

## General Accounting



### From the Desk of the CFO:

While September seems to be the start of a new year, the Finance group has been operating busily over the summer months in several areas both completing the last fiscal year and preparing for the new one. I would like to inform the community that Ms. Kate Maars and Ms. Sarah Lucas have both accepted positions within the Payroll and Benefits group. Their previous experience and professional credentials will provide quality service to our employees and

students in the payroll and benefits area going forward.

Once again, the College has received a clean audit report for the April 30<sup>th</sup>, 2014 year end from our external auditors, KPMG. In the Fall this group will be hosting seminars on relevant topics for employees. Given the staffing and system transitions over the year, this year's performance related to the audit is a significant achievement. Phyllis Fidler's tireless efforts managing through the changes were a large contributor to the favourable results.

I am glad to announce the agreements with all three associations have concluded and tentative agreements have been reached in each case. Pending ratification by the members and the Board of Directors all changes will be implemented in October and retroactive to May 1<sup>st</sup>, 2014 where applicable.

The Finance team wishes everyone a great start to the academic year and is available to assist through its various services, groups and resources.

*Jeff Major*  
Vice-Principal, Finance and Support Services

## Accounts Payable

All PDF claims that include travel expenses must have prior approval of the Department Chair/Academic Dean. Note that all requests for reimbursement must be accompanied by the original cash register receipt (itemized) and that credit card receipts alone will not be reimbursed. The maximum meal allowance per day is \$50 CAD.

The Faculty Funding Manual should be reviewed before submitting expenses. This document provides useful information and examples on submitting claims to the Finance Department for reimbursement.

Extranet > Forms, Applications and Manuals > Manuals / Policies > [Faculty Funding Manual](#)

Please familiarize yourself with the Policy for Travel Reimbursement before finalizing your conference travel.

Extranet > Forms, Applications and Manuals > Manuals / Policies > [Policy for Travel Reimbursement](#)

### 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.

### FOR MORE INFORMATION CONTACT:

**WAYNE RACHER (x4375),**  
ACCOUNTS PAYABLE OFFICER

**ANGELA BRODT (ON LEAVE),**  
ACCOUNTS PAYABLE OFFICER

# The General Ledger

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## Payroll and Benefits

Be sure to submit an Over-Age Dependent form if your dependent child is over 21 and is attending a post-secondary institution as a full time student. Remember, this benefit ends on their 26th birthday!

Extranet > Forms, Applications and Manuals > Benefits Related > Over Age Student Dependent

### Members over 65 years of age:

Once you reach the age of 65, the first payer for prescriptions is the Ontario Drug Plan (ODP). The balance is processed through Manulife Financial. Remember to inform your pharmacist when you celebrate your 65th birthday to ensure continuous coverage.

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

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.

FOR MORE PAYROLL  
INFORMATION CONTACT:

**KATE MAARS (x4418),**  
PAYROLL & BENEFITS MANAGER

**SARAH LUCAS (x4341),**  
PAYROLL & BENEFITS ASSISTANT

**PHYLLIS FIDLER (x4318),**  
MANAGER OF GENERAL  
ACCOUNTING

MANULIFE BENEFIT  
INQUIRIES?

CONTACT DIRECTLY AT  
1.800.268.6195

### 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.

New timesheet contracts and timesheets for all hourly employees to complete are located at:

<http://www.kings.uwo.ca/about-kings/who-we-are/administrative-departments/finance/payroll-benefits/>

SUNLIFE RRSP  
INQUIRIES?

CONTACT DIRECTLY AT  
1.866.733.8613

## Purchasing

FOR MORE INFORMATION  
CONTACT:

**DEBBIE GIBSON (ON LEAVE),**  
PURCHASING SERVICES COORDINATOR

**TIFFANY RIEHL (x4520),**  
ADMINISTRATIVE ASSISTANT

As many of you have already heard, the **new Portal** is being implemented for many areas such as paystubs, expenses and departmental reporting. Over the summer, we have been slowly setting up the purchasing area of the portal. Each department will soon be able to enter purchase requisitions directly into the portal and immediately receive their PO number. This will not only streamline the process, but it will also reduce the amount of paperwork involved, thus reducing our carbon footprint.

## General Ledger Readership Award

For this issue, the 1<sup>st</sup> person to email Tiffany Riehl at [triehl4@uwo.ca](mailto:triehl4@uwo.ca) with the names of our new Payroll and Benefits team gets a gift card!

# Volume 5, Issue 1

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## Central Services

Thank-you for your continued patience as the Central Services team has gained invaluable experience with our **new colour printer**. We have many new products to offer including booklets, tri-fold pamphlets, postcards, posters, etc. These products can be done in black and white or in full colour. We also have a wide variety of coloured paper and sizing options available. Our new price list has been implemented, so you will notice a reduction in the cost of many of your printing needs. If you have any questions about our new products or pricing, please come down to Central Services and our staff would be glad to walk you through it!

With Central Services providing a variety of services for the college (printing, staff and student mail, couriers, laundry/copy cards, course pack sales, photocopier maintenance, etc), the workload increases exponentially with the start of a new academic year. We ask that at least **24 hours notice** is given for all print jobs. We will do our best to get all jobs done as soon as we can, but this lead time allows us to prioritize and manage the increased workload.

Throughout the year, we received many inquiries regarding **personal mail** for staff members. Central Services is able to provide staff members with Canadian stamps, regular postal service worldwide, Go Labels, courier services (Purolator, UPS, etc) and intercampus mail. We are not a full service post office, but we have many services that may be useful and convenient to staff.

## New Financial Information System (FIS)

We are up and running on all modules for the new FIS and are now in the expansion phase. Fund information, such as professional development fund and research grant balances are available along with departmental budget reports. The time portal for timesheet submissions is ongoing and is available for those that would like to use this function.

ITS has implemented a new firewall which lets users access the Employee Portal directly from myKing's eliminating the need to use NetConnect through ROAMS. This will allow everyone to access the portal for paystubs, timesheets, purchasing, expense, payment requests and the deposit portal from anywhere with an internet connection.

The Portal Access Request form has been sent to all budget unit heads and chairs. If you need access please contact your supervisor to send through the request for access form to finance. Once we have received these Portal Access Request forms, we will set up training sessions.

Thank you to everyone who was instrumental in testing the new system. A special thank you to Shirley Bratscher, Lauren MacKay, Craig Mitchell, Debbie O'Brien, Jeni Somerton and Doreen Vautour for volunteering with this project and for all your input. Thank you to Tiffany Riehl for fielding all the questions and making great suggestions.

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

FOR MORE INFORMATION  
CONTACT:

**PHYLLIS FIDLER (x4318),**  
MANAGER OF GENERAL ACCOUNTING

# The General Ledger

FINANCE DEPARTMENT—ENGAGED EXCELLENCE

SEPTEMBER 2014

**FOR MORE INFORMATION CONTACT:**

**SHELLY GUERIN (x4410),**  
STUDENT FINANCIAL SERVICES OFFICER

**DIANNE KONINGS (x4317),**  
STUDENT FINANCIAL AID COORDINATOR

**NATALIE WALZAK (x4355),**  
STUDENT FINANCIAL SERVICES ASSISTANT

**LAUREN MACKAY (x4403),**  
STUDENT FINANCIAL SERVICES CLERK

**DINA TZIRAKOS (x4616),**  
STUDENT FINANCIAL SERVICES CLERK

## Accounts Receivable / Student Financial Services

**Student Employment Programs** - We are pleased to announce that funding for the First Generation Working Program has been renewed for the 2014-2015 academic year. If you are a supervisor for the Work Study Program or the FGW Program, students will be contacting you shortly as the first round of applicants have been approved and are currently seeking jobs. If you are not a supervisor but would like to consider the opportunity to hire a student, please contact Natalie Walzak ([nwalzak2@uwo.ca](mailto:nwalzak2@uwo.ca)) for a job proposal form.

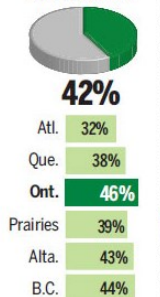
**Tuition Benefit** – If you or your dependents receive a tuition benefit/waiver/reimbursement and are applications of OSAP, the Ministry of Education and Training requires that the student report this amount in the Scholarship/Bursary Income Section of the OSAP application. Students are also expected to report a tuition benefit/waiver/reimbursement in Line 130 on their income tax returns, therefore it does not affect parental income.

### Did You Know?

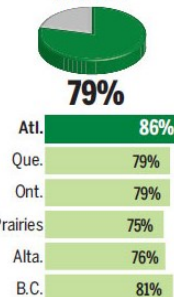
# The back to school blues

It's not just students that dread going back to school, it's the parents, too. According to a new BMO Global Asset Management study, parents are expecting to pay for close to half of their kids' university/college expenses, including tuition, books/supplies, and living expenses.

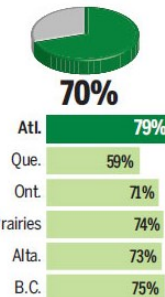
% of post-secondary education bill parents are expecting to pay across Canada:



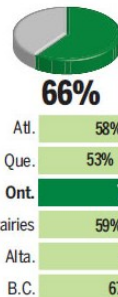
% of parents concerned about rising cost of post-secondary education:



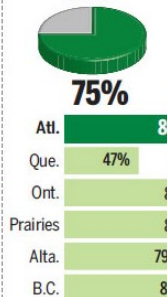
% concerned their kids will not be able to afford the cost:



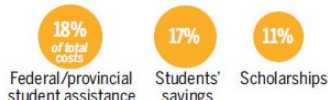
% who have an RESP



% who are concerned about if their child will get a job after school:



Other sources of funding identified:



**46%** of parents wish they had more support from family and/or friends to help finance schooling

**52%** wish people would contribute to their kids' post-secondary education savings in lieu of gifts

Survey results are from a Pollara survey commissioned by BMO Global Asset Management using interviews with an online sample of 1,000 Canadian parents with children under the age of 18, conducted between August 5th and 8th, 2014. The margin of error is +/- 3.1%, 19 times out of 20.

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