



## General Accounting



### From the Desk of the VP:

It might be a bit understated to say that 2019 was an *eventful* year. Some of the issues that affected King's this year included the unprecedented government imposed changes to tuition, student fees and OSAP, introduction of a new principal, completion of the affiliation agreement, completion of the "once-in-a-lifetime-opportunity" purchase of Diocesan land, acquisition of our 5<sup>th</sup> unit in Epworth Place, welcoming ICEAP language school to St. Thomas Aquinas House, and augmenting our residence inventory for the first time in 30 years with the introduction of the King's Commons on Richmond. The Finance department is glad to have directly assisted in all of these projects while maintaining our high standards of service, proficiency and technical knowledge during the provision of our regular duties.

The following sections outline various deadlines and dates that are important to the specific functions within our Finance Group. Please review the ones that pertain to you directly as this will help ensure there are no impediments to the transition to the 2020 calendar year.

On a personal note, I would like to say "thank-you" to the King's community for the support that was received during the first half of 2019 as the three Vice Principals attempted to maintain a sense of normalcy as we awaited the arrival of Dr. David Malloy in July.

On behalf of the Finance Group, we wish you and your family a Merry Christmas and a Happy (and eventful) New Year.

Jeff Major, CA, CPA  
Vice Principal, Finance and Support Services

### Mission Statement

THE FINANCE DEPARTMENT IS  
COMMITTED IN OUR EFFORTS TO  
ADMINISTER POLICY AND BE A VITAL  
RESOURCE FOR ACCURATE  
INFORMATION TO ALL MEMBERS OF  
KING'S UNIVERSITY COLLEGE

## Accounts Payable (A/P)

### Important Dates for End of Year:

FOR MORE INFORMATION  
CONTACT:

ANGELA BRODT (X4311)  
ACCOUNTS PAYABLE  
COORDINATOR

Dec 17<sup>th</sup>, 2019—All payment requests must be submitted to A/P no later than 4:30pm. The morning of December 19<sup>th</sup> will be the last cheque run, international wire payment and vendor/employee direct deposit for the 2019 calendar year.

As a reminder, all payment request forms are available online at:

<https://www.kings.uwo.ca/about-kings/facts-and-information/administrative-departments/finance/accounts-payable/>

Dec 17<sup>th</sup>, 2019—All Visa Expense Reports and itemized receipts must be submitted to A/P no later than 4:30pm. If you are planning to be out of office prior to this date, please have your report submitted in advance.

# The General Ledger

## Payroll and Benefits

### FT Faculty, PAOA & Senior Admin Payroll

December payroll amounts will be deposited on January 1<sup>st</sup>, 2020. Due to this date being a statutory holiday, some banks may show your payroll a day prior and others may post the transaction to your account on January 2<sup>nd</sup>. Please ensure you have made appropriate arrangements for any payments that you may have timed to your normal pay cycle.

**PT Faculty Payroll:** December payroll amounts will be deposited on December 31<sup>st</sup>, 2019.

**Biweekly Staff and Contract Payroll:** Due to December 26<sup>th</sup> being a statutory holiday, some banks may show your payroll deposited on December 24<sup>th</sup> and others may post the transaction to your account on December 27<sup>th</sup>. Please ensure that you have made appropriate arrangements for any payment that you may have timed to your normal pay cycle.

SUNLIFE RRSP  
INQUIRIES?  
CONTACT DIRECTLY AT  
1.866.733.8613

**Hourly Payroll and Timesheet Submission:** In order for timesheets to be processed for the December 19<sup>th</sup> payroll, all timesheets for the period of November 24<sup>th</sup> - December 7<sup>th</sup> must be submitted online through EWA (Employee Web App) **no later than Wednesday, December 11<sup>th</sup>, 2019.**

MANULIFE BENEFIT  
INQUIRIES?  
CONTACT DIRECTLY AT  
1.800.268.6195

*Any timesheets submitted past this deadline will be on the following payroll.*

Due to the Christmas shutdown and timing of the January 2<sup>nd</sup> payroll, we will be asking all timesheet submissions for the period of December 8<sup>th</sup> - 21<sup>st</sup>, be submitted **no later than Wednesday, December 18<sup>th</sup>** in order for Payroll to have time for processing. Any hours worked on December 19<sup>th</sup> & 20<sup>th</sup> will need to be added to the following timesheet with a comment indicating the hours are for these two days and there hours will be paid out on the following payroll.

For any questions regarding this change, please contact the Payroll Department at [payroll@kings.uwo.ca](mailto:payroll@kings.uwo.ca)

**VERY IMPORTANT REMINDER** for anyone on Hourly Timesheets: Please ensure ALL hours worked in 2019 that are still to be paid are submitted by **Wednesday December 18<sup>th</sup>, 2019**. *It is imperative that hours worked in 2019 are PAID within the appropriate pay cycles in 2019 for accounting and tax purposes.*

**Statutory Holiday Pay:** *Please remember that in order to qualify for your STAT pay you MUST work your full scheduled shift prior to and after the Statutory Holiday. If you are absent on either of the shifts prior to and after the holiday it is your responsibility to provide HR with reasonable proof of your absence to ensure you are eligible for STAT pay. Please contact HR with any questions at [hr@kings.uwo.ca](mailto:hr@kings.uwo.ca)*

**2020 CPP & EI Premiums:** For those employees who have met the 2019 maximum contributions, remember that CPP & EI premiums will recommence January 1st, 2020. Therefore, you will notice a decrease in your net pay resulting from the CPP and EI.

**PLEASE NOTE:** The next increase for the CPP Enhancement is scheduled for January 1st, 2020. The CPP contribution rate will increase from 5.10% to 5.25%.

### The 2020 Maximum Annual Employee Contributions are as follows:

**CPP \$2,898   EI \$856.36   RRSP \$27,230   Pension \$14,615   YMPE \$58,700**

**T4's:** T4 documents will be completed by Feb 28th, 2020. Instructions for downloading T4's will be available in February.

### Have you moved in 2019?

In order to be sure you receive your T4, please update your address with the Payroll Office.



FOR MORE INFORMATION CONTACT:

KATE MAARS (x4418), PAYROLL & BENEFITS MANAGER   OR   IZABELA MATKOWSKI (x4341), PAYROLL & BENEFITS ASSISTANT

# Volume 10, Issue 2

## Purchasing & Central Services

### Central Services

#### Price Changes:

The price for printing has been frozen in Central Services for about decade now. Unfortunately, with the annual increases in supply costs we are at the point in which we have to adjust in order to cover our costs. Our new pricing model took effect on September 3rd, 2019 and includes departmental, employee and external pricing ... all of which are considerably lower than our biggest competition (Staples). Our new pricing model includes a few new options to help your department save money (e.g. self serve lamination)! If you would like to know more about the pricing just send us an email at [printing@kings.uwo.ca](mailto:printing@kings.uwo.ca)

#### Exam Printing:

All exams must be submitted online through the Exam Submission System (ESS) 8 days prior to the scheduled exam date. This will ensure that exams are printed, processed and delivered to Enrolment Services where you will pick them up 1/2 hour before your exam. If you require exam booklets, please request these through the Administrative Assistants Office in DL210.

**Method 1** – access via the Faculty Info page:

1. Login to myKing's: <https://www.kingscollege.net/cgi-bin/myKings/login.pl>
2. On the left-side of the page, under "My Links", click on "Faculty Web Site"; and
3. Select the "Exam Submission System" tile.
4. Click on "Exam Printing Request".

**Method 2** – access via the direct link:

<https://www.kingscollege.net/cgi-bin/examSubmissionSystem/interface.pl?form=formExamPrintingRequest>

**Central Services** will close December 20<sup>th</sup> and will reopen on January 2<sup>nd</sup>, 2020 at 9am.

**No Mail Pick-up Over the Holidays:** All mail (from Canada Post, inter-campus and all couriers) will be held after closure on December 20<sup>th</sup> until it has been processed on January 2<sup>nd</sup>. If you have arranged for something to be delivered before the holidays (e.g. Christmas gifts), please ensure that it is picked up before closure on December 20<sup>th</sup>. Otherwise you will have to wait until we reopen and process all held packages in January.

## Accounts Receivable / Student Financial Services

Student Financial Services would like to say thank you to the Selection Committee members for choosing recipients for our recent round of Awards and Bursaries. We are appreciative of the time and energy contributed to review numerous applications. Award winners have been notified and invitations to the awards ceremony on November 25<sup>th</sup> have been sent.

The January installment of OSAP will be processed by staff in Student Financial Services during the month of December to prepare for the disbursement of funds in early January.

Currently 100 students are employed in the Work Study Program and International Work Experience Program. We hope to hire an additional 5-10 Work Study students in the month of December.

Student Financial Services will be closed December 23<sup>rd</sup> and will re-open January 2<sup>nd</sup>, 2020.

## Conference Services

FOR MORE INFORMATION  
CONTACT:

AMANADA FINLAYSON (x4452)  
CONFERENCES SERVICES COORDINATOR

Conference Services – Looking to plan an upcoming event? Contact Amanda in Conference services to help make it an easy process: [ConferenceServices@kings.uwo.ca](mailto:ConferenceServices@kings.uwo.ca)



FOR MORE INFORMATION  
CONTACT:

TIFFANY CHISHOLM (x4314),  
PURCHASING SERVICES COORDINATOR

JASON BROCK (x4315),  
CENTRAL SERVICES ASSISTANT

ROD TRAMBLE (x4315),  
CENTRAL SERVICES ASSISTANT

FOR MORE INFORMATION  
CONTACT:

SHELLY GUERIN (x4410),  
STUDENT FINANCIAL  
SERVICES OFFICER

DIANNE KONINGS (x4317),  
STUDENT FINANCIAL SERVICES OFFICER

KELLIE KNECHTEL (x4355),  
STUDENT FINANCIAL SERVICES CLERK

VANESSA ROBERTS (x4403),  
STUDENT FINANCIAL SERVICES CLERK

NATALIE WALZAK (x4355),  
STUDENT FINANCIAL AID COORDINATOR



# The General Ledger

FINANCE DEPARTMENT—ENGAGED EXCELLENCE

DECEMBER 2019

## Research Grants

The Finance Department monitors the spending of internal and external granted research funds to ensure compliance with the University and the Granting agency's policy.

If there are any research related financial questions please contact Vishal Kothari or Phyllis Fidler.

FOR MORE INFORMATION  
CONTACT:

PHYLLIS FIDLER (x4318),  
MANAGER OF GENERAL ACCOUNTING

VISHAL KOTHARI (x4375),  
FINANCIAL ANALYST

## Research Grants — Dates to Remember

<b>March 15<sup>th</sup>, 2020</b> (Internal/Renewal Research Grant Request)	All <b>Internal Grants</b> must be exhausted by the end of the fiscal year (Apr 30 <sup>th</sup> ) unless the recipient requests a <b>Renewal</b> in writing from the Chair of the Research Grants Committee by March 15 <sup>th</sup> , or the first business day thereafter.
<b>March 31<sup>st</sup>, 2020</b> (External Grant Receipt submissions)	<b>External Research Grant</b> (i.e. NSERC, SSHRC, and/or CRC) holders have a March 31 <sup>st</sup> deadline. Receipts submitted for these grants must be dated and submitted before March 31 <sup>st</sup> , 2020.
<b>April 30<sup>th</sup>, 2020</b> (Internal Grant Receipt submissions)	<b>Internal Research Grant</b> holders have an Apr 30 <sup>th</sup> deadline to expend their funds towards research. <b>Receipts</b> submitted must be <b>dated</b> between <b>May 1<sup>st</sup>, 2019 to Apr 30<sup>th</sup>, 2020</b> and received by Finance no later than Apr 30 <sup>th</sup> , 2020, or the first business day thereafter. Please contact the Finance Department if you are travelling on Apr 30 <sup>th</sup> and have limited access to forward the receipts.

## Employee Center for Faculty

The employee center has expanding and all employees are now able to submit expense claims for employee negotiated funding such as, Internal Research Grant, Presenter Fund (Conference), Professional Development Fund (PDF), Teaching Resource Fund (TRF) and Wellness fund depending on your association/union agreement.

The printed claim form and receipts for the teaching resource fund (part-time faculty) should be sent directly to Angela Brodt in Accounts Payable after being submitted online.

### Full-time Faculty/Staff/PAO:

If you are uploading receipts as scanned docs:

Enter claim information on the system.

Upload ALL receipts.

Print claim form, attach to receipts and send directly to Angela Brodt in Accounts Payable.

If you are unable to upload your receipts:

1. Enter claim information on the system.
2. Enter Employee note: "Sending hardcopy to ADO".
3. Print claim form, attach receipts, and send to ADO.
4. Don't forget to SUBMIT the claim.

For further information, please contact Phyllis Fidler [Phyllis.Fidler@kings.uwo.ca](mailto:Phyllis.Fidler@kings.uwo.ca)