

Good morning, USC!
Here are your updates for the week of April 8-12, 2019

General Updates

As a result of Oracle's removal of Java Web Start from Java 11, a new deployment process for **Western Directory Application** was required as a replacement.

WTS will be applying the new process and upgrading the Western Directory Application on Thursday, April 11, 2019 starting at 8:00AM and be completed by 8:30AM.

The first time you use the Western Directory Application after the upgrade, you will need to delete the current Western Directory shortcut from your desktop, and download and install the new version.

To do this follow the instructions at https://www.uwo.ca/westerndir/coordinators/directory_coordinators/index.html. This page will be updated as part of the upgrade.

After the initial install, you can run the Western Directory Application from the new Desktop shortcut (Windows) or local script (Linux/Mac).

More information about Oracle's recent changes to Java can be found at https://wts.uwo.ca/services/web/java_info.html.

If you have any issues installing and running the Western Directory Application, or have feedback on the process, please contact the Helpdesk https://wts.uwo.ca/get_help/index.html.

Thank you

An update on the Exec Support Role

Stephanie Williams will be starting her new job on Monday but has graciously agreed to work on a casual basis to assist with the transition in the EA role. She will be working remotely and still receiving emails at her stephanie.williams@westernusc.ca email address. She will be triaging all emails and requests. We are so grateful to Stephanie for helping us out with this flexible working arrangement. Stephanie will also be back in the office on Easter Monday (Monday, April 22nd) so please pop by to say hi or ask her any questions in person.

We are also welcoming Jaclyn Higgins back on a casual basis to ease back into the EA role. She has been working behind the scenes coordinating a few projects but we are very excited to have her back on most Wednesday afternoons and Friday mornings starting April 17th. Jaclyn will also be with us for many of the transition events coming up in May so we will look forward to having her back with the USC Family. She will be back full-time in July.

Andrea Klooster will also be helping out with urgent matters related to the Executive and COO and we can't thank her enough for stepping in.

Departmental Updates

PEOPLE AND DEVELOPMENT

Health and Safety

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

April 26

May 31

June 28

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 for your staff.

Wellness:

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](#)

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](#).

EAP:

Check out the latest EAP newsletter attached!

Pension Information:

Many of you probably have heard by now about Great-West Life's name change to Canada Life. This will not affect your plan or GWL portal access at all going forward. Please see the attached announcement and/or contact Andrea for more information.

FINANCE

Please review your April 2019 GL detail. Financials coming soon. April is UWO year end. We need all UWO related info submitted. May is our year end which is closing in. Please keep in mind.

EVENTS AND BUILDING SERVICES

Events in the UCC this week:

INFORMATION SYSTEMS

We have tweaked the design of our website! Take a few minutes a look through it to make sure links and blurbs for your operations are still correct. Visit <https://westernusc.ca> and let us know if you see anything that needs to be changed.