

Good afternoon, USC!

Here are your updates for the week of Feb 3rd-7th

Important Dates:

February 18th - 21st - Staff Appreciation week is fast approaching! Free breakfast sandwiches, an event involving plants (think Paint Night!), and a pizza lunch all on tap for the week. More details to follow.

Important Information:

Ronald McDonald Baking Night: Last Call to come to Ronald McDonald House with us! An amazing opportunity to help families who are really struggling through some tough times in their lives. No need to be an excellent baker! You just have to have the passion to want to make a difference. 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. *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 still needing bags for their hamper deliveries. Please drop some off at the front desk.

Healthy Lunches:

View our options for Thursday February 6 2020 [here](#). Please select your lunch by 3:00PM on Tuesday February 4th. Happy lunching!

"Wave Healthy lunches" payroll deductions will occur in February. Oct/Nov on Feb 10th, Dec/Jan on Feb 25th.

Departmental Updates:

PEOPLE AND DEVELOPMENT

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. An email will be directed your way.

Health and Safety -

Upcoming HR Orientation Sessions:

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.

FINANCE

Welcome February 2020, that brings a close to January 2020.

Month end submissions now due. If you are expecting a delivery please update the front desk. 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

Western @uwo.ca account authentication update... Western recently made changes to the system responsible for validating @uwo.ca logins. These are used for accessing Western mail, both through programs like Outlook and <https://myoffice.uwo.ca>, online resources such as the Parking website, and so on. This new system requires you to provide answers to three security questions - they have done this to help reduce the number of Helpdesk calls for password resets.

One result of this is that if you have not recently logged in to their Identity Management portal, access to some of these resources will be restricted.

Please take a moment now to visit <https://identity.uwo.ca/login> to make sure your profile is up-to-date.