

Good afternoon, USC!

**Here are your updates for the week of April 19th-23rd
Important Information:**

Engagement Committee:

Thank you to everyone who joined the Engagement Committee. If you are interested in joining please let Kate know.

Parking:

Most lots campus-wide will have gates raised and parking will be complimentary until August 31st, 2021. Exceptions are the Medical Science and Kent Patient Lots where gates will be down (these lots are reserved for clinic patients only). Enjoy free parking at this time but please park only in regular unmarked parking spaces; do not park in reserved spaces, service vehicle spaces, fire lanes or hash lined areas.

Departmental Updates:

PEOPLE AND DEVELOPMENT

EAP:

Please see attached for the latest Family Services Employee Assistance Program newsletter containing information regarding working remotely, diet and mental health, dealing with anxiety and stress, and so much more!

Health and Wellness Benefit:

Just a reminder to use the electronic Health and Wellness Reimbursement Form when submitting claims. The form can be found in the quick links section on the right side of the main Staff Hub page or here - [Health and Wellness Reimbursement Form](#)

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

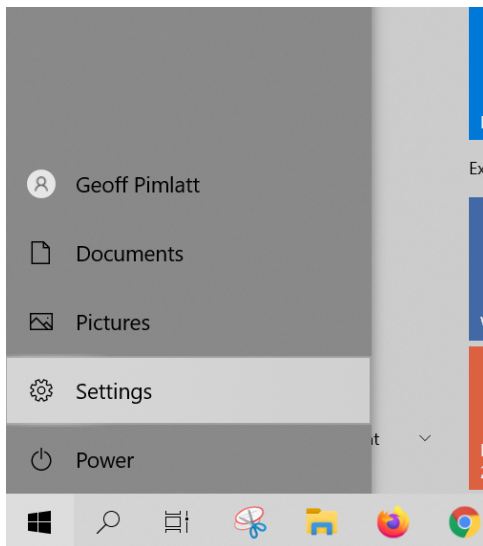
AP cheques will continue to be mailed, be sure to include an address. Please reach out to the Finance team regarding deposits and payments. We will do our best to accommodate your financial needs in a timely manner. We are approaching our year end next month, keep this in

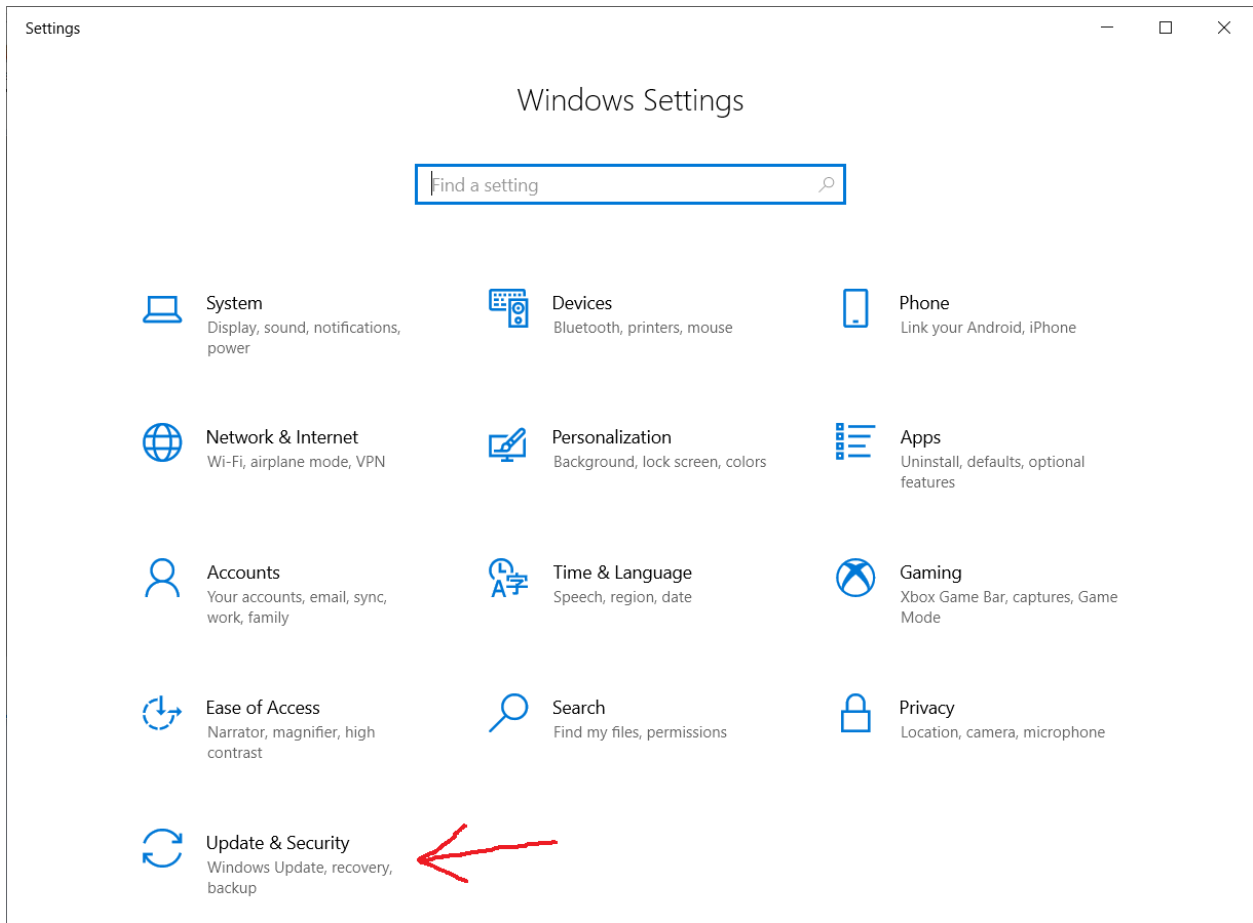
mind for your April and May outstanding invoices, payouts, and deposits. Thank you for your assistance.

Budget season has officially ended with the approval of our budget at Western's Property & Finance Committee on April 13th. This means that Audit season has begun and as noted above it is important that you submit your accounting records to Accounting promptly. As well, reach out to your suppliers/vendors if you are waiting on invoices. For those of you who count inventory please ensure you are accurately recording our assets.

INFORMATION SYSTEMS

Last week's "Patch Tuesday" was a big one for Microsoft, with the regular update patching more than 110 security holes, including 19 that are considered critical. Please take a moment to check that your system is up-to-date...





RESERVATIONS & BUILDING SERVICES

REMINDER: TO SIGN IN AND OUT OF SWIPEDON IF YOU ARE ENTERING THE BUILDING FOR WORK AS WELL AS COMPLETING THE USC COVID ACKNOWLEDGEMENT BEFORE COMING TO WORK.

The incoming Executive will be using all but one of the conference rooms as their transition offices starting March 15th.

This leaves only Room 379 for meetings of up to 6 people until June 1st. At this time, it will operate on a first come first serve basis. If demand increases, we may have to move to a booking system through EMSWeb. Everyone will have card access to the room. If your card does not work, please email workorders@westernusc.ca.

More information on the UCC, our space and our Covid protocols will be forthcoming at the Town Hall. In the meantime if you have any questions, please feel free to email Sue.