

General Accounting



From the Desk of the CFO: If all goes according to the current plans, January 2014 will be remembered as one of the more significant periods in the history of King's University College. The opening of the Darryl J. King Student Life Centre will be a spectacular addition to our campus. On a more subtle but no less important level the final pieces of incorporation should be completed as of December 31st, 2013. The Finance group will be working diligently to ensure the logistical items for each project are completed by the assigned deadlines.

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.

In Finance we wish to welcome Abbie Elvidge (LTD replacement) and Dina Tzirakos (one-year contract) to the Student Financial Services team starting December 2nd, 2013. Both bring experience in assisting students with the financial challenges of a post-secondary education.

As always, the end of the calendar year brings with it several dates that are important in the operations of the College. Please review the sections below to ensure the applicable deadlines for A/P and Payroll are noted to ensure any and all items are managed prior to the Christmas break. On behalf of the Finance Department, we wish you a peaceful and merry Christmas holiday and we look forward to an exciting New Year.

Jeff Major, Chief Financial Officer

Accounts Payable

Important Date for End of Year: **Dec 18th, 2013**

Dec 18th, 2013—All **Cheque** requests must be submitted to AP no later than 4:30pm. The morning of Dec 19th will be the last cheque run for 2013.

Dec 18th, 2013—all employee **PDF, Computer** and expense reimbursement requests must be submitted to AP no later than 4:30pm. The last deposit of the 2013 year will be Dec 20th, this will replace the Dec 30th deposit. Please keep in mind that the bank can take up to 1 business day to deposit your reimbursement to your account.

FOR MORE INFORMATION
CONTACT:

ANGELA BRODT (x4311),
ACCOUNTS PAYABLE OFFICER

Dec 18th, 2013—All **Visa Expense Reports** must be submitted to AP no later than 4:30pm. It is vital that you have your authorized receipts submitted to AP 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.

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Payroll and Benefits

Monthly Payroll

December payroll amounts will be deposited on Jan 2nd, 2014. Please ensure that you have made appropriate arrangements for any payments that you may have timed to your normal pay cycle.

MANULIFE BENEFIT
INQUIRIES?
CONTACT DIRECTLY AT
1.800.268.6195

Biweekly Payroll

Full Time Employees—expect to be paid on the regularly scheduled dates over the Christmas closing.

Hourly & Contract Employees – As Boxing Day falls on a Thursday, you will receive your payroll deposit Dec 27th, 2013.

SUNLIFE RRSP
INQUIRIES?
CONTACT DIRECTLY AT
1.866.733.8613

Timesheet Submission (General, TA's and Markers)

In order for timesheets to be processed on the Dec 27th payroll, all timesheets must be submitted to Payroll by 10:00am Dec 9th, 2013.

2014 CPP & EI Premiums

For those employees who have met the 2013 maximum contribution, remember that CPP & EI premiums will recommence Jan 1st, 2014. Therefore, you will notice a decrease in your net pay. The 2014 Maximum Annual Employee Contributions are as follows:

CPP \$ 2,425.50
EI \$ 913.68
RRSP \$24,270.00

Accessing Your Pay Stubs:

Employee pay stubs are available via the King's network. General information about pay stubs and complete instruction on how to access your pay statements can be found on the King's website under Finance, Instructions or [click here](#).

FOR MORE PAYROLL INFORMATION CONTACT:

LYNN BURKE (x4418), PAYROLL/BENEFITS OFFICER

DENNISE MINHINICK (x4521), PAYROLL AND BENEFITS ASSISTANT

PHYLLIS FIDLER (x4318), MANAGER OF GENERAL ACCOUNTING

New Financial Information System (FIS)

The employee portal expansion phase will be available to members of the King's community by the end of the year. The initial implementation will allow selected employees to test the information and help to refine the setup before it is sent out to all users. If you would like to be among the first users, please contact Phyllis Fidler at pfidler@uwo.ca.

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Research Grants

The payment of Research Assistants is an area that often generates confusion. All RA's that are to be paid by King's must be set up on payroll. This will require a completed contract (with each submission if the option chosen is one-time payment), TD1 and TD1ON, plus a void cheque if the RA is not an active employee on our system. Please go to the [Research Accounting page](#) on the King's website for any forms you may need. If you have any questions about Research Grant fund administration contact Sarah Lucas at slucas5@uwo.ca.

FOR MORE INFORMATION
CONTACT:
SARAH LUCAS (X4341),
FINANCE DEPARTMENT ANALYST

Purchasing & Central Services

Exam Printing:

Please have exams sent to printing@kings.uwo.ca at least in a week in advance to ensure that they are processed and ready for your exam date.

FOR MORE INFORMATION
CONTACT:
DEBBIE GIBSON (X4314),
PURCHASING SERVICES COORDINATOR
JASON BROCK (X4315),
CENTRAL SERVICES ASSISTANT
WENDY SCANLAN (X4315),
CENTRAL SERVICES ASSISTANT

Central Services Hours:

Regular hours are 8:00am-4:30pm Mon—Fri.
Closed Dec 20th at 4:30pm and reopening Jan 2nd at 8:00am.
Jan 2nd & 3rd hours will be 8:00am-3:30pm.
Regular hours will resume Jan 6th.

No Mail Pick-up Over the Holidays:

All mail (from Canada Post, intercampus and all couriers) will be held from Dec 20th at 4:30pm until Jan 2nd at 8:00am. If you have arranged for something to be delivered before the holidays, please ensure that it is picked up before Dec 20th at 4:30pm.

Travel Policy for Mileage

According to the King's Travel Policy, travel by private vehicle will be reimbursed at 48¢/km. The full Travel Policy document can be found on the King's website under Finance, Accounts Payable or by clicking [here](#).



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FINANCE DEPARTMENT—ENGAGED EXCELLENCE

DECEMBER 2013

FOR MORE INFORMATION CONTACT:

DIANNE KONINGS (x4317),
STUDENT FINANCIAL AID
COORDINATOR

NATALIE WALZAK (x4355),
STUDENT FINANCIAL
SERVICES OFFICER

LAUREN MACKAY (x4403),
STUDENT FINANCIAL SERVICES CLERK

WAYNE RACHER (x4375),
STUDENT FINANCIAL SERVICES CLERK

ABBIE ELVIDGE (x4405),
STUDENT FINANCIAL SERVICES CLERK

DINA TZIRAKOS (x4616),
STUDENT FINANCIAL SERVICES CLERK

TIFFANY RIEHL (x4520),
FINANCE ADMINISTRATIVE ASSISTANT

Accounts Receivable / Student Financial Services

Student Financial Services is currently issuing refund cheques to those students in receipt of Scholarships, Bursaries and Health Plan Opt-Outs, which resulted in a credit on their tuition account. This is the first year that Student Financial Services has handled Health Plan Opt-Out funds for King's University College students.

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.

General Ledger Readership Award

Congratulations to Lisa Caeiro for winning the General Ledger Readership Award for the September issue of the General Ledger. For this issue, the 1st person to email Tiffany Riehl at triehl4@uwo.ca with the correct mileage reimbursement amount gets a \$10 gift card!

Travel Policy for Meals

Did you know that according to the King's Travel Policy, the maximum meal reimbursement per day is \$50. Meals claimed shall not include charges for alcoholic beverages. Expenses must be supported by original itemized receipts. There is no per diem allowance. A credit or debit card receipt on its own is not acceptable and will be returned without reimbursement. The full Travel Policy document can be found on the King's website under Finance, Accounts Payable or by clicking [here](#).

