



General Accounting

From the Desk of the Director, Institutional Planning and Finance:



Congratulations to all on an excellent fall semester start. The vibe on campus has been wonderful. Although the weather has finally succumbed to the season, the sunny but crisp days are wonderful.

Shortly the finance team will be shifting gears to preparing the Fiscal 2026-2027 Budget. Communication to Budget Unit heads is forthcoming. The aim is to complete the budget with board approvals by early spring - it will be a very busy couple of months. With the financial constraints facing King's, it is very important for all to continue to practice wise and careful purchasing practices and resource allocations. Thank you for your efforts in doing so.

I would like to take this time to wish everyone a restful holiday break, and hope you are able to spend special time with family and loved ones.

Happy holidays! Best regards,

Carri Rodgers-Rowley, MBA, CPA, CMA
Director, Institutional Planning and Finance

MISSION STATEMENT - THE FINANCE DEPARTMENT PROVIDES VALUE-ADDED INFORMATION AND SERVICES IN AN EQUITABLE AND TRANSPARENT MANNER TO ALL MEMBERS OF KING'S COMMUNITY. THE FINANCE TEAM WILL TAKE A LEADERSHIP ROLE IN ALL STRATEGIC PLANNING AND THE DEVELOPMENT OF ADMINISTRATIVE POLICY AND PROCESSES.



Accounts Payable (A/P)

Important Dates for the calendar year end:

FOR MORE INFORMATION

CONTACT:

ANGELA BRODT
ACCOUNTS PAYABLE
COORDINATOR

Tuesday Dec 16th, 2025—All Visa Expense Reports and itemized receipts must be submitted to Accounts Payable no later than 4:30pm. If you are planning to be out of office prior to this date, please have your report submitted in advance to your departure.

Thursday Dec 18th, 2025—All payment requests must be submitted to Accounts Payable no later than 4:30pm. The morning of Friday December 19th will be the final cheque run, international wire payment and vendor/employee direct deposit for the 2025 calendar year.

As a reminder, all payment request forms are available online at: <https://www.kings.uwo.ca/about-kings/facts-and-information/administrative-departments/finance/accounts-payable/>



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Payroll and Benefits

FT Faculty, PAOA & Senior Admin Payroll: December payroll amounts will be deposited on January 1st, 2026. Because of this date being a statutory holiday, some banks may show your payroll the prior business day and others may post the transaction to your account on the following business day. Please ensure you have made appropriate arrangements for any payments that you may have timed to your normal pay cycle.

PT Faculty Payroll: December payroll amounts will be deposited on December 31, 2025.

Biweekly Staff and Contract Payroll: December payrolls will be scheduled and paid accordingly on December 4th, 18th and 31st. Any Overtime (OT) to be paid in December must be received by Payroll, **no later than Friday, December 12th, 2025**. Any OT sheets received after this date will be paid in the new year.

PTF Pension: If you have qualified to join the pension effective January 2026, you will receive an email with attached forms to be completed.

SUNLIFE RRSP
INQUIRIES?
CONTACT DIRECTLY AT
1.866.733.8613

MANULIFE BENEFIT
INQUIRIES?
CONTACT DIRECTLY AT
1.800.268.6195

Hourly Payroll and Timesheet Submission: December payrolls will be scheduled and paid on December 11th and 24th. In order for timesheets to be processed for the December 24th payroll, all timesheets for the period of November 30th to December 13th must be submitted online through mySparkrock **no later than Sunday, December 14th, 2025**. Any timesheets submitted past this deadline will be processed on the following payroll.

IMPORTANT REMINDER for anyone on Hourly Timesheets: Please ensure ALL hours worked in 2025 that are still to be paid are submitted by Sunday, December 14th, 2025. **It is imperative that hours worked in 2025 are PAID within the appropriate pay cycles in 2025 for accounting and tax purposes.**

Statutory Holiday Pay: Please remember that in order to qualify for your STAT pay you *must* work your full scheduled shift prior to and after the Statutory Holiday. If you are absent on either of the shifts prior to and after the holiday it is your responsibility to provide HR with reasonable proof of your absence to ensure you are eligible for STAT pay. Please contact HR with any questions at hr@kings.uwo.ca.

2026 CPP & EI Premiums: For those employees who have met the 2025 maximum contributions, this is a reminder that CPP & EI premiums will recommence January 1st, 2026. Therefore, you will notice a decrease in your net pay resulting from the CPP and EI deductions.

UPDATE ON CPP ENHANCEMENT: Effective January 1, 2026 the continuation of the CPP Enhancement program continues, with the same additional 4% YMPE (known as AYMPE – Additional Yearly Maximum Pensionable Earnings) for certain pay thresholds. For further information on the Enhanced CPP steps, look here: [CPP Enhancement Program](#)

The 2026 Maximum Annual Employee Contributions are as follows:

CPP \$4,230.45 EI \$1,123.07 RRSP \$33,810 YMPE \$74,600 AYMPE \$85,000

T4's: T4 documents will be completed by Feb 28th, 2026. Instructions for downloading T4's will be available early-mid February.

Have you moved in 2025? In order to be sure you receive your T4, please update your address with the Payroll Office.

FOR MORE PAYROLL INFORMATION CONTACT:
NICOLE KOYANAGI, PAYROLL & BENEFITS COORDINATOR
IZABELA MATKOWSKI, PAYROLL & BENEFITS COORDINATOR

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Purchasing & Central Services

Purchasing:

Purchasing now retains copies of all King's contracts. If you have any active contracts saved within your department, please send a copy to purchasing@kings.uwo.ca.

King's is required to prioritize Ontario and non-US businesses when conducting procurement processes for goods and services. If you have any questions or concerns, please contact Tiffany Chisholm to discuss.

FOR MORE INFORMATION
CONTACT:

TIFFANY CHISHOLM
PURCHASING SERVICES COORDINATOR

JASON BROCK
CENTRAL SERVICES ASSISTANT

Exam Printing:

All final exams must be submitted using the ESS (Exam Submission System) **10** days prior to the scheduled exam date to ensure that they are processed in time for your exam. Printed final exams (along with grade scopes and/or exam booklets) can be picked up at the Registrars Office 30 minutes before your exam starts. All non-final assessments (quizzes, in-class midterms, in-class tests, etc.) should be submitted using the ESS as well, but will be delivered to the instructors mailbox on campus.

Central Services Hours:

Regular hours are Monday – Friday, 9:00am-4:30pm (closed 12-1pm daily). For the Christmas closure, we will close on Friday, December 19th at 12:00pm noon and will reopen on Monday, January 5th at 9:00am.

No Mail Pick-up Over the Holidays:

If your mail was delivered before December 19th at 12:00pm noon, then it will be held securely in the Central Services Office until we reopen on January 5th. If your mail is awaiting delivery during our closure, couriers will hold the mail until we reopen on January 5th. As you would expect, we get a lot of mail delivered when we reopen. We will do our best to process this mail quickly but ask that you wait for your mail to arrive in your mailbox.

Central Services Changes:

We appreciate the understanding and flexibility during our transition to a new service level in Central Services. Below are some reminders for the areas still needing attention:

- ♦ **Printing/mail pickups** are no longer available in Central Services. Instead we ask that you wait for your printing/mail to arrive in your mailbox. We are asking for 2 business days' notice from the date of your print request and/or mail delivery receipt. If your printing/mail hasn't arrived in 2 business days, contact your administrative assistant before reaching out to Central Services. If you have an urgent print job, we ask that you use the campus OE walkup copier fleet.
- ♦ **Outgoing Canada Post mail** now leaves CS twice each week, on Tuesdays and Fridays. We are still able to process and stamp your outgoing mail throughout the week; however, if you require it to move faster, then we kindly ask that you take it directly to a Canada Post location.
- ♦ **Outgoing courier packages** must be dropped off with a completed Courier Shipping Form (found on the Central Services webpage). We must prioritize our work, which means that we will not be able to process your package at the time you drop it off.
- ♦ We have a **NEW Amazon locker** at King's! This brand-new smart locker is here to revolutionize the way you receive your Amazon packages. The locker is open to *everyone*—day or night, 365 days a year. For more information on how to use this new Amazon Locker at King's go to the Central Services webpage.

We appreciate your cooperation as we work through these adjustments.



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Accounts Receivable / Student Financial Services



Student Financial Services would like to say “thank you” to the various Selection Committee Members for their participation in the most recent round of Awards and Bursaries. In total, over 1600 award and bursary applications have been individually reviewed since September . We are aware that this is a time consuming task and appreciate the energy spent to select the award winners.

We are pleased to share that 80 domestic students are currently employed in the ‘Work Study Program’ and 17 students are employed in the ‘International Work Experience Program’.

The Student Financial Services Office is open daily Monday to Friday from 9am – 4:30pm. Students can request an in person or virtual financial counselling appointments. Staff will be processing the January installment of OSAP for over 1700 students during the month of December to prepare for the disbursement of funds in early January.

All December College deposits should be submitted to Student Financial Services no later than Wednesday, December 17th, 2025 at 4:30pm.

The Student Financial Services Office will close at the end of business day on December 19th and will re-open on January 5th, 2026.

**FOR MORE INFORMATION
CONTACT:**
SHELLY GUERIN
STUDENT FINANCIAL
SERVICES OFFICER
NATALIE WALZAK
STUDENT FINANCIAL AID COORDINATOR
VANESSA FORTIER
STUDENT FINANCIAL AID COORDINATOR
ZOE SHIPP
STUDENT FINANCIAL SERVICES CLERK
CORAL ROBINSON
STUDENT FINANCIAL SERVICES CLERK

Reminder—Employee Centre Information

ITS has added a page on myKings for all relevant links to mySparkrock, Sparkrock365 and Fund Balances. Along with this information are numerous documents that will guide the user on the various functions available to them depending on their access.

The page can be found by logging into **myKings** and choosing the **General** dropdown.

<https://www.kings.uwo.ca/its/kings-employee-centre/>





The General Ledger

Tiffany Chisholm, *Editor*

FINANCE DEPARTMENT—ENGAGED EXCELLENCE

DECEMBER 2025

Research Grants

Finance monitors the spending of internal and external granted research funds to ensure compliance with the University and the Granting agency's policy.

FOR MORE INFORMATION
CONTACT:

VISHAL KOTHARI
ASSOCIATE DIRECTOR OF FINANCE

If there are any research related financial questions please contact ResearchFinance@kings.uwo.ca. For non-financial related questions, please contact the Research Facilitator at Research@kings.uwo.ca. If you do not know the GL Account No to use for timesheet contracts & research related reimbursements then please contact the Finance or Research Office. When submitting reimbursement requests in foreign currency, please include the original receipt and ensure to use the amount in CAD \$ on the request for reimbursement form.

Research Grants — Dates to Remember

March 15th, 2026 (Internal Grant Application) March 31st, 2026 (Extension to Internal Grant)	All Internal Grant applications are due on March 15 th or the next business day. Funds must be exhausted by the end of the fiscal year (Apr 30 th) unless the recipients applies for Renewal by March 31 st , or the first business day thereafter.
March 31st, 2026 (External Grant Receipt submissions)	External Research Grant (i.e. NSERC, SSHRC, and/or CRC) holders have a March 31 st deadline. Receipts submitted for these grants must be dated and submitted before March 31 st , 2026.
April 30th, 2026 (Internal Grant Receipt submissions)	Internal Research Grant holders have an Apr 30 th deadline to use research funds. Receipts submitted must be dated between May 1st, 2025 to Apr 30th, 2026 and received by Finance no later than Apr 30 th , 2026. Please contact the Finance Department if you are travelling on Apr 30 th and have limited

Please go to the [Research Grants Accounting](#) page for more information.

