

Good morning, USC!

Here are your updates for the week of June 24th-28th, 2019

Important Dates

General Updates

Phone List: Click [here](#) to view the new staff phone list!

Upcoming Dates for Staff:

Wellness Market: We are planning on hosting our wellness marketing on July 16th! More details to follow

Staff Summer Event: Mark your calendar for August 1st for our summer staff party. .

Departmental Updates

PEOPLE AND DEVELOPMENT

Health and Safety

Upcoming HR Orientation Sessions:

- June 28th (Room 369)
- July 26th (Room 373)
- August 23rd (Mustang Lounge) - USC Training Day
- September 27th (Room 373)
- October 25th (Room 373)
- November 29th (Room 373)

These dates have also been posted on the Staff Hub calendar. All sessions will be held at 2:00 p.m. except for the August 23rd training day (schedule TBA). 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.

*** Please let us know if any staff will be attending in advance as we will not be holding the session if we haven't heard from anyone.

Wellness

* Please note that the WEC will be closed on June 25th

Great-West Life (Canada Life)

Changes are coming to GRS Access! Take a look at the following video to see what they are -

<https://embed.vidyard.com/share/D1LZ1jzHcvpWpDfUYxJfJQ>

FINANCE

Please stop by and admire our new signage in the Students' Events Support Department. This is a great example of how the USC enhances the student experience at Western and was done on the initiative of our great club support staff Saku and Shari.



May 2019 year end is in its final stages. Any corrections to F2018, please bring to our attention.

Now available, fillable payment request form, on the hub. <http://usc-staff.org/documents/>

Copy to your desktop. We are reviewing the Corp phone bill from UWO to update where needed. If you have a phone to return let us know. Mid way through June 2019. Please continue to submit AP, AR and EOD's paperwork for processing.

EVENTS AND BUILDING SERVICES

INFORMATION SYSTEMS

A reminder that Noah is off this week. If you need support please email helpdesk@westernusc.ca or reach out to Geoff.

Google Photos. A few weeks ago we wrote about the importance of backing up your phone prior to travelling. This week's tip explains a great way to automate the archiving of all the photos on your phone, which as an added bonus this means you can delete them from your phone to regain storage. The Google Photos app will backup pretty much all of your photos and videos to the cloud, for free.* The app will even sort and organise everything for you, and you can then easily share your favourites.

Visit <https://www.google.com/photos/> or download the app onto your phone to sign up and start backing up your photos! (Please don't use your @westernusc.ca address. If you don't already have a personal @gmail.com account, they are easy to sign up for and free to use too.)

** The fine print: You only have unlimited storage if you opt to upload "high quality" copies of your photos, otherwise the original sized files -- up to 16MP photos and 1080p videos -- count against the 15GB free storage limit. Chat with us if you want some advice on setting this up.*