

## General Accounting

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

At no point in history has there been as much “information” available yet so few actual answers to the innumerable questions that have arisen from the world-wide COVID-19 pandemic. The lack of recent experience with such a historical event has created significant uncertainty in our lives. We are all fortunate to be associated with an institution such as King’s that is a pillar of consistency despite uncertain times. King’s strength comes from dedicated people who work and strive to provide the “King’s” experience regardless of the external pressures that arise.

The Finance team has been a model of consistency, efficiency, flexibility and resiliency throughout this crisis. Despite the “shut-down” the Finance team has been working beyond normal capacity to maintain the overall operations of the College by servicing students, faculty and staff both remotely and in person. Due in part to the seamless transition and consistency exhibited in our operations, most of what occurs goes unrecognized – we take that as a vote of confidence. However, I would like to outline some of what has and continues to occur so that you can continue to have confidence in our team and their efforts.

Our Student Financial Services group has been assisting students in person and on-line through the end of last academic year, the summer and intersession terms and now into the 2021 academic year with the myriad of payment issues and options, OSAP applications and complications, various and fluid bursary processes, scholarships, evolving stipend amounts, ancillary fee changes, and refunds. “Thank you” to Shelly, Natalie, Kellie, Dianne, Vanessa and Coral for the amazing amount and quality of work in servicing our students.

The Central Services group has been on campus throughout the shut-down to service staff and students in residence with mailing and package deliveries. They continue to offer services in printing, purchasing and mail service on-site. Tiffany, Rod, Wendy and Jason have been at the forefront of the PPE movement and would be glad to assist you both in person or on-line.

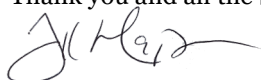
An initial (unfounded) concern was our ability to pay employees and vendors in a remote environment. Kate and Iza in Payroll have seamlessly continued to ensure all employees are paid as per their normal cycles. Their flexibility and dedication to meeting the deadlines despite the change in work environments has largely gone unnoticed but not unappreciated by most employees on pay dates to be sure. Due to the same level of consistency and efficiency, Angela’s work in Accounts Payable has continued flawlessly in a remote manner and has ensured our various vendors have been paid in a timely and accurate manner.

Our annual audit occurred in its normal cycle despite the pandemic. The efforts of Vishal, Phyllis and Fiona in organizing the required information, dealing with document logistics and replying to the various queries have been phenomenal. The various budget iterations, revisions and analysis have added to the normal summer workload.

Events and conferences have been a casualty of the COVID crisis. Amanda in Conference Services has been diligently working with our partners and customers to cancel and more importantly re-book events over the summer. Planning has shifted to upcoming student events and ensuring students receive a quality experience on campus within the confines or current health guidelines. Amanda can assist with small events and the required social distancing guidelines.

You will find below details of how each operation within Finance works and the various ways we can assist you. I hope you read the information below and take the information you need but please recognize that behind each of the details are quality people working to ensure King’s remains “King’s”.

Thank you and all the best as we traverse the uncertain landscape that lies ahead.



Jeff Major  
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

# 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 28, 2020** 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, 2020.

\*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.

**2019 Pension Statements:** A communication was sent out to all Faculty on pension, with instructions on how to pick up their statements. If there are any Faculty that wish for their statements to be mailed to their home address, they can contact Central Services at [printing@kings.uwo.ca](mailto:printing@kings.uwo.ca) to request this. Please provide them with your home address. Due to privacy restrictions, this will not be provided from Payroll.

**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.

**Contracts and Timesheets for the 2020-2021 Academic Year:** Timesheet Contracts for all hourly employees are to be completed **electronically** and are located at:  
<http://www.kings.uwo.ca/about-kings/who-we-are/administrative-departments/finance/payroll-benefits/>.  
You can also find 'How to Complete the Timesheet Contract' instructions here.

It is very important that Timesheet Contracts are completed in full detail and submitted to the Payroll Office in a timely manner **prior** to the employee completing any work.

All Timesheets are to be completed on EWA (Employee Web App) and a PDF sent electronically to [payroll@kings.uwo.ca](mailto:payroll@kings.uwo.ca) by the designated deadlines. A Supervisor must be cc'd on all emails as approval. It is up to the Supervisor to advise the Payroll Department of any discrepancies in hours as soon as possible to avoid an incorrect payment to the employee.

**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 ensure your information is updated.

Always be sure to review your paystubs through EWA (Employee Web App) under My Self Service, Paystubs and notify Payroll right away with any discrepancies or if you have any questions.

SUNLIFE RRSP  
INQUIRIES?

CONTACT DIRECTLY AT  
1.866.733.8612

MANULIFE BENEFIT  
INQUIRIES?

CONTACT DIRECTLY AT  
1.800.268.6195

FOR MORE INFORMATION CONTACT:

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

# Volume 11, Issue 1

## Accounts Payable (A/P)

**Travel and Conference:** All Travel and Conference expenses (mostly virtual at this time) must have the ADO electronic pre-approval process submitted prior to the conference. Once you receive the approval and the conference expenses have been incurred, you can submit (scan) to Accounts Payable via email. Please ensure the Travel and Conference expense form is completed and all receipts are attached. The pre-approval from the ADO must accompany the claim in order to get reimbursed.

### 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 website. As documents are updated frequently, please ensure you are using the most up-to-date version of the forms by using the links on the website.

FOR MORE INFORMATION

CONTACT:

ANGELA BRDOT (x4311),

ACCOUNTS PAYABLE

COORDINATOR

**Tuition Benefit:** The following are the administrative requirements of the program.

Please read your Association's Salary 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 fees only. See the Student Finance department for details. If enrolled at another recognized educational institution, pay your or your eligible family member's tuition. The reimbursement will not be processed without a **detailed breakdown of fees and a receipt**.

2. Once tuition is paid, fill out the *Tuition Benefit Form* that can be found on our website. 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 activity and ancillary fees are not covered by this benefit. Also, the payee for the tuition reimbursement will be in the student's name.**



# Volume 11, Issue 1

## Accounts Receivable / Student Financial Services

**Student Employment Programs** – King's is continuing its commitment of hiring students on campus 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.

**Office Hours** – Student Financial Services continues to work remotely; however our counter is open from 11:00am – 3:00pm Tuesdays, Wednesdays and Thursdays for limited services such as OSAP password and OAN resets, accepting in person payments, dropping off OSAP documents and picking up student parking passes.

### FOR MORE INFORMATION CONTACT:

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

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

**DIANNE KONINGS (x4317),**  
STUDENT FINANCIAL SERVICES  
OFFICER

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

**CORAL ROBINSON (x4405),**  
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. Did you know that you can check your Research Grant balances using the Employee Web App (EWA)?

If you have any questions related to your Internal or External Research grant or you have issues viewing your Research Grant balances on the EWA, please contact Vishal Kothari, Financial Analyst at [vishal.kothari@kings.uwo.ca](mailto:vishal.kothari@kings.uwo.ca). Please see the chart below for Research Grant dates to remember:

### FOR MORE INFORMATION CONTACT:

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

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

March 15,  
2021

March 31,  
2021

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>, 2021 and received by finance by April 9<sup>th</sup>, 2021.

\* Effective May 2020, King's University College received confirmation to administer CIHR grants.

\* 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 2020

## Central Services / Purchasing

As you know, our office is a busy place. So, in order to help us abide by social distancing measures, we are operating under an appointment-only-model during the pandemic. Please email [printing@kings.uwo.ca](mailto:printing@kings.uwo.ca) to book your appointment. This is very strange for us as a customer service area, but we ask everyone to limit their frequency of visits and to plan ahead by booking an appointment first. As the pandemic changes, we will too. We look forward to getting back to normal when it is appropriate to do so.

We provide a variety of services (staff and student mail, couriers, laundry/copy cards, course pack sales, photocopier maintenance, etc.). Central Services also has many graphic and printing services to offer including booklets, tri-fold pamphlets, postcards, posters, lamination etc. These products can be done in black and white or in full colour. There is also a wide variety of coloured paper and sizing options. We also offer all of our services to staff for personal use...at great rates!

### FOR MORE INFORMATION CONTACT:

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

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

**ROD TRAMBLE (x4315),**  
CENTRAL SERVICES ASSISTANT

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

All of our usual services will continue to be offered during the pandemic, but the workload increases exponentially with the start of a new academic year. We typically ask for at least 24 hours notice for all print jobs, but due to COVID-19 we are increasing this to 48 hours notice and appreciate your cooperation and understanding. We will do our best to get all jobs done sooner, but this lead time allows us to prioritize and manage the increased workload. If you have any questions about our new products of pricing, please email or call us and our team would be glad to walk you through it!

As many of your offices gear up for the upcoming academic year an increased number of purchasing requests are made. Please allow at least 48 hours for a response to all purchasing requests. If you would like to learn more about being on the Web App to create your own POs as you need them, please email Tiffany Chisholm at [tiffany.chisholm@kings.uwo.ca](mailto:tiffany.chisholm@kings.uwo.ca).

## Conference Services

At this time we are not hosting any External Events on Campus. If you are looking to book a future Event or Conference, please email Amanda in Conference Services to make it an easy process: [ConferenceServices@kings.uwo.ca](mailto:ConferenceServices@kings.uwo.ca).

### FOR MORE INFORMATION CONTACT:

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

## Expense Report on Employee Center for Faculty

If you would like to begin using the expense claim on the Employee Centre, please contact Phyllis Fidler at [phyllis.fidler@kings.uwo.ca](mailto:phyllis.fidler@kings.uwo.ca) to verify your information is setup and ready to use. Part-time faculty will be required to use the employee centre for reimbursement from their teaching resource fund.

If you are continuing to submit using the expense reimbursement form, the link to the process is: <https://www.kings.uwo.ca/kings/assets/File/depts/finance/accounts/Employee-Reimbursement-Requests.pdf>