

**Good afternoon, USC!**

**Here are your updates for the week of April 26th-30th  
Important Information:**

**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.

**Work From Home Stipend:**

We plan on keeping the work from home stipend until the end of May, and then we will reevaluate based on the current situation at the time.

**Departmental Updates:**

**PEOPLE AND DEVELOPMENT**

**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>

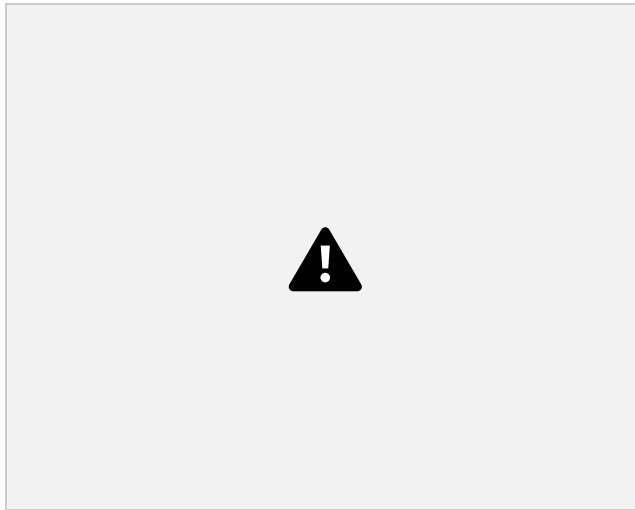
**FINANCE**

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. We can send you an up to date account listing your expenses (June 2020- April 2021) for review. 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**

More patches required! Chrome versions prior to v90.0.4430.85 are vulnerable to a critical flaw that can allow the complete compromise of your computer. To check your version or update your browser, click on the three vertical dots beside your profile to open the customize and control menu, then click Help and About Google Chrome.



Protect yourself. Don't be like this guy...



A year end study by one IT management software vendor found that 99% of exploits are publicly known vulnerabilities, yet more than 80% of vulnerabilities are patched within 24 hours

of public disclosure. Staying on top of patches therefore stops 99% of potential dangers such as ransom ware and viruses. (<https://info.flexera.com/SVM-REPORT-Vulnerability-Review-2020>)

## **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](mailto: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.