

General Accounting

From the Desk of the VP Finance and Support Services:



For the 3rd September in a row we are preparing for the beginning of a new term with some uncertainty created by the pandemic. This year the renewed optimism is apparent in the number of students, staff and faculty on campus as final preparations are being made. As always, we are working closely with our colleagues on the affiliate campuses as well as in consultation with the MLHU on decisions that affect all of our community. The recently announced policies will be in place on September 1st with review and revision as the situation mandates. These measures reflect King's commitment to ensuring a return to our on-campus environment that we are known for is renewed while keeping our staff and students as safe as possible.

The Finance team and service units have operated seamlessly in the various formats over the past year including in-person. We are excited to provide our students and staff an efficient and welcoming in-person experience this coming term as well. In the sections below you will find various deadlines, processes and recommendations that will assist us in providing you with the quality service you and our students expect.

Our annual audit occurred in its normal cycle despite the continued constraints related to the pandemic. The efforts of Vishal, Phyllis, Kellie, and Kate in organizing the required information, dealing with document logistics and replying to the various queries have been phenomenal. Once again we will be receiving a clean audit report for all of our audited entities.

Over the summer numerous hires have occurred or are in process in all areas. As I sit on the committees for three directors and two VP's, I see the potential and the new energy that injecting new people into senior leadership will bring. I encourage you to actively seek out the new members of our community as they join us and assist them not only in the day-to-day logistical issues but also in understanding the nuances of King's unique culture. It is important that our relationship-based approach to working together is renewed and passed on to new members of our community.

I look forward to meeting them with you, in person.



Jeff Major
Vice President, Finance and Support Services

Mission Statement

THE FINANCE DEPARTMENT IS
COMMITTED IN OUR EFFORTS TO AD-
MINISTER POLICY AND BE A VITAL
RESOURCE FOR ACCURATE INFOR-
MATION TO ALL MEMBERS OF KING'S
UNIVERSITY COLLEGE

The General Ledger

Payroll and Benefits

Reminder for Over Age Student Dependent Request: As a reminder, if you have a child between the ages of 21-26 attending a post-secondary institution as a Full Time Student, please ensure you submit a Request for Over-Age Dependent Status form, available through your Payroll Department. This form (along with *proof of enrolment) needs to be submitted in order for coverage to continue for the 2022-23 Academic Year. If this form is not received by August 31, 2022 Manulife will automatically terminate their coverage.

*proof of enrolment can be in the form of an acceptance letter confirming full time acceptance, a course outline or payment confirmation showing full time enrollment from the University or College.

2021 Pension Statements: Pension statements were emailed to all Faculty on pension back in April. Any questions can be directed to Kate Maars

Reminder for Members over 65 years of age: Once you reach the age of 65, you no longer qualify for LTD (Long Term Disability) coverage and your Life and ADD coverage reduces to 50%. The first payer for prescriptions is the Ontario Drug Plan (ODP) and the balance is processed through Manulife Financial. Remember to inform your pharmacist when you celebrate your 65th birthday to ensure continuous coverage.

Reminder for Members over 70 years of age: Once you reach the age of 70 you will no longer be covered for Life and ADD insurance and CPP is no longer deducted. Contact your Payroll Department for help with how to apply for CPP.

Contracts and Timesheets for the 2022-2023 Academic Year: Timesheet Contracts for all hourly employees are to be completed **electronically** and are located at: <http://www.kings.uwo.ca/about-kings/who-we-are/administrative-departments/finance/payroll-benefits/>. You can also find ‘**How To Complete The Timesheet Contract**’ instructions here.

It is very important that Timesheet Contracts are completed in full detail and submitted to the Payroll Office in a timely manner **prior** to the employee completing any work.

If you are hiring an international student, please ensure they have a valid work/study permit and temporary SIN **before** they are hired.

All Timesheets are to be completed on EWA (Employee Web App) and a PDF sent electronically to payroll@kings.uwo.ca by the designated deadlines. A Supervisor must be cc'd on all emails as approval. It is up to the Supervisor to advise the Payroll Department of any discrepancies in hours as soon as possible to avoid an incorrect payment to the employee.

RBC Insurance/Pension/RRSP: As a reminder, please take a moment to ensure the information we have on file for your beneficiary(ies) is up to date. You can make any changes by contacting the Payroll Department. If you have changed your address please ensure you contact HR or Payroll to have your information updated.

Always be sure to review your paystubs through EWA (Employee Web App) under My Self Service, Paystubs and notify Payroll right away with any discrepancies or if you have any questions.

SUNLIFE RRSP
INQUIRIES?

CONTACT DIRECTLY AT
1.866.733.8612

MANULIFE BENEFIT
INQUIRIES?

CONTACT DIRECTLY AT
1.800.268.6195

FOR MORE INFORMATION CONTACT:

KATE MAARS (x4418), PAYROLL & BENEFITS MANAGER OR IZABELA MATKOWSKI (x4341), PAYROLL & BENEFITS ASSISTANT

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Accounts Payable (A/P)

Travel and Conference:

All Travel and Conference expenses must have the ADO electronic preapproval process submitted prior to the conference. Once you receive the approval and the conference expenses have been incurred, you may submit (scan) to Accounts Payable at kucap@kings.uwo.ca.

Please ensure the Employee Expense form is completed and all receipts along with the ADO preapproval are attached to the email.

Travel and PDF Expense Reimbursement Policies:

Expense and Travel Policies are posted online for reference and review:

<https://www.kings.uwo.ca/about-kings/who-we-are/administrative-departments/finance/accountspayable/>

FOR MORE INFORMATION
CONTACT:

ANGELA BRODT (X4311),
ACCOUNTS PAYABLE
COORDINATOR

Please take the time to read over the policies prior to travel and submission of expenses. All related claim forms are also posted on the Accounts Payable website. As documents are updated at times, please ensure you are using the most up-to-date version of the forms by using the links on the website.

Tuition Benefit:

The following are the administrative requirements of the program. Please read your Association's Terms and Conditions/Collective Agreement carefully for the specific eligibility, terms, conditions and level of benefit you or your family may be eligible for.

1. If enrolled at King's, do not pay the tuition, you will pay the fees only. See the Student Finance department for payment options. If enrolled at another recognized educational institution, pay your or your eligible family member's tuition.
2. Once tuition is paid, fill out the *Tuition Benefit Form* that can be found on the Accounts Payable webpage. Both the King's employee and student must sign.
3. Submit your application, breakdown of tuition and fees, and proof of payment for reimbursement to Accounts Payable at kucap@kings.uwo.ca

**It is important to note that what you pay is not necessarily what you will be reimbursed, as the benefit covers tuition not the fees. Also, the payee for the tuition reimbursement will be in the student's name and a T4A will be issued during the following tax season.



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Accounts Receivable / Student Financial Services

Student Employment Programs – King’s is continuing its commitment of hiring students through The Work Study Program. We have approximately 100 employment opportunities on campus. If you are a supervisor for the Work Study 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 email Natalie Walzak at Natalie.Walzak@kings.uwo.ca for a job proposal form link.

Tuition Benefit – If you have dependents attending post-secondary and have made a payment towards their tuition, you may submit a tuition benefit form to Accounts Payable for reimbursement. If you or your dependents receive a tuition benefit/waiver/reimbursement and are applicants 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.

LTC Bus Pass –The USC Bus Pass will be loaded onto student cards shortly and full time students will be able to access LTC busses for 12 months as of September 1st. Full Time students cannot opt out of this benefit as it is a mandatory ancillary fee.

Office Hours – Student Financial Services is open 9am – 3:30pm, Monday – Friday, to serve our students and the College Community.

FOR MORE INFORMATION CONTACT:

SHELLY GUERIN (x4410),
STUDENT FINANCIAL SERVICES COORDINATOR

NATALIE WALZAK (x4355),
STUDENT FINANCIAL AID COORDINATOR

AMBER PATRICK (x4317),
STUDENT FINANCIAL AID COORDINATOR

KELLIE KNECHTEL (x4403),
STUDENT FINANCIAL SERVICES ASSISTANT

CORAL ROBINSON (x4701),
STUDENT FINANCIAL SERVICES CLERK

VANESSA FORTIER (x4405),
STUDENT FINANCIAL SERVICES CLERK

Research Grants

The use of Research Grant Funds must directly support the original purpose and terms and conditions of the grant award. In addition, research expenses incurred must be “reasonable” and in accordance to the University and the granting agency’s policy.

If you have any questions related to reimbursements for Internal or External Research grants, please contact Vishal Kothari at ResearchFinance@kings.uwo.ca.

FOR MORE INFORMATION CONTACT:

VISHAL KOTHARI (x4375),
FINANCIAL ANALYST

PHYLLIS FIDLER (x4318),
MANAGER OF GENERAL ACCOUNTING

March 15, 2023

All **Internal Grants** must be spent by the end of the fiscal year (April 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 after.

March 31, 2023

External Research Grant* (i.e. NSERC, SSHRC, and/or CRC) holders have a March 31st deadline. Receipts submitted for these grants must be dated before March 31st, 2023 and received by finance by April 7th, 2023.

* In November 2016, the Tri-Agencies announced that home internet charges would no longer be allowed as eligible charges against NSERC, SSHRC or CIHR grants.

The General Ledger

Central Services / Purchasing

We offer a variety of services including: staff and student mail, couriers, lost and found, laundry/copy card refills, course pack sales, photocopier maintenance, etc.

We also offer a variety of printing services including: postcards, bookmarks, posters, lamination, booklets, tri-fold pamphlets, etc. These can be done in black and white or in full colour using a wide variety of paper colours and sizes.

For all printing requests, our default is letter sized, black & white, double sided and stapled. If we don't get any instructions, this is how we will print your request.

All of our services are available for both work and personal purposes! Our courier and printing rates are very competitive, so come check us out!

For product quotes, preferred vendors, purchase order help or even navigating the Purchasing Policy, please contact Tiffany Chisholm at purchasing@kings.uwo.ca.

FOR MORE INFORMATION
CONTACT:

JASON BROCK (x4315),
CENTRAL SERVICES ASSISTANT

WENDY SCANLAN (x4315),
CENTRAL SERVICES ASSISTANT

TIFFANY CHISHOLM (x4314),
PURCHASING SERVICES COORDINATOR



Conference Services

If you are looking to book a future Event or Conference, please email Amanda Finlayson at ConferenceServices@kings.uwo.ca to make it an easy process.

FOR MORE INFORMATION
CONTACT:

AMANADA FINLAYSON (x4452)
CONFERENCES SERVICES COORDINATOR

Finance ITS Work Request

ITS has added a work request for all Finance/Employee Center/Navision requests.

If you need assistance logging into the Employee Center, using the Expense Claims, or have any finance related issues, please use the below link and choose the **highlighted** request/Problem type.

<https://www.kucits.ca/cgi-bin/wrdb2/workRequest.pl?pid=1420221742>

Request/Problem type ⓘ

Please select...

Please select...

COMPUTER - Printing

COMPUTER - Software

COMPUTER - Hardware

SUPPORT - Finance / Employee Center / Navision

SUPPORT - Teams

SUPPORT - Laserfiche

SUPPORT - Email

SUPPORT - Phone

SUPPORT - Directory Update