

General Accounting

From the Desk of the VP Finance and Support Services:



This seems like familiar territory as we attempt to re-establish our vibrant on-campus presence at the start of a new academic term for a second straight September. All indications are trending in the right directions - vaccinations are increasing, travel bans are being lifted, HVAC systems are in peak operating conditions, PPE is being distributed as needed, and more plexiglass than your average hockey rink has been deployed. In all cases, King's has worked with the MLHU to ensure our processes and decisions meet or exceed recommendations and guidelines.

The Finance team has operated seamlessly in the various formats over the past year including on campus (e.g. CS, SFS). We are excited to provide our students and staff an efficient and welcoming in person experience this coming term. In the sections below you will find various deadlines, processes and recommendations that will assist us in providing you with the quality service you and our students expect.

Our annual audit occurred in its normal cycle despite the continued constraints related to the pandemic. The efforts of Vishal, Phyllis, Kellie, and Kate in organizing the required information, dealing with document logistics and replying to the various queries have been phenomenal. Once again we will be receiving a clean audit report for all of our audited entities.

While our lives will never be the same as they were prior to the pandemic, it is important to take what new lessons we have been learned during this time and add them to the best practices that existed previously. Every challenge creates new opportunities and King's is positioned to take advantage of the new opportunities that will arise in the coming year.

I look forward to meeting them with you, in person.



Jeff Major
Vice Principal, Finance and Support Services

Mission Statement

THE FINANCE DEPARTMENT IS
COMMITTED IN OUR EFFORTS TO AD-
MINISTER POLICY AND BE A VITAL
RESOURCE FOR ACCURATE INFOR-
MATION TO ALL MEMBERS OF KING'S
UNIVERSITY COLLEGE

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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 27, 2021** 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, 2021.

*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.

2020 Pension Statements: Pension statements were emailed to all Faculty on pension back in June/July. Any questions can be directed to Kate Maars

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.

SUNLIFE RRSP
INQUIRIES?

CONTACT DIRECTLY AT
1.866.733.8612

MANULIFE BENEFIT
INQUIRIES?

CONTACT DIRECTLY AT
1.800.268.6195

Contracts and Timesheets for the 2021-2022 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 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 have your information 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.

FOR MORE INFORMATION CONTACT:

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

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Accounts Payable (A/P)

Travel and Conference:

All Travel and Conference expenses (mostly virtual at this time) must have the ADO electronic preapproval process submitted prior to the conference. Once you receive the approval and the conference expenses have been incurred, you may submit (scan) to Accounts Payable at kucap@kings.uwo.ca.

Please ensure the Employee Expense form is completed and all receipts along with the ADO preapproval are attached to the email.

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/>

FOR MORE INFORMATION
CONTACT:

ANGELA BRODT (x4311),
ACCOUNTS PAYABLE
COORDINATOR

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 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 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 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

**It is important to note that what you pay is not necessarily what you will be reimbursed, as the benefit only 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 at the beginning of the following year.



Heading back to work after a year of daily zoom meetings...



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Accounts Receivable / Student Financial Services

Student Employment Programs – King’s is continuing its commitment of hiring students (both on campus and virtually) 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 Amber Patrick at Amber.Patrick@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 Staff are happy to return to campus and look forward to serving our students and the College Community.

FOR MORE INFORMATION CONTACT:

SHELLY GUERIN (x4410),
STUDENT FINANCIAL SERVICES COORDINATOR

AMBER PATRICK (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. If you have any questions related to reimbursements for Internal or External Research grants, please contact Vishal Kothari at Vishal.Kothari@kings.uwo.ca.

Did you know that you can check your Research Grant balances using the Employee Web App (EWA)? If you have issues viewing balances on the EWA, please contact Phyllis Fidler at Phyllis.Fidler@kings.uwo.ca.

FOR MORE INFORMATION CONTACT:

VISHAL KOTHARI (x4375),
FINANCIAL ANALYST

PHYLLIS FIDLER (x4318),
MANAGER OF GENERAL ACCOUNTING

March 15, 2022

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.

March 31, 2022

External Research Grant* (i.e. NSERC, SSHRC, and/or CRC) holders have a March 31st deadline. Receipts submitted for these grants must be dated before March 31st, 2022 and received by finance by April 8th, 2022.

* 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.

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Central Services / Purchasing

As you know, our office is often a very busy place. We are no longer operating on a mandatory appointment basis. However, in order to abide by social distancing measures, there is a limit of 1 person in our office at a time. We ask that if you see someone in the office already, please wait patiently outside or try again at a later time. If you are coming to access the mailboxes, you are more than welcome to access them while someone is at our counter.

As we did before the pandemic, we offer a variety of services including: staff and student mail, couriers, lost and found, laundry/copy cards, course pack sales, photocopier maintenance, etc.). In addition to this Central Services is the College's print shop offering many 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.

Our services are available for both work and personal purposes! Our rates are very competitive and we were able to freeze our departmental/personal rates for printing again this year. Some supplies/services may have increased slightly, but this is to cover our costs.

For quotes, preferred vendors and purchase order help, please email Tiffany Chisholm at Tiffany.Chisholm@kings.uwo.ca.

FOR MORE INFORMATION
CONTACT:

JASON BROCK (x4315),
CENTRAL SERVICES ASSISTANT

WENDY SCANLAN (x4315),
CENTRAL SERVICES ASSISTANT

TIFFANY CHISHOLM (x4314),
PURCHASING SERVICES COORDINATOR

Conference Services

At this time we are not hosting any External Events on Campus until 2022. If you are looking to book a future Event or Conference, please email Amanda Finlayson at ConferenceServices@kings.uwo.ca to make it an easy process.

FOR MORE INFORMATION
CONTACT:

AMANADA 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 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>

NEW!

There is a new ITS work request form for all Finance/Employee Center/Navision requests. If you need assistance logging into the Employee Center, using the Expense Claims, or have any finance related issues, please use the below link and choose the **highlighted** request/Problem type.

<https://www.kucits.ca/cgi-bin/wrdb2/workRequest.pl?pid=1420221742>

