

Good afternoon, USC!

Here are your updates for the week of Jan 13th-17th

Important Dates:

Jan 14th: Healthy Snack @ 2:30 PM in the lunchroom

Jan 14th: State of the USC @ The Wave, starting at 6:30 PM

Important Information:

Ronald McDonald Baking Night: The USC is doing a baking night at Ronald McDonald House on Feb 11th from 7:30-9:30 pm to bake for those families staying in the house, who have incredibly sick children. We are so excited to participate in a volunteer activity as a group. If you are interested in going please let Kate know by Feb 7th! Please note we can only take about 8 volunteers so it will be first come in letting me know they want to attend. If there is an overwhelming response we can schedule another date.

*Also please note to protect the families at the house you must not have any signs of being sick so that we don't pass along our germs!

Food Support Services is in need of bags for their hamper deliveries. Please drop some off at the front desk.

Healthy Lunches: We are going to wait one more week before we start with the lunches :)

Departmental Updates:

PEOPLE AND DEVELOPMENT

Introducing Jessica Kinkade, our part time intern! Jessica is a Wave staff member who was needing to fulfill a part time internship role for her program so she is going to be working with the PAD team to develop some content for our LinkedIn page, including working on content for our job fair. If you see her around the office please give her a warm welcome :)

Alumni Newsletter: Please take a chance to read our latest Alumni Newsletter :

<https://mailchi.mp/572e175e79d7/ymj1t0u9sn>

2020 TD1 forms will be distributed to FT employees to complete. We have been notified of a change regarding the basic exemption amount for 2020. CRA is telling us the government has tabled a change to the exemption amount, once confirmed, we will distribute the forms. For more information visit the CRA website.

Health and Safety -

Upcoming HR Orientation Sessions:

January 31, 2020

February 28, 2020

March 27, 2020

April 24, 2020

May 22, 2020 (a week early due to scheduling conflicts)

June 26, 2020

All sessions will be held in Room 373 at 2:00 p.m. If you require a separate session for your staff, please let Kate or Andrea know. Please also let Kate or Andrea know if you have staff attending the scheduled session so we can be prepared with enough booklets.

Mental Health First Aid:

Please see the attached flyer for the next Mental Health First Aid session taking place on January 23rd and 24th. We've had quite a few staff attend the training so far and they have all given it great reviews. Please let Andrea know if you are interested as soon as possible as the sessions fill up quickly!

Attendance -

New attendance sheets showing your entitlement for 2020 and any carryover from 2019 are now in your folder. Please check them ASAP and let Andrea know if there are any discrepancies. **Any 2020 vacation that you have booked will not be showing on the sheets until the second week of January.**

ADVOCACY AND GOVERNMENT SERVICES:

Please take a look at the [updated policy manual](#)!

FINANCE

Thank you for your December submissions. GL's to be distributed Monday. Any outstanding revenues/expenses for December, please submit asap.

PROMOTIONS PRINT PRODUCTIONS:

USC Promotions Print Production (formerly Creative Services) would like to offer all USC staff the opportunity to print with us!

The process is simple:

1. Email your request to print@westernusc.ca with all of the relevant details (paper selection, B&W or colour, number of copies, etc.) and attach your digital file(s).
2. Pay for the job using credit/debit through our online portal using the Dollar Amount and Quote Number that you'll receive from a Print Production employee.
3. Pick up your completed request at UCC 265 once notified.

This new service will be available as of **January 6, 2020**. All USC Staff (with the USC sticker) will qualify for a **15% discount** for using our services. If you have any questions, please direct them to print@westernusc.ca.

Happy printing!

INFORMATION SYSTEMS

Spear Phishing Reminder:

An email made the rounds on campus last week flagging our own HR Department!

From: Angel Cheung <acheu62@uwo.ca>

Subject: Attention! A Message from the HR

Greetings,

You have a message from the HR Department

[Click here to view your message](#)

Office (519) 661-3574 | Fax 612-222-9835

340 Building,
Western University,
London, ON N6A 3K7

In this case, the email came from a compromised @uwo.ca student account, which would have added an air of legitimacy to the email, but clicking on the link would have infected your computer.

The lesson here is that spammers and their bots are getting better at finding ways to fool you into thinking that new email in your inbox is “real”. (Even if like so many others, they don’t know the difference between UWO and the USC!) In turn, we need to get better at questioning pretty much every email with an attachment or embedded link!

PRODUCTIONS & RESERVATIONS

Displays/Vendors

- U-Lead - Atrium Monday - Thursday
- The USC’s Election Information booth will be in the in Lower Level Wednesday and Thursday and in the Atrium Friday
- Campus Discs in on Tuesday
- Lemon Tree Jewellery in on Wednesday and Thursday
- Caribbean Students Organization Culture Day takes place on Friday

Mustang Lounge:

- Friends of MSF Talent Show - Thursday
- Brescia Ball - Friday
- Caribbean Students Organization Culture Show - Saturday
- Gateway Church - Sunday