

**Good afternoon, USC!**

**Here are your updates for the week of Sept 8th-11th**

**Important Updates:**

**NEW & IMPROVED INTERNAL STAFF DIRECTORY**

Please see the updated [USC Staff Internal List](#). This will now be a live document housed in the Full-time Staff Resources folder under the Shared Drives. We will update this list in real time and all staff have a cell/home phone number listed so they can be contacted if working from home.

**Departmental Updates:**

**PEOPLE AND DEVELOPMENT:**

**Health and Safety:**

**COVID-19 Information: SwipedOn:** If you do not have a cell phone that supports the Swipedon app, we wanted to let everyone know that you can also login to the site using your desktop at: <https://secure.swipedon.com/login?dest=>

**FINANCE** Thank you for sending along your invoices promptly. We are processing cheques weekly, if you need something to be pushed through to not delay deliveries please contact Maryann via email. Please scan invoice copies and forward them to Tanee. Keep hard copies on file. Reach out if you need your account lines. August 2020 revenues and expenses need to be submitted.

Many thanks to all involved in Orientation Week.

**Office Supplies:**

Employees working from home that require office supplies are asked to fill in a request form. The fillable form on the USC Hub can be completed and submitted to their manager for approval. Supplies can be sent directly to a home address.

<https://westernusc.forms-db.com/view.php?id=271262>

The supply list is based on a discounted contract price list with Monarch Basics and the checklist of items is based on regularly stocked items in the office supply cabinet. No minimum

dollar amount is needed for Monarch Basics free delivery. Similar to the absence request form, managers will receive the list of supply items requested. Your manager will return an approval with a cc'd email to Karen.

Only manager approved orders will be sent to Monarch Basics.

When your manager replies to your request with approval, Karen will place the supply order. Monarch Basics will deliver to the address provided on the next business day. If employees have return items, please direct an email to Karen. She will assist with the return process. Monarch will pick up the returns and Karen will ensure credits are posted to the correct expense accounts. This may overlap a month pending the timing with Monarch.

The invoice is emailed to finance and will be matched to the manager authorization from the supply request form to charge the department account line. Credits for returned items will be done similarly. Because each invoice is linked to individual requests, this will also help assess the department office supply needs for future updates and orders.

## **PROMOTIONS PRINT PRODUCTIONS:**

### **INFORMATION SYSTEMS:**

Even in a WFH case, you have a duty of care over any work information you save or access on your personal computer. Here are a few simple steps you can take to secure your home environment.

Physical security - Ensure it is not visible when transporting your laptop and don't leave it in your vehicle overnight.

Network security - Don't connect to unsecured wireless networks, and make sure your computer is running the latest updates,

Device security - Make sure your phones have a lock screen enabled, and that your computer requires a password to login.

## **RESERVATIONS & BUILDING SERVICES**

### **The New USC "InfoSource"**

We have a tentative opening date of September 14th for our new USC InfoSource in the Purple Store in Atrium. The Purple Store has moved down to Room 78 in the lower level to accommodate online ordering.

Operational hours will be:

Sept 14-18 - 9am to 5pm - Monday To Friday

Sept 21 onward - 10am - 4pm - Monday To Friday

The centre will be staffed by Karen from the hours of 10a - 2p and Saku, who is helping us out with the operation, from 2 p - 4 p.

Information & Services provided:

- USC Operations & Services
- Purple Care (USC health plan)
- Bus Pass Pick-up
- LTC tickets Sales
- Purple Store Curbside Pick-up
- Reservations
- UCC Mail Pick-up
- USC Reception
- USC Clubs Resource
- Event Tickets Sales
- Creative Services Pick-Up (tentative)

Please have anyone coming to visit you check in at the InfoSource prior to coming to the 3rd floor. Outside of the centre's operational hours there will be an iPad available outside of the main office for visitors to sign in.

### **Conference Room and Board Room Bookings**

We are excited to announce that the boardroom is now going to be available for booking through EMS and EMS Web.

To refresh everyone, here is the EMSWeb link <http://129.100.145.115/emswebapp/> It is also available on the Staff Hub.

Your username is the first part of your westernusc.ca email and the password is currently set up as your phone extension. Please contact Sue if you want that changed.

Changes have been made so that any requests through EMSWeb are automatically confirmed and there is no longer a block for requests made within 24hrs. We will endeavour to program the doors to open as much as we can; however, to ease access to the room, conference rooms will now be added to everyone's card access. We ask that you book out the conference rooms

as much as possible when required for meetings and do not “jump” into a room that may seem open.

If you need a quick reservation for the boardroom or conference please and are away from your computer, contact Karen at: [karen.savino@westernusc.ca](mailto:karen.savino@westernusc.ca) or call 82635. Karen will also be able to assist you with booking if you are experiencing any technological difficulties.