

Good morning, USC!

Here are your updates for the week of August 6th-9th

Important Dates:

August 23rd: All USC Staff Training

Important Updates:

-We are excited to have Kurt join the USC team! Please click [here](#) for our updated phone list.

Update on our bird in the UCC: Abell Pest is placing a safe trap in the UCC. The device works on an audible call system. It is imperative that people do not interfere with the device.

Unfortunately that means that all feeders and devices placed by staff must be removed and cease to continue. Thanks for all of your help over the past few months in caring about this bird and trying to save it!

Departmental Updates

PEOPLE AND DEVELOPMENT

Health and Safety

Upcoming HR Orientation Sessions:

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.

Enviro Program Tip of the Week:

- **Check that all computers/monitors are set to their most energy efficient settings** (e.g., monitor set to shut off after 15 minutes of no use).
 - Most operating systems come with power saving features that put hardware like hard drives or the computer monitor into idle mode or turn them off for the time they are not being used.
 - Idle mode consumes between 20 to 50 times less energy

FINANCE

Please continue to submit your July 2019 documentation for processing. PT payroll due Aug 1st. We have a new email address, easy to remember, finance@westernusc.ca

This email will reach the Finance team. To be used to reach us all, if in doubt as to whom to contact. Your correspondence will be managed accordingly.

INFORMATION SYSTEMS

Geoff is on vacation - please continue to use helpdesk@westernusc.ca or reach out to Noah for your support needs.