

Good afternoon, USC!

Here are your updates for the week of Oct 28th-Nov 1st

Important Dates:

SAVE THE DATE! Our Holiday Party has been booked for the evening of December 5th.

Details to follow!

October 29th: October Birthday Celebration - 3:00 p.m. - Staff Lunchroom

October 30th: Harvest Breakfast from 9:30-11:30 in The Wave

Important Information:

Healthy Lunches:

*Please note a reconciliation will be done at the end of the month for Healthy Lunches and numbers will be sent to Finance for payroll deduction.

Workout Equipment: Please stop by the front desk to pay for any of your workout equipment that you picked up. Karen can take cash or debit/credit :)

Take Our Kids to Work Day

Launched 25 years ago by [The Learning Partnership](#), Take Our Kids to Work Day is an experiential learning opportunity for Grade 9 students across Canada, taking place this year on Wednesday, November 6th. The USC is happy to be participating in this annual event!

Through Take Our Kids to Work Day, students are able to witness the world of work firsthand, prompting early career planning, and enabling students to make informed decisions about their future goals and endeavours. By participating in Take Our Kids to Work Day, students are able to learn about a variety of careers, industries, and sectors.

As his daughter will be taking part, Geoff Pimlatt has volunteered to take the lead on this project.

If you know of a Grade 9 student who would be interested in learning about the kinds of work that takes place here, please encourage them to fill out their school's paperwork and let Geoff know that they will be coming, by November 4th.

If you would like to share your work experiences, let Geoff know by November 1st. Please give him an estimate of the amount of time you would like to spend with the students, and if you have a preferred time of day for the students to stop by. Staff are encouraged to find ways for students to perform tasks related to your job, work in a team on a workplace related activity, and

develop and present their own solutions to common problems you would generally encounter. We are hoping to make this an event that both staff and students will enjoy and learn from!

Food Support Services can use our help. They are needing reusable bags. We will accept them at the front desk on their behalf. Thank you for your donations, even better, add some cans to that reusable bag when you bring it in!

Departmental Updates:

PEOPLE AND DEVELOPMENT

Health and Safety

Upcoming HR Orientation Sessions:

November 29th (Room 373) - 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. A new schedule for subsequent sessions will be posted sometime in November.

FINANCE

October month end items due. Please have PT payroll to Tanee as soon as possible after the 31st. We need to have all outstanding invoices and revenues brought to our attention. Any September items we haven't processed?

BUDGET SEASON is here!



Budget spreadsheets including instructions will be distributed to all relevant staff in early November. You can work on your budget prior to receiving the budget information. Fixed costs (i.e. telephone, office supplies, bank fees are good examples) can be calculated in advance of the forthcoming documents. Please remember that you have a valuable resource in the

Finance/Accounting Department. We are able to provide you with historical data as well as current information on recent revenues/expenses.

INFORMATION SYSTEMS

Phishing doesn't just happen over email - The Privacy Commissioner of Canada recently issued a warning about a growing number of people receiving phone calls from fraudsters claiming to be from a government department, with a warning that their SIN has been compromised. An air of legitimacy is added to these calls since the calling number has been masked to appear as if it were actually from a government phone number.

Remember to never provide personal information such as a SIN, credit card or banking account numbers unless you have initiated the call yourself, and to a verified phone number.

For more information on how to recognize a scam from someone trying to steal your personal or financial data, please see [this notice](#) from Employment and Social Development Canada.

PRODUCTIONS & RESERVATIONS

UCC Events

Monday - Atrium - Ethnocultural Programming, Confined For Vine Concert Promo Contest

Tuesday - Atrium/Lounge - Graduate and Professional School Fair

Wednesday - Atrium - Shea Butter Man, On The Line For Vine Concert Promo Contest

Thursday - Atrium - Scare The Stigma Peet Support Programming, Incline For Vine Concert Promo Contest

Friday - Atrium - Nada - Friday before Reading Week enjoy the silence!

As of 2020 UWO Reservations will be switching to a new reservations system that will require users to login using their [@uwo.ca](#) email addresses to submit requests. This will not work with generic accounts (such as [@westernusc.ca](#)), it will need to be from each person's personal [@uwo.ca](#) account since the new system will authenticate via Western's login servers.