

Good morning, USC!

Here are your updates for the week of February 25- March 1, 2019

Important Dates

Feb 26	February Birthday Celebration - 2 p.m. in the Staff Lunchroom
Feb 27 & 28	Wear your USC gear
Mar 1	Next HR Orientation Session

General Updates

Let's show off the USC! On Feb 27 & 28 (the same days as our job fair), we are asking all staff to wear your USC gear - whether it is a t-shirt, sweater, or fancy purple pants! Let's show how proud we are to be part of the **USC!**

Departmental Updates

PEOPLE AND DEVELOPMENT

Health and Safety

HR Orientation Sessions: The dates for the first part of next year have been booked:

March 1st	April 26th	June 28th
March 29th	May 31st	

These dates have also been posted on the Staff Hub calendar. All sessions will be held in Room 369 at 2:00 p.m. Please contact Andrea or Kate with your attendee numbers before each session and also if you would like to book a dedicated session for your staff.

Great-West Life Pension Plan

It's RRSP Season and the deadline to contribute for the 2018 tax year is on **March 1, 2019**. Please see the attached notice from Great-West Life providing further information about how you can contribute.

Enviroprogram:

Weekly Tip: Carbon Footprint

A carbon footprint is an indication of the impact activities have on the environment, with a specific focus on climate change. It is a measurement of all of the direct and indirect greenhouse gases one emits in their day-to-day life through electricity usage, transportation, food consumption, etc. [A carbon footprint is expressed in tonnes of carbon dioxide equivalent, and is usually calculated over the time period of one year.](#)

Several carbon footprint calculators are available online and can be found on websites such as [Footprint Network](#).

Wellness:

Thank you for everyone's participation in the USC Wellness Pledge. Check out the wall beside the lunchroom to see what pledges we took on this month. Congratulations to Stephanie who was the winner of the draw for submitting her pledges! Please contact Kate for more details regarding how to receive your prize.

The hours that the USC has available to use the WEC will remain the same. Please see the Wellness and Development Calendar for more details: [Wellness Calendar](#)

Fitness Classes: At this point in time we have decided not to book any more fitness classes. Please enjoy using the space during the open hours :)

WEC Schedule and use of space:

All WEC open gym times are listed in the Wellness Calendar. Just a reminder for anyone who is interested in participating in the Wellness program (including intramurals), must sign the [Wellness waiver](#)

FINANCE

Part time T4's have been emailed. If copies are needed send Tanee a request. Full time T4's will be emailed this week. Please continue to submit your AP invoices to Tanee and EOD's to Sheli. This is helpful for us to have you information entered in a timely manner. February is drawing to a close. Karen would like some of your business cards for the front desk. Get your purple on Feb 27 & 28th!

EVENTS AND BUILDING SERVICES

Events:

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Please be aware that we are not scheduling Building Crew during Reading Week so if there is something you need during that week, please advise us and we will schedule crew accordingly.

We will also not be scheduling Reservation Desk staff during Reading Week with the exception of Tuesday. Any inquiries, see Sue McKone.

INFORMATION SYSTEMS

Continuing from last week with more in the "tech self help" department....

In the news recently was the announcement that music streaming service Spotify has paid out big money to [acquire two podcasting publishers](#). So, what is the big deal with podcasts and why does it look to be the next big thing? Podcasts are digital audio files, available for streaming or as a download, that you can listen to on your computer or phone. Like an old-timey radio show, but one you can listen to when ever you choose.

One of the better primers I've found is this recently published article from The New York Times titled [A Beginner's Guide to Getting Into Podcasts](#). Read the full article, and then dive in!