



General Accounting

From the Desk of the VP:



I was recently reminded at Dr. Darcy Harris' lecture during her acceptance of the Award of Excellence in Teaching, that change is constant in every aspect of the physical world. While we may lament or grieve the loss of what was there is also energy in the transition to what is to come. It is with those thoughts in mind that I wish Phyllis Fidler a happy and healthy, well-deserved retirement from King's after 30 dedicated and productive years. King's will miss her energy and dedication to employees, students and ensuring near 100% accuracy in all of her work in the Finance office. I will miss the reliability and support Phyllis has provided me since my start 20 years ago.

As we look forward, Vishal Kothari will move into a modified and retitled version of Phyllis' role of Associate Director in the Finance department. We hope to fill the vacancy created by these moves in the near future to ensure we continue to meet the community's needs.

I hope the Christmas break provides everyone with an opportunity to reflect on the blessings we have as members of the King's community and to share our good fortune with others who may not be as fortunate.

I wish you a Merry Christmas and a Happy New Year!



Jeff Major, CA, CPA
Vice President, Finance and Support Services

Accounts Payable (A/P)

Important Dates for the calendar year end:

**FOR MORE INFORMATION
CONTACT:
ANGELA BRODT (x4311)
ACCOUNTS PAYABLE
COORDINATOR**

Monday Dec 18th, 2023—All Visa Expense Reports and itemized receipts must be submitted to Accounts Payable 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 to your departure.

Dec 20th, 2023—All payment requests must be submitted to Accounts Payable 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 2023 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/>

Mission Statement
THE FINANCE DEPARTMENT PROVIDES VALUE-ADDED INFORMATION AND SERVICES IN AN EQUITABLE AND TRANSPARENT MANNER TO ALL MEMBERS OF KING'S COMMUNITY. THE FINANCE TEAM WILL TAKE A LEADERSHIP ROLE IN ALL STRATEGIC PLANNING AND THE DEVELOPMENT OF ADMINISTRATIVE POLICY AND PROCESSES.



The General Ledger

Payroll and Benefits

FT Faculty, PAOA & Senior Admin Payroll: December payroll amounts will be deposited on January 1st, 2024. Because of this date being a statutory holiday, 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 29th, 2023.

Biweekly Staff and Contract Payroll: December payrolls will be scheduled and paid as normal on December 7th and 21st. Any Overtime (OT) to be paid in December must be received by Payroll, **no later than Wednesday, December 13th, 2023.** 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 2024, you will receive an email with attached forms to be completed.

Hourly Payroll and Timesheet Submission: December payrolls will be scheduled and paid as normal on December 14th and 28th. In order for timesheets to be processed for the December 28th payroll, all timesheets for the period of December 3rd to 16th must be submitted online through mySparkrock **no later than Sunday, December 17th, 2023.** 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 2023 that are still to be paid are submitted by Sunday, December 17th, 2023.

It is imperative that hours worked in 2023 are PAID within the appropriate pay cycles in 2023 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

2024 CPP & EI Premiums: For those employees who have met the 2023 maximum contributions, this is a reminder that CPP & EI premiums will recommence January 1st, 2024. Therefore, you will notice a decrease in your net pay resulting from the CPP and EI.

UPDATE ON CPP ENHANCEMENT: Effective January 1, 2024 we will be moving into the next phase of the CPP Enhancement program, 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](https://www2.gov.bc.ca/gov2/feature/Canada_Pension_Plan_enhancement_-_Canada.ca)

The 2024 Maximum Annual Employee Contributions are as follows:

CPP \$3,867.50 EI \$1,049.12 RRSP \$31,560 Pension \$16,945 YMPE \$68,500 AYMPE \$73,200

T4's: T4 documents will be completed by Feb 29th, 2024. Instructions for downloading T4's will be available early-mid February.

Have you moved in 2023? 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:
KATHERINE NG-THAJER (x4418), PAYROLL & BENEFITS MANAGER OR IZABELA MATKOWSKI/NICOLE KOYANAGI , PAYROLL & BENEFITS ASSISTANT

Volume 14, 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 will be updated in early 2024. These changes will be communicated shortly thereafter. If you have any questions/concerns about the Purchasing Policy, 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

Exam Printing:

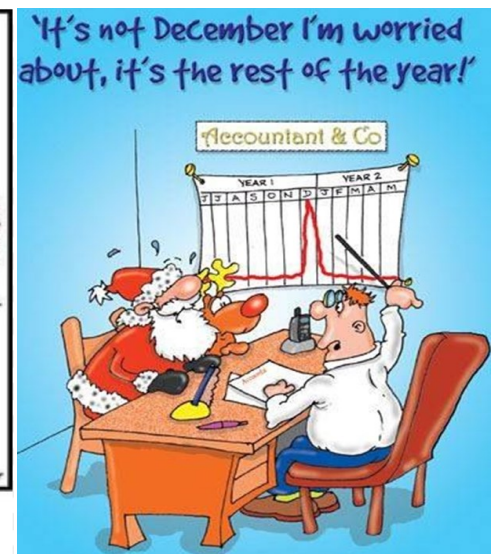
All final exams must be submitted using the ESS (Exam Submission System) 7 days prior to the scheduled exam date to ensure that they are processed in time for your exam. Printed final exams (along with scantrons/bubble sheets and/or exam booklets) can be picked up at Enrolment Services 30 minutes before 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.



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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, over 2000 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 91 domestic students are currently employed in the ‘Work Study Program’ and 21 students are employed in the ‘International Work Experience Program’.

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 over 1500 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 Wednesday, December 20th, 2023 at 4:30pm.

The Student Financial Services Office will close at the end of business day on December 22nd and will re-open on January 4th, 2024.

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

ZOE SHIPP (x4701),
STUDENT FINANCIAL SERVICES CLERK

SAVANNAH HARRISON (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

*What did
the salt say to
the pepper on
Christmas?*

*Seasonings
greetings.*

*Where do
gingerbread
men sleep?*

On cookie sheets.



The General Ledger

Kate Deonarine, *Editor*

FINANCE DEPARTMENT—ENGAGED EXCELLENCE

DECEMBER 2023

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.

FOR MORE INFORMATION
CONTACT:

VISHAL KOTHARI (x4375),
ASSOCIATE DIRECTOR OF FINANCE

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. If you do not know the **GL Account No.** to use for timesheet contracts & research related reimbursements then please contact the Finance or Research Office.

Research Grants – Dates to Remember

March 15th, 2024 (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, 2024 (Extension to Internal Grant)	
March 31st, 2024 (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 , 2024.
April 30th, 2024 (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, 2023 to Apr 30th, 2024 and received by Finance no later than Apr 30 th , 2024. 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.

New Employee Centre Information

ITS has added a page on myKings for all relevant links to mySparkrock, Sparkrock365 and Fund Balances. Along with this information are numerous documents that will guide the user on the various functions available to them depending on their access.

The page can be found by logging into **myKings** and choosing the **General** dropdown.

<https://www.kings.uwo.ca/its/kings-employee-centre/>

