The General Ledger

FINANCE DEPARTMENT—ENGAGED EXCELLENCE

MARCH 2014

Volume 4, Issue 3

General Accounting

From the Desk of the CFO:

As March draws to a close and we enter the final month of the 2014 fiscal year, the Finance group begins work on the dual tasks of closing out the books for this year and preparing for the 2015 fiscal year. Please note the important dates in each of the following sections as these dates will have an impact on most employees and their PDF, research, travel and other expense claims for the end of this year and the beginning of next year. I am glad to say that the conversion to our new Financial Information System (FIS) was completed in recent months and we are now implementing the remaining on-line aspects of the system. The on-line, individually accessed portal gives (or will shortly) employee's access to their own information related to PDF, research, travel, paystubs as well as extends the capability for on-line expense and purchase requisitioning. BUHs and Chairs can easily access their own departmental spending compared to budgets at any time. The vast majority of the credit for the success of the system goes to Phyllis Fidler for her tireless efforts in making the FIS conversion a success. Thank you for your support throughout this transition and your patience when the occasional issue was encountered. I wish everyone success in the remaining term and into the summer months.
Jeff Major, Chief Financial Officer

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

Employee Reimbursements: Requests for reimbursement received by Accounts Payable on or before the 10th of each month will be sent by direct deposit on the 15th, or the first business day after the 15th. Requests received on or before the 25th of each month will be paid on the last business day of the month.

Departmental Expenses: All invoices must be in Accounts Payable by Friday, May 16th, 2014 for inclusion in this year's budget. Items which have been received but not invoiced must have a completed Purchase Order on record by April 30th to be included in this year's budget. Normally all items purchased must be on-site by April 30th. Goods and services that relate to the period after April 30th will be recorded as next year's expenses.

Professional Development/Computer Fund: All purchases pertaining to this year's PDF or Computer Funds must be shipped or received (for goods) and must occur before April 30th for travel, to be reimbursed out of the current budget. All invoices and receipts must be received by Accounts Payable before May 16th, 2014 to be reimbursed. If a receipt dated prior to May 1, 2014 is received after the May 16th deadline it will not be eligible for reimbursement from 2013-14 or 2014-15.

FOR MORE INFORMATION CONTACT:

WAYNE RACHER (X4375), ACCOUNTS PAYABLE OFFICER

ANGELA BRODT (ON LEAVE), ACCOUNTS PAYABLE OFFICER

Tuition Benefit - What follows are the administrative requirements of the program. Please read your Association's Salary Agreement carefully for the specific eligibility, terms, conditions and level of benefit you or your family may be eligible for. For Staff Association members, successful completion is a requirement for reimbursement.

1. Pay your or your eligible family member's tuition at a recognized educational institution. (It is critical to get a detailed breakdown of fees and a receipt)
2. Fill out the Tuition Benefit Form that can be found on our website.
3. Submit your application for reimbursement to Accounts Payable.

It is important to note that what you pay is not necessarily what you will have reimbursed by King's as activity and ancillary fees are not covered by this benefit.

Payroll and Benefits

Final submission for all **timesheets** is May 5, 2014.
General Student Contracts, Proctors, Tour Guides, Markers/TAs, Staff **overtime**: Due April 30th, 2014.
All unused banked overtime (May 1st, 2013—Apr 30th, 2014) will be paid out in May 2014.
T4's were mailed out on February 26th, 2014 to the address on file with Payroll. If you did not receive your T4 please visit the payroll office for a duplicate copy.

For more payroll information contact:

Lynn Burke (x4418), Payroll/Benefits Officer

Sarah Lucas (x4341), Finance Department Analyst

Phyllis Fidler (x4318), Manager of General Accounting

RBC – LTD, LIFE, ADD

During the annual premium renewal, King's received notice that RBC premium rates would increase by 50-60%. However, as a result of negotiation premium adjustments will occur ***May 1, 2014*** as follows:

LTD *(100% employee paid premium)*	
Administration	32.26% increase
Staff	30.43% increase
Faculty	36.33% increase
GROUP LIFE *(100% employer paid premium - taxable benefit to employee)*	
Admin/Staff	-1.79% decrease
Faculty	23.21% increase
ADD *(100% employer paid premium - taxable benefit to employee)*	
Admin/Staff/Faculty	0%

The current King's contract provisions with RBC were proactively sent out by members of the finance department to the general insurance market to explore our options. The criteria were to match our contract and search for competitive pricing prior to the finalization of premiums. Unfortunately, alternative insurance companies do not offer similar contract terms.

Look for upcoming benefit information sessions which will be posted on *'mykings.'*

SunLife RRSP Inquiries?

Contact directly at 1.866.733.8613

Sun Life Financial

Just a reminder, that RRSP plan members can now access original copies of their RRSP receipts from the **Tax slips & RRSP Info page** on mysunlife.ca. Copies will be clearly marked as DUPLICATE and if the plan members have Adobe Acrobat Reader on their computer, they can print and use them to pre-pare their personal tax returns.

Manulife Benefit Inquiries?

Contact directly at 1.800.268.6195

Manulife Financial

You now have the ability to submit your health and dental claims online. Simply go to the member site at www.manulife.ca/groupbenefits and follow the three easy steps (the Group Policy Number is 10184).

Coming March 30th, 2014 –
Manulife has announced the upcoming launch of ***Provider eClaims.*** This means that physiotherapists, chiropractors, massage therapists, naturopathic doctors, and optometrists will be able to submit claims directly to Manulife on your behalf right from their office. Plan members will only have to pay the amount *not covered* by the plan for approved claims, provided your benefit provider has subscribed to this service.

Coming later this spring –
Group Benefits Mobile
Plan members will be able to manage their group benefits on the go with the launch of the Manulife mobile site and app. It will provide additional convenience for plan members to submit claims and view their most recent claims from the mobile device of their choice.

Confirmation of these Manulife launches will be communicated through the 'mykings' web page.

Purchasing & Central Services

Exams are coming up April 11th-30th. The process of having the printed exams ready for exams involves both the Registrar's Office and Central Services, so we ask that exams are sent to printing@kings.uwo.ca or a hard copy delivered to Central Services at least a week in advance to ensure that they are processed and ready for your exam date.
Note—Including the best form of contact in case of issues with the exams is often very beneficial.
Note—When an exam is submitted with a request for backed-up printing and the front page is a title page, standard procedure is not to backup the first page. If you would like the title page to be backed-up you must indicate this in your request.

As many of you have already heard, the **new Portal** is being implemented for many areas such as paystubs, expenses and departmental reporting. Coming soon is the purchasing area! You will soon be able to enter your purchase requisitions directly into the portal and immediately receive your PO#. This will not only streamline the process, but it will also reduce the amount of paperwork involved, thus reducing our carbon footprint. We are still in the early stages of testing this area to ensure most issues are ironed out before rolling out to all departments, but we are very excited about the wide spread implementation of purchasing through the portal!

Thank-you for your continued patience as the Central Services team has gained invaluable experience with our **new colour printer**. We have many new services to offer and will be releasing an updated pricelist this spring!

Central Services is also currently being re-organized. We apologize for any inconveniences that may have caused up to this point and in the next month or so. We hope that the **new organization** of the office will increase our efficiency in serving the college.

For more information contact:

Debbie Gibson (on leave),
Purchasing Services Coordinator

Tiffany Riehl (x4520),
Administrative Assistant

Jason Brock (x4315),
Central Services Assistant

Wendy Scanlan (x4315),
Central Services Assistant

General Ledger Readership Award

Congratulations to Nicole Furnival for winning the General Ledger Readership Award for the December issue of the General Ledger.

Research Grants

We are drawing closer to the end of another fiscal year for internal Research Grants. All deadlines for internal Research Grants are detailed in the Accounts Payable section.

External Research Grants often have a March 31st deadline (i.e. SSHRC). Receipts submitted for external grants must be dated before March 31st, 2014 and received by finance by April 9th, 2014. If you are unsure of your specific dates, please consult your initial agreement.

For more information contact:

Sarah Lucas (x4341),
Finance Department Analyst

On a personal note, it has been a pleasure for me to see the varied subjects that are being researched by our faculty here at King's and an honour getting to know some of you a little better in the process. I look forward to working with all of you again in 2014-15. If you have any questions about your Research Grant funding, please do not hesitate to contact me at slucas5@uwo.ca.

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FOR MORE INFORMATION CONTACT:

SHELLY GUERIN (ON LEAVE), STUDENT FINANCIAL SERVICES OFFICER

DIANNE KONINGS (X4317), STUDENT FINANCIAL AID COORDINATOR

NATALIE WALZAK (X4355), STUDENT FINANCIAL SERVICES OFFICER

LAUREN MACKAY (X4403), STUDENT FINANCIAL SERVICES CLERK

ABBIE ELVIDGE (X4405), STUDENT FINANCIAL SERVICES CLERK

DINA TZIRAKOS (X4616), STUDENT FINANCIAL SERVICES CLERK

Accounts Receivable / Student Financial Services

Tax Forms for Students:

T2202A: Tuition tax receipts issued to all students for tuition related to the calendar year. These show the amount of tuition and compulsory fees that can be claimed for income tax purposes as well as the number of months eligible for the education deduction. The 2013 form is now available online at http://student.uwo.ca. Page 2 of this form allows students to transfer these amounts to a parent, grandparent or spouse etc. See www.cra.gc.ca for more details.

T4A: Tax receipts are issued for one of the following; scholarships issued by King's, scholarships from external organizations issued to King's for a student, tuition benefit scholarships, bursaries or other monetary awards. The 2013 slips have been mailed to students at the most recent permanent address on file. Should a duplicate copy be needed, please contact Natalie Walzak at nwalzak2@uwo.ca.

T4: Employed students (Work Study, First Generation Working Program, I.W.E) will receive a T4 from our payroll department for tax purposes. They were sent to the most recent permanent address on file. Should a duplicate copy be needed, please contact Lynn Burke at lburke@uwo.ca.

New Financial Information System (FIS)

Finance has been working on the implementation of an employee portal for Human Resources, reporting, expense requests and purchase requisitions. Pay remittances have been available on the portal for over a year, and we are slowing giving access to individuals for timesheet submission, reporting (financial analysis), expense requests and purchase requisitions.

If you are interested in attending a how-to session on the available functions on the portal, please contact Tiffany Riehl at triehl4@uwo.ca and book your time from the schedule below. Please note that each session is designed for a specific group (ie. Staff, PAOA, Faculty, Chairs) and space is limited in each session as they are being held in W150, but individual sessions will also be offered.

FOR MORE INFORMATION CONTACT:

PHYLLIS FIDLER (X4318), MANAGER OF GENERAL ACCOUNTING

Friday, April 11th 1pm-2pm—PAOA
Friday, April 11th 2pm-3pm—Chairs
Friday, April 11th 3pm-4:30pm—Faculty
Monday, April 14th 1pm-2pm—Staff
Monday, April 14th 2pm-3pm—PAOA
Monday, April 14th 3pm-4:30pm—Faculty
Tuesday, April 15th 9am-11am—Faculty
Tuesday, April 15th 11am-12pm—PAOA
Wednesday, April 16th 9am-10am—Staff
Wednesday, April 16th 10am-11am—PAOA
Wednesday, April 16th 11am-12pm—Faculty