

Good afternoon, USC!

Here are your updates for the week of Jan 20th-24th

Important Dates:

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're back! View our options for Thursday January 23 2020 [here](#). Please select your lunch by 3:00PM on Tuesday January 21st. Happy lunching!

Departmental Updates:

PEOPLE AND DEVELOPMENT

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.

Attendance -

The 2020 vacation sheets have now been updated with any vacation time that has been booked for this year. Please let Andrea know if there are any discrepancies with your records.

ADVOCACY AND GOVERNMENT SERVICES:

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

FINANCE

Please continue to submit your AR and AP for January. Any issues or concerns let us know. Also let us know if you are expecting a delivery. It will reduce the wait time of the delivery company drivers.

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

WTS Spring 2020 non-credit computer course schedule is now available.

Refresh your skills through a variety of courses held in the WTS Training Lab (Support Services Building).

All class sizes are small and a customized manual is provided with each course.

General information: <https://wts.uwo.ca/courses/>

How to register: <https://wts.uwo.ca/courses/register.html>

Course descriptions (online): <https://wts.uwo.ca/courses/brochure/>

Course brochure (PDF): <https://wts.uwo.ca/courses/brochure.pdf>