



General Accounting

From the Desk of the VP:



King's has experienced a renewal of energy and vibrancy due to the increase in students, staff and faculty on campus this fall and I hope everyone has enjoyed the spectacular autumn weather. Congratulations to the our Physical Plant group for maintaining our campus resulting in many compliments being received during the various events this fall regarding the beauty of our campus and buildings.

The transition back to increased in-person activities and classes has not been an easy one for everyone and has only compounded the “normal” November anxieties that come with our environment. As always, King's provides supports to students, staff and faculty through the various departments and groups on campus such as Student Financial Services, Student Affairs & Services, Academic Deans Office, Enrolment Services, ITS, Human Resources, EAP, and Campus Ministry. These in-person service groups are eager to assist or direct individuals to further resources as needed. Please direct those in need of assistance to any of the groups noted and the proper assistance will be sought out.

I hope the Christmas break provides much needed time for rest before the winter term begins. 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

Friday Dec 16th, 2022—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 20th, 2022—All payment requests must be submitted to A/P no later than 4:30pm. The morning of December 21st will be the final cheque run, international wire payment and vendor/employee direct deposit for the 2022 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, 2023. Because of this date being a statutory holiday and falling 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 30th, 2022.

Biweekly Staff and Contract Payroll: December payrolls will be scheduled and paid as normal on December 8th and 22nd. Any Overtime (OT) to be paid in December must be received by Payroll, no later than Wednesday, December 14th, 2022. Any OT sheets received after this date will be paid in the new year.

PTF Pension: If you have qualified to join the pension effective January 2023, you will receive an email with attached forms to be completed. Emails were sent between Nov 14th – 25th to allow time for completion of forms and registration in the plan.

Hourly Payroll and Timesheet Submission: December payrolls will be scheduled and paid as normal on December 1st, 15th and 29th. In order for timesheets to be processed for the December 29th payroll, all timesheets for the period of December 4th to 17th must be submitted online through Employee Web App (EWA) no later than Monday, December 19th, 2022. Any timesheets submitted past this deadline will be processed on the following payroll.

IMPORTANT REMINDER for anyone on Hourly Timesheets: Please ensure ALL hours worked in 2022 that are still to be paid are submitted by Monday, December 19th, 2022.

It is imperative that hours worked in 2022 are PAID within the appropriate pay cycles in 2022 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

2023 CPP & EI Premiums: For those employees who have met the 2022 maximum contributions, this is a reminder that CPP & EI premiums will recommence January 1st, 2023. Therefore, you will notice a decrease in your net pay resulting from the CPP and EI.

UPDATE ON CPP ENHANCEMENT: The next increase for the CPP Enhancement is scheduled for January 1st, 2023. The CPP contribution rate will increase from 5.70% to 5.95%. This is the final increase to the contribution rate. Effective January 1, 2024 we will be moving into the next phase, with an additional 4% YMPE (known as AYMPE – additional yearly maximum pensionable earnings) for certain pay thresholds.

See attached link for further information on the Enhanced CPP steps: [Canada Pension Plan enhancement - Canada.ca](#)

The 2023 Maximum Annual Employee Contributions are as follows:

CPP \$3,754.94 EI \$1,002.45 RRSP \$31,560 Pension \$16,480 YMPE \$66,600

T4's: T4 documents will be completed by Feb 28th, 2023. Instructions for downloading T4's will be available early-mid February.

Have you moved in 2022? 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

Volume 13, Issue 2



Purchasing & Central Services

Purchasing:

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 12:00pm and will reopen on January 4th at 9:00am.

No Mail Pick-up Over the Holidays:

All mail will be held from December 22nd at 12:00pm until January 4th. If mail was delivered before December 22nd at 12:00pm, then it will be held in the Central Services Office until we reopen on January 4th. If mail is awaiting delivery during our closure, couriers will hold the mail until we reopen on January 4th.

As you would 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.



Volume 13, Issue 2

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, over 1900 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.

We are pleased to share that 77 domestic students are currently employed in the ‘Work Study Program’ and 20 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.

The Student Financial Services Office is open daily Monday to Friday from 9am – 4:30pm. Students can request an in person or virtual financial counselling appointments. 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.

All December College deposits should be submitted to Student Financial Services no later than Tuesday, December 20th, 2022 at 3:30pm.

The Student Financial Services Office will be closed on December 23rd and will re-open on January 4th, 2023.

FOR MORE INFORMATION
CONTACT:

SHELLY GUERIN (x4410),
STUDENT FINANCIAL
SERVICES OFFICER

NATALIE WALZAK (x4355),
STUDENT FINANCIAL AID COORDINATOR

AMBER PATRICK (x4726),
STUDENT FINANCIAL AID COORDINATOR

CORAL ROBINSON (x4701),
STUDENT FINANCIAL SERVICES CLERK

VANESS FORTIER (x4405),
STUDENT FINANCIAL SERVICES CLERK

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 2022

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, 2023 (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, 2023 (Extension to Internal Grant)	
March 31st, 2023 (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, 2023 (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, 2022 to Apr 30th, 2023 and received by Finance no later than Apr 30 th , 2023, 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 name of the Employee Centre will be changed to **mySparkrock** as of January 4th, 2023. A separate message will be sent out in mid-December with the information you will need going into the new year.

The Finance and HR/payroll system will be moving to a cloud base system and any users that currently use purchase requisitions or approve through the portal will begin using a slightly different interface into our FIS system – along with the employee centre (MySparkrock). Time entry for other employees and time entry approvals will also have a new interface.

***Please see below the message from HR which action is required by all employees.**

*The King’s Human Resources Information and the Financial Management system will be migrating to a newer version. In order to support the migration, employee information is being reviewed for accuracy. We are asking all employees to go to mykings.ca and access the form called “HR Employee Personal Information Update” under the “General” menu tab to ensure the information that is currently in the HR and Finance System is up to date. Please verify and correct any inaccuracies in the form by **December 16, 2022**. If you have any questions about this form, please email hr@kings.uwo.ca for further information.*

More information will be available mid-December.

