purchase order help or even navigating the Purchasing Policy, please contact Tiffany Chisholm at [purchasing@kings.uwo.ca](mailto:purchasing@kings.uwo.ca).

Business card pricing has increased this year due to rising paper costs. So on your next business card order, be sure to request updated pricing.



### FOR MORE INFORMATION CONTACT:

**JASON BROCK (x4315),**  
CENTRAL SERVICES ASSISTANT

**WENDY SCANLAN (x4315),**  
CENTRAL SERVICES ASSISTANT

**TIFFANY CHISHOLM (x4314),**  
PURCHASING SERVICES COORDINATOR

## Conference Services

If you are looking to book a future Event or Conference, please email Amanda Finlayson at [ConferenceServices@kings.uwo.ca](mailto:ConferenceServices@kings.uwo.ca) to make it an easy process.

### FOR MORE INFORMATION CONTACT:

**AMANADA FINLAYSON (x4452)**  
CONFERENCES SERVICES COORDINATOR

## New Employee Centre Information

ITS has added a page on myKings for all relevant links to mySparkrock, Sparkrock365 and Fund Balances. Along with this information are numerous documents that will guide the user on the various functions available to them depending on their access.

The page can be found by logging into **myKings** and choosing the **General** dropdown: <https://www.kings.uwo.ca/its/kings-employee-centre/>

