



General Accounting



From the Desk of the VP:

It is often difficult to express sentiments that cover the whole of any calendar year. This year it would take a lengthy production to cover the range of feelings and emotions that 2020 has resulted in. Overall, the one predominant feeling that I will take away from this year is "pride". I am proud of how the Finance team has adapted quickly and seamlessly to our new reality; how our Physical Plant group has worked diligently on-site throughout the year; how our ITS group morphed and pivoted to assist the variety of technical circumstances, needs and desires of everyone from students to the Chair of the Board; and the efforts of our Food & Conference Services group to keep our residents fed and safe.

Congratulations to all of the staff, students and faculty for persevering throughout a myriad of seemingly impossible transitions. Overall, despite the angst, anger, confusion, sadness, and the 100 other emotions, I hope we can all take a breath over the holiday season and say that King's held to its values and managed well throughout 2020.

I wish you and your families a happy, restful and safe Christmas and healthy 2021.



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 16th, 2020—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.

Dec 17th, 2020—All payment requests must be submitted to A/P no later than 4:30pm. The morning of December 18th will be the last cheque run, international wire payment and vendor/employee direct deposit for the 2020 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/>



The General Ledger

Payroll and Benefits

FT Faculty, PAOA & Senior Admin Payroll

December payroll amounts will be deposited on January 1st, 2021. 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 2nd. 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 31st, 2020.

Biweekly Staff and Contract Payroll: December payrolls will be scheduled and paid as normal on December 10th and 24th. Any Staff overtime (OT) to be paid in December must be received by Payroll, no later than December 16th, 2020. Any OT sheets received after this date will be paid in the new year.

Hourly Payroll and Timesheet Submission: December payrolls will be scheduled and paid as normal on December 3rd, 17th and 31st. In order for timesheets to be processed for the December 31st payroll, all timesheets for the period of December 6th to 19th must be submitted online through Employee Web App (EWA) no later than Monday, December 21st, 2020. Any timesheets submitted past this deadline will be on the following payroll.

SUNLIFE RRSP
INQUIRIES?
CONTACT DIRECTLY AT
1.866.733.8613

IMPORTANT REMINDER for anyone on Hourly Timesheets: Please ensure ALL hours worked in 2020 that are still to be paid are submitted by **Monday, December 21st, 2020**. *It is imperative that hours worked in 2020 are PAID within the appropriate pay cycles in 2020 for accounting and tax purposes.*

MANULIFE BENEFIT
INQUIRIES?
CONTACT DIRECTLY AT
1.800.268.6195

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

2021 CPP & EI Premiums: For those employees who have met the 2020 maximum contributions, remember that CPP & EI premiums will recommence January 1st, 2021. 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, 2021. The CPP contribution rate will increase from 5.25% to 5.45%.

The 2021 Maximum Annual Employee Contributions are as follows:

CPP \$3,166.45 EI \$889.54 RRSP \$27,830 Pension \$15,305 YMPE \$61,600

T4's: T4 documents will be completed by Feb 26th, 2021. Instructions for downloading T4's will be available in February.

T4's will also look a little different this year due to COVID-19. For the 2020 tax year, in addition to reporting employment income in Box 14 or Code 71, we have been advised by CRA to code the following:

- Code 57: Employment income - March 15th to May 9th
- Code 58: Employment income - May 10th to July 4th
- Code 59: Employment income - July 5th to August 29th
- Code 60: Employment income - August 30th to September 26th

FOR MORE INFORMATION CONTACT:

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

Volume 11, Issue 2

Payroll and Benefits (continued)

Eligibility criteria for the CERB, CEWS, and CESB is based on employment income for a defined period. The new requirements mean employers should report income and any retroactive payments made during these periods.

Information on the process for T2200's will be available in February.

Have you moved in 2020?

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

Purchasing & Central Services



Purchasing

Purchasing is putting together a Preferred Vendor list this year. The intention is to help departments easily find reliable, ethical and price-competitive vendors. This project has just begun, so keep your eyes peeled for more news in the future!

As part of its trade agreement obligations, the Government of Ontario must report on procurement activities each year. As a Broader Public Sector (BPS) organization, we are required to submit the Procurement Activity Report on all Construction at or above \$252,700 and all Services and Goods procurements valued at or above \$101,100. If you are aware of any upcoming procurements that fall into these categories, please be sure to talk to Purchasing.

For all Purchasing requests, please allow 48 hours for a response. Tiffany Chisholm is currently working from home but is more than willing to answer your emails, talk on the phone or virtual chat via Zoom/MS Teams.

FOR MORE INFORMATION
CONTACT:

TIFFANY CHISHOLM (x4314),
PURCHASING SERVICES COORDINATOR

JASON BROCK (x4315),
CENTRAL SERVICES ASSISTANT

WENDY SCANLAN (x4315),
CENTRAL SERVICES ASSISTANT

ROD TRAMBLE (x4315),
CENTRAL SERVICES ASSISTANT

Central Services

Exam Printing:

There will be no in-person exams due to COVID-19; therefore, this year we will not be printing exams.

Central Services Hours:

Regular hours are Mondays – Fridays, 9:00am-4:30pm

We will be closed over Christmas.

We will close on December 21st at 4:30pm and will reopen on January 4th at 9:00am with our regular hours.

No Mail Pick-up Over the Holidays:

All mail (from Canada Post, inter-campus and all couriers) will be held from December 21st at 4:30pm until January 4th at 9am. If you have arranged for something to be delivered before the holidays (e.g. Christmas gifts), please ensure that it is picked up before December 21st at 4:30pm. Otherwise you will have to wait until we reopen in January. Also, please be patient on January 4th as we will be processing all mail received since December 21st and your package might be at the bottom of the pile. We will do our best to get this done quickly but ask for your patience.

Appointment Only Service Model:

All of our regular services will continue to be offered during the pandemic, but in order to help us abide by social distancing measures, we are operating under an APPOINTMENT ONLY model. Please email 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.

Volume 11, Issue 2

Accounts Receivable / Student Financial Services



Student Financial Services would like to say thank you to Selection Committee Members for our recent round of Awards and Bursaries. This was a larger task than in previous years as we saw our number of award applications double with the introduction of a new application process through the [mykings](#) portal. We are appreciative of the time and energy spent to review numerous applications and select recipients. Award winners were notified and invited to the 'Virtual Awards Celebration and Christopher Perrin Beatty Lecture' held on November 22nd.

Currently 52 students are employed in the 'Work Study Program' and 19 in the 'International Work Experience Program'. We hope to hire some additional Work Study students throughout the months of December and January.

Student Financial Services continues to work both remotely and on-site. Our office hours are Mondays to Fridays from 11am-3pm for limited on-site services such as making payments, OSAP OAN and password resets, and to drop off OSAP documents. All other services can be accessed via email and telephone. Staff are processing the January installment of OSAP for 1900 students during the month of December to prepare for the disbursement of funds in early January.

The Student Financial Services Office will be closed December 21st and will re-open on January 4th, 2021.

FOR MORE INFORMATION
CONTACT:

SHELLY GUERIN (x4410),
STUDENT FINANCIAL
SERVICES OFFICER

KELLIE KNECHTEL (x4403),
ASSISTANT STUDENT FINANCIAL
SERVICES OFFICER

DIANNE KONINGS (x4317),
STUDENT FINANCIAL SERVICES CLERK

CORAL ROBINSON (x4405),
STUDENT FINANCIAL SERVICES CLERK

NATALIE WALZAK (x4355),
STUDENT FINANCIAL AID COORDINATOR

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



"This isn't my sack of toys!
It's receipts for my accountant!"

C. Hunt



The General Ledger

FINANCE DEPARTMENT—ENGAGED EXCELLENCE

DECEMBER 2020

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 (Vishal.Kothari@kings.uwo.ca) or Phyllis Fidler (Phyllis.Fidler@kings.uwo.ca).

FOR MORE INFORMATION
CONTACT:

PHYLLIS FIDLER (x4318),
MANAGER OF GENERAL ACCOUNTING

VISHAL KOTHARI (x4375),
FINANCIAL ANALYST

Research Grants – Dates to Remember

March 15th, 2021 (Internal Grant Application)	All Internal Grant applications are due on March 15 th or the next business day. Funds must be exhausted by the end of the fiscal year (Apr 30 th) unless the recipients requests a Renewal in writing from the Chair of the Research Grants Committee by March 31 st , or the first business day thereafter.
March 31st, 2021 (Extension to Internal Grant)	
March 31st, 2021 (External Grant Receipt submissions)	External Research Grant (i.e. NSERC, SSHRC, and/or CRC) holders have a March 31 st deadline. Receipts submitted for these grants must be dated and submitted before March 31 st , 2020.
April 30th, 2021 (Internal Grant Receipt submissions)	Internal Research Grant holders have an Apr 30 th deadline to expend their funds towards research. Receipts submitted must be dated between May 1st, 2020 to Apr 30th, 2021 and received by Finance no later than Apr 30 th , 2021, or the first business day thereafter. Please contact the Finance Department if you are travelling on Apr 30 th and have limited access to forward the receipts.

Employee Center for Faculty

The employee center is available for all employees 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 claim form for the teaching resource fund (part-time faculty) should be sent directly to Angela Brodt at kucap@kings.uwo.ca after being submitted online. ***Please note: Multiple items can be input on one expense claim. You do not need to enter each item on a separate claim.***

Full-time Faculty/Staff/PAO:

If you are uploading receipts as scanned docs:

1. Enter claim information on the system.
2. Upload ALL receipts.
3. Email claim form directly to Angela Brodt (kucap@kings.uwo.ca) 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 AP”.
3. Email receipts and claim form to kucap@kings.uwo.ca
4. Don’t forget to SUBMIT the claim.

For further information and to update your employee center access, please contact Phyllis Fidler (Phyllis.Fidler@kings.uwo.ca).