

General Accounting



From the Desk of the VP:

Both the Fall term and calendar year are quickly coming to a close. While this is an extremely busy time of year there are various dates and processes outlined below that I would encourage everyone to take note of to ensure an orderly and efficient transition to the more festive aspects of the season.

The Finance Team is excited to roll out its newest version of the Navision Software platform and its new “Employee Web App”. New functionality will be introduced over the coming months that will drive further efficiencies for employees when dealing with accounting, payroll and HR functions. Please contact Finance Staff if you require assistance with this transition.

On behalf of the Finance Department, we wish you and your family a peaceful Christmas break and we look forward to the assisting you in the New Year.

Jeff Major

Vice Principal, Finance and Support Services

Mission Statement

THE FINANCE DEPARTMENT IS COMMITTED TO PROVIDING CONSISTENT POLICY APPLICATION AND A VITAL RESOURCE FOR ACCURATE FINANCIAL INFORMATION TO ALL MEMBERS OF THE KING'S UNIVERSITY COLLEGE COMMUNITY THROUGH PROFESSIONAL AND EQUITABLE SERVICE.

Accounts Payable (A/P)

Important Dates for End of Year:

FOR MORE INFORMATION
CONTACT:

ANGELA BRODT (X4311)
ACCOUNTS PAYABLE OFFICER

Dec 20th, 2016—All Payment requests must be submitted to A/P no later than 4:30pm. The morning of Dec 22nd will be the last cheque run for 2016. The last employee deposit of the 2016 year will be Dec 23rd and will replace the Dec 31st deposit. Please keep in mind that your bank can take up to 1 business day to deposit your reimbursement in your account.

Dec 19th, 2016—All **Visa Expense Reports** must be submitted to A/P no later than 4:30pm. It is vital that you have your authorized receipts submitted to A/P for the due date indicated in the email. The late fees that accumulate are an unnecessary cost for the University to incur and will be charged to your department.

Financial Information System (FIS) - Navision

The Finance Department, with assistance from ITS, has upgraded the Navision **Employee Web Application** to the latest version.

The Navision Employee Web Application is used to access various financial services such as pay stub information, departmental reports, and purchase order management. The new version will allow employees to access not only pay statements, but your T4 beginning with the 2016 tax year— this will be online at the end of February 2017.

There will be many new features available in 2017 such as online timesheets for TA's and RA's, expense claims and attendance management. Stay tuned over the next few months as new features are made available.

FOR MORE INFORMATION
CONTACT:

PHYLLIS FIDLER (X4318),
MANAGER OF GENERAL ACCOUNTING

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Payroll and Benefits

FT Faculty, PAOA & Senior Admin Payroll

December payroll amounts will be deposited on January 1st, 2017. Due to this date being a Sunday followed by a holiday, some banks may show your payroll prior to the weekend and others may post the transaction to your account on January 2nd. Please ensure that you have made appropriate arrangements for any payments that you may have timed to your normal pay cycle.

PT Faculty

December payroll amounts will be deposited on Dec 30th, 2016.

Biweekly Payroll

All FT, Hourly & Contract Employees—expect to be paid on the regularly scheduled dates over the Christmas closing.

Timesheet Submission (General, TA's and Markers)

In order for timesheets to be processed on the Dec 23rd payroll, all timesheets must be submitted to Payroll by **no later than** 10:00am Monday Dec 9th, 2016.

Any timesheets submitted past this deadline will be on the following payroll.

VERY IMPORTANT REMINDER for anyone on Hourly Timesheets: Please ensure ALL hours worked in 2016 that are still to be paid are submitted by the deadline provided.

It is imperative that hours worked in 2016 are PAID in 2016.

2017 CPP & EI Premiums

For those employees who have met the 2016 maximum contributions, remember that CPP & EI premiums will recommence January 1st, 2017. Therefore, you will notice a decrease in your net pay resulting from the CPP and EI.

SUNLIFE RRSP
INQUIRIES?
CONTACT DIRECTLY AT
1.866.733.8613

The 2017 Maximum Annual Employee Contributions are as follows:

CPP \$2,564.10 EI \$836.19 RRSP \$26,010 Pension \$13,815

MANULIFE BENEFIT
INQUIRIES?
CONTACT DIRECTLY AT
1.800.268.6195

T4's

T4 documents will be completed by Feb 28th, 2017.
Instructions for downloading T4's will be available in February.

Have you moved in 2016?

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

FOR MORE PAYROLL INFORMATION CONTACT:

KATE MAARS (x4418),
SARAH LUCAS (x4341),

PAYROLL & BENEFITS MANAGER
PAYROLL & BENEFITS ASSISTANT

General Ledger Readership Award

Congratulations to Samantha Pearson for winning the Readership Award for the September issue of the General Ledger.

For this issue, the 1st person to email Katlind Deonarine at katlind.deonarine@kings.uwo.ca, with the correct answer for when the last cheque run will be for 2016, will win a \$10 Tim Horton's Gift Card.

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Purchasing & Central Services

Thank-you all for your continued patience with the transitions within the purchasing area. Tiffany Chisholm is back doing purchasing once again. Phyllis Fidler will be responsible for any portal questions/concerns/access changes/etc. In order to streamline purchasing requests, please send all purchasing related inquiries to purchasing@kings.uwo.ca.

Purchasing: With the holiday season comes delivery delays and company closures. Be sure to keep this in mind when placing orders.

As you may have noticed, the Employee Web App was upgraded at the end of November. The same purchasing tasks can be completed in the new and improved Employee Web App. Revised instruction documents and how-to videos will be posted soon. If you are creating a new purchase requisition before the instructions and/or videos are posted, and need help, please contact Tiffany Chisholm. Some new features include:

FOR MORE INFORMATION CONTACT:
TIFFANY CHISHOLM (x4314),
PURCHASING SERVICES COORDINATOR
JASON BROCK (x4315),
CENTRAL SERVICES ASSISTANT
WENDY SCANLAN (x4315),
CENTRAL SERVICES ASSISTANT

1. Most web browsers, including Google Chrome, support the upgraded Web App;
2. If changes need to be made to a purchase request that was already sent for approval, users can now re-open their own purchase requests (no need to ask Purchasing); and
3. Internal Comments are used to communicate with Purchasing and External Comments are shown on the PO.

Exam Printing: Please send exams through the ESS (see Methods below for how to submit) portal 8 days prior to the scheduled exam date to ensure that they are processed and sent to Enrolment Services where you will pick them up 1/2 hour before your exam. If you require exam booklets, please request these through the Faculty Secretaries Office (DL210).

Method 1 – access via the Faculty Info page:

1. Login to myKing’s at <http://www.mykings.ca/>;
2. Once authenticated, the myKing’s portal page will load. On the left-side of the page is the “My Links” section. Click on the link titled “Faculty Web Site”; and
3. The Faculty Info page should load. There are a series of white tiles with the King’s logo on them on this page; near the middle is the “Exam Submission System” tile. In this tile, click on **Exam Printing Request**. This should load the “Exam Printing Request Submission” form.

Method 2 – access via direct link to the “Exam Printing Request Submission” form

<https://www.kingscollege.net/cgi-bin/examSubmissionSystem/interface.pl?form=formExamPrintingRequest>

Central Services Hours: Regular hours are 8:00am-4:30pm Mon–Fri.

The office will be closed December 23rd at 4:30pm and will reopen on January 4th with regular hours.

Due to the high risk of malware being introduced to our network, Central Services is no longer accepting print jobs via USB. We apologize for any inconveniences.

No Mail Pick-up Over the Holidays: All mail (from Canada Post, inter-campus and all couriers) will be held from December 23rd at 4:30pm until January 5th. If you have arranged for something to be delivered before the holidays, please ensure that it is picked up before December 23rd at 4:30pm.

Research Grants

The finance department audits spending on internal and external granted research funds to ensure compliance with both the University policy and the granting agency’s policy.

If there are any research related financial questions please contact Vishal Kothari at x4375 or Phyllis Fidler at x4318.

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FOR MORE INFORMATION CONTACT:
PHYLLIS FIDLER (x4318),
MANAGER OF GENERAL ACCOUNTING
VISHAL KOTHARI (x4375),
FINANCIAL ANALYST

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Research Grants —Dates to Remember

March 15, 2017 (Internal/Renewal Research Grant Request)	All Internal Grants must be exhausted by the end of the fiscal year (Apr 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 thereafter.
March 31, 2017 (External Grant Receipt submissions)	External Research Grant (i.e. NSERC, SSHRC, and/or CRC) holders have a Mar 31 st deadline. Receipts submitted for these grants must be dated and submitted before March 31 st , 2017.
April 30, 2017 (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 1, 2016 to Apr 30, 2017 and received by finance no later than Apr 30 th , 2017, 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.

Accounts Receivable / Student Financial Services

**FOR MORE INFORMATION
CONTACT:**

SHELLY GUERIN (x4410),
STUDENT FINANCIAL
SERVICES OFFICER

NATALIE WALZAK (x4355),
ASSISTANT STUDENT FINANCIAL
SERVICES

EMILY SCHEPERS (x4405),
STUDENT FINANCIAL SERVICES CLERK

RACHEL MILLER - SHREVE (x4403),
STUDENT FINANCIAL SERVICES CLERK

DIANNE KONINGS (x4317),
STUDENT FINANCIAL AID
COORDINATOR

Student Financial Services is currently issuing refund cheques to those students in receipt of Scholarships and Bursaries, which resulted in a credit on their tuition account. Students should keep an eye on their UWO email account for notifications that their cheque is available for pickup.

All Full-Time OSAP students have been asked to re-confirm the income amounts reported on their OSAP application. To update your income online, students log into the OSAP website, go to their 2016-2017 application, and click "Confirm Income". We will begin gearing up for January OSAP release during the weeks leading up to Christmas break. Students with an error free OSAP application should see the release of their January OSAP funding from the Ministry within the first few weeks of classes in January.

Student Financial Services will be closed from December 24th to January 3rd and will re-open Wednesday, January 4th.

Did You Know?

- Millennials beat Gen Xers in having the lowest overall average debt.
- Checking your credit score does not have any affect on your credit score.
- Florida has the highest reported identity theft cases with nearly 40,000 complaints last year.
- A million dollars' worth of \$100 bills weighs only 10 kg (22 lb).
- Nessie, the Loch Ness monster is protected by the 1912 Protection of Animals Acts of Scotland. If caught, Nessie is worth \$40 million annually to Scottish tourism.
- If you laid out a trail of pennies from one coast of the US to the other, it would be worth about \$2.5 million.
- The first credit card was issued by American Express in 1951.