



General Accounting

From the Desk of the VP:



Hopes of a return to a sense of normality were pervasive throughout 2021 and we are ending the year with a continued sense of cautious optimism while still preparing for any setback the pandemic might create going into 2022.

King's has more than just survived over this period and we are well prepared to meet challenges as they arise in 2022. This has taken a tremendous amount of effort on behalf of all employees at King's and I hope everyone takes some time over the Christmas break to rest and spend time with family.

I would urge everyone to review the deadlines below as they pertain to your areas as this will assist us and you in transitioning to a new calendar year.

Merry Christmas and best wishes for a Happy New Year!



Jeff Major, CA, CPA
Vice President, 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 the calendar year end:

FOR MORE INFORMATION
CONTACT:

ANGELA BRODT (x4311)
ACCOUNTS PAYABLE
COORDINATOR

Dec 17th, 2021—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 21st, 2021—All payment requests must be submitted to A/P no later than 4:30pm. The morning of December 22nd will be the final cheque run, international wire payment and vendor/employee direct deposit for the 2021 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, 2022. Due to this date being a statutory holiday and on a weekend, some banks may show your payroll the prior business day and others may post the transaction to your account on the following business day.

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, 2021.

Biweekly Staff and Contract Payroll: December payrolls will be scheduled and paid as normal on December 9th and 23rd. Any Staff overtime (OT) to be paid in December must be received by Payroll, no later than December 15th, 2021. 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 2nd, 16th and 30th. In order for timesheets to be processed for the December 30th payroll, all timesheets for the period of December 5th to 18th must be submitted online through Employee Web App (EWA) no later than Wednesday, December 22nd, 2021. Any timesheets submitted past this deadline will be on the following payroll.

IMPORTANT REMINDER for anyone on Hourly Timesheets: Please ensure ALL hours worked in 2021 that are still to be paid are submitted by Wednesday, December 22nd, 2021. *It is imperative that hours worked in 2021 are PAID within the appropriate pay cycles in 2021 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

2022 CPP & EI Premiums: For those employees who have met the 2021 maximum contributions, remember that CPP & EI premiums will recommence January 1st, 2022. Therefore, you will notice a decrease in your net pay resulting from the CPP and EI.

LEASE NOTE: The next increase for the CPP Enhancement is scheduled for January 1st, 2022. The CPP contribution rate will increase from 5.45% to 5.70%.

The 2022 Maximum Annual Employee Contributions are as follows:

CPP \$3,511.20 EI \$ 952.74 RRSP \$29,210 Pension \$16,090 YMPE \$65,100

T4's: T4 documents will be completed by Feb 28th, 2022. Instructions for downloading T4's will be available in February.

Have you moved in 2021?

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



SUNLIFE RRSP
INQUIRIES?
CONTACT DIRECTLY AT
1.866.733.8613

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



Purchasing & Central Services

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.

As part of our Broader Public Sector compliance, our Purchasing Policy indicates what means of procurement should be used depending on the value. Below is a summary, but more details are available in the Purchasing Policy. Alternatively, if you have any questions/concerns feel free to contact Tiffany Chisholm at purchasing@kings.uwo.ca

FOR MORE INFORMATION CONTACT:

TIFFANY CHISHOLM (x4314),
PURCHASING SERVICES COORDINATOR

JASON BROCK (x4315),
CENTRAL SERVICES ASSISTANT

WENDY SCANLAN (x4315),
CENTRAL SERVICES ASSISTANT

King's University College Approval Authority Schedule (AAS) in compliance with the Broader Public Sector Procurement Directive, effective April 1, 2021		
Total Procurement Value	Means of Procurement	Recommended/Required
\$0 to \$100	Petty Cash	Recommended
\$101 to \$10,000	Purchase Order	Recommended
\$10,001 to \$25,000	3 Verbal Quotes	Recommended
\$25,001 to \$50,000	3 Written Quotes	Recommended
\$50,001 to \$100,000	Min. 3 Invitational Competitive Procurement	Required
Over \$100,000	Open Competitive Procurement	Required

Exam Printing:

All final exams must be submitted using the ESS (Exam Submission System) 7 days prior to the scheduled exam date to ensure that they are processed in time for your exam. Printed final exams (along with scantrons and/or exam booklets) can be picked up at Enrolment Services 30 minutes before your exam starts. All non-final assessments (quizzes, in-class midterms, in-class tests, etc) should be submitted using the ESS as well, but will be delivered to the instructors mailbox on campus.

Central Services Hours:

Regular hours are Monday – Friday, 9:00am-4:30pm. We will be closed during the Christmas closure. We will close on December 22nd at 4:30pm and will reopen on January 3rd at 9:00am.

No Mail Pick-up Over the Holidays:

All mail will be held from December 22nd at 4:30pm until January 3rd. If mail was delivered before December 22nd at 4:30pm, then it will be held in the Central Services Office until we reopen on January 3rd. If mail is awaiting delivery during our closure, then it should be delivered shortly after we reopen on January 3rd.

As you can expect, we get a lot of mail delivered after the closure. We will do our best to process this mail quickly but do ask for your patience.



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Accounts Receivable / Student Financial Services



Student Financial Services would like to say thank you to the various Selection Committee Members for their participation in the most recent round of Awards and Bursaries. In total, 1400 award and bursary applications have been individually reviewed since September . We are aware that this is a time consuming task and appreciate the energy spent to select the award winners.

Despite some logistical challenges relating to Covid protocols, we are pleased to share that 70 domestic students are currently employed in the 'Work Study Program' and 18 students are employed 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 Office is open daily. Our service counter is open Monday to Friday from 10am – 3pm however we are available by telephone from 9am – 4:30pm. Students can request a virtual financial counselling appointment via telephone or zoom. Staff will be processing the January installment of OSAP for 1700 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 23rd and will re-open on January 3rd, 2022.

FOR MORE INFORMATION
CONTACT:

SHELLY GUERIN (x4410),
STUDENT FINANCIAL
SERVICES OFFICER

KELLIE KNECHTEL (x4403),
ASSISTANT STUDENT FINANCIAL
SERVICES OFFICER

MEGAN KLINGENBERG (x4317),
STUDENT FINANCIAL SERVICES CLERK

CORAL ROBINSON (x4405),
STUDENT FINANCIAL SERVICES CLERK

AMBER PATRICK (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





The General Ledger

FINANCE DEPARTMENT—ENGAGED EXCELLENCE

DECEMBER 2021

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 ResearchFinance@kings.uwo.ca. For non-financial related questions, please contact the Research Facilitator at Research@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, 2022 (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 applies for Renewal by March 31 st , or the first business day thereafter.
March 31st, 2022 (Extension to Internal Grant)	
March 31st, 2022 (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 , 2022.
April 30th, 2022 (Internal Grant Receipt submissions)	Internal Research Grant holders have an Apr 30 th deadline to use research funds. Receipts submitted must be dated between May 1st, 2021 to Apr 30th, 2022 and received by Finance no later than Apr 30 th , 2022, 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.

Please go to the [Research Grants Accounting](#) page for more information.

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).