

Good morning, USC!

Here are your updates for the week of May 13-17th, 2019

Important Dates

May 14- Healthy Snack at 2:30

May 15- Staff Farewell Party at 2:30

General Updates

Transition Video: If you missed the opportunity to see the transition video check it out using this link: <https://www.youtube.com/watch?v=WVrxYNWHAg&feature=youtu.be>

Front Office Hours: The front desk will be closing at 4:30 pm for the exam period and the summer so please ensure that you have your lanyard and Western ID cards to access the main office after hours.

Staff Farewell Party:

If you have any photos you would like to contribute to the Farewell Party, please send to Andrea or Kate no later than Tuesday May 14th at 4:00 pm.

Departmental Updates

PEOPLE AND DEVELOPMENT

Health and Safety

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

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.

EAP:

Please find attached to this e-mail the latest newsletter from Family Services, our Employee Assistance Program provider. A copy will also be posted on the health and safety board in the staff lunchroom.

Wellness:

The WEC will be closed from Wednesday, May 1st and will re-open on Monday, May 13th. As such, the Fairmount Room will also be closed and we won't be able to host USC Fitness events. We look forward to having you back on May 13th!

FINANCE

No updates this week. Continue to submit your May 2019 information. If you would like a copy of your GL for the year to date, let us know. May 2019 year end is approaching. Our F2019 Audit is not far off.

EVENTS AND BUILDING SERVICES**INFORMATION SYSTEMS**

Online Training - A few of our departing friends have asked for reminders about the free Lynda training so they can bump up their skills. This is a wonderful resource for anyone! You can use your @uwo.ca account and password to access these great videos at <https://lynda.uwo.ca/>

ENGAGEMENT

Thanks to everyone who came to our meeting! Please take the time to review the [USC Relevancy Ideas Google Doc](#) and comment on submissions or add in more of your own. These ideas will be discussed by the SLT and we will implement as many as feasible.

CREATIVE SERVICES

CS will be closed to walk-up customers this week so we can work through inventory and POS updates. If you stop by and the door is closed, just knock or call down first.