

Good afternoon, USC!

Here are your updates for the week of December 14th-18th

Important Information:

Declaration of Conditions of Employment (T2200E) Tax Form: For those employees who have worked from home, there will be the option to claim a deduction of employment expenses. The USC will assist you in filling out this form as it requires an employer's authorization. If you are pursuing claims for expenses related to work from home on your 2020 tax return (including mortgage/rent expenses, utilities, internet etc), this form is required to be completed by your employer. Further details on claiming work from home deductions are your responsibility. The USC will simply verify your work from home arrangement by way of this tax form. If you wish to receive the authorized declaration form, please contact Karla and she will provide you with the form and details.

Departmental Updates:

PEOPLE AND DEVELOPMENT:

Vacation Trackers: Please note that the 2021 vacation trackers will be updated and available for review on January 11th. Between now and then, if you have any questions about the balance on your 2020 tracker or you require more information about what you will have in the new year, please contact Andrea.

Employee Assistance Program: Please find attached to the IC e-mail the latest newsletter from our EAP provider, Family Services. They have also added a handout regarding how to manage stress during this very different holiday season. If you require assistance, please remember that you can always call them at 1-844-864-8343.

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 on the iPads located in the new USC InfoSource or outside the main office.

Wellness Program: Just a friendly reminder that if you would like access to a Headspace account you can enroll for free using this link! Headspace is a wonderful app that has guided meditation sessions, workouts, podcasts, and playlists created to help you focus while doing work! <https://work.headspace.com/universitystudentscouncilofwesternuniversity/member-enroll>

FINANCE Continue to submit December information to us as you receive it. Include your approval and account #. PT payroll submissions to Tanee by Dec 15th . If you have AP invoices on hold please bring to our attention.

Budget planning.....



PROMOTIONS PRINT PRODUCTION:

USC Promotions Print Production will be closed as of December 11, re-opening once we are back from the break. Please email print@westernusc.ca for all your printing needs before we wrap the year up! Poster Patrol is still accessible through our [website](#).

INFORMATION SYSTEMS

Four Tips for a Cyber-Safe Holiday

1. **Watch for an increase in scam emails and websites.**

Fraudulent emails, websites and posts always spring up more regularly around this time, as stressed gift-givers hunt for that last minute present or bargain. Be wary of any “too good to be true” offer, fake missed delivery or postage owing warnings, or malware containing fake holiday e-cards.

2. **Secure any new tech toys or devices right away.**

Too often, smart devices or toys come out of the box with either no or well known default passwords and settings. Leaving these as-is can put your privacy and entire home network at risk. Check the product documentation or company website for instructions on how to enable security.

3. **Beware of charity donation scams.**

Sadly, many criminals look to take advantage of people’s generosity. If you are donating to a cause online, make sure you are on the trusted address of the charity.

4. **Keep your phone secure.**

If you are shopping in person, even in the COVID era malls and stores are busy places and it is easy to become distracted and set your phone down for a moment while looking at a product, or toss it in a pocket for easy access. As an extra precaution, make sure your device is locked with a passcode or fingerprint/face ID.

RESERVATIONS & BUILDING SERVICES

InfoSource has moved to Exam Hours. It will be open from 11 a.m. to 3 p.m. until December 18th.

ADVOCACY AND GOVERNMENT SERVICES

Elections are coming up soon! If you work with any students who you think would make good candidates, please encourage them to run! We'll be hosting everything online this year for safety, with nominations coming in on a new online platform. **Please note that the elections dates have changed to accommodate the extended winter break:**

Presidential/General Election

Nominations Open: January 12
Nominations Close: January 19
All Candidates Meeting: January 19
Campaigning Opens: January 20
Campaigning Closes: February 2
Voting Opens: February 1
Voting Closes: February 2
Results Night: Tentatively February 3, could be February 4

Vice Presidential Election

Nominations Open: January 29
Nominations Close: February 19
All Candidates Meeting: February 19
Campaigning Opens: February 20
Campaigning Closes: March 6
Voting (AGM): March 7

PRODUCTIONS

With the opening of the Mustang Lounge study space, we will be relocating our livestream headquarters to The Wave and setting up shop there for events and filming/recording as necessary. Please keep our capabilities in mind if students come to you looking to run virtual events!

We now have part-time staff in the building on a more regular basis, so if you need staff/labour support please don't hesitate to reach out. If your task is furniture/building related (picture hanging, office moves, and the like), please reach out via workorders@westernusc.ca. For event-specific tasks (poster/signage installation, initiatives, decor, etc.) feel free to email josh.try@westernusc.ca directly.