

Good afternoon, USC!

Here are your updates for the week of May 25th-28th

Important Dates:

Monday May 24th: Victoria Day (Stat Holiday)

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 are excited to announce that the work from home stipend will continue to the end of August!

Departmental Updates:

PEOPLE AND DEVELOPMENT

EAP:

Please view the following video from our Employee Assistance Plan provider that outlines the services that you can access through them. [FSEAP Video](#) If anyone has any questions about the service, please contact Andrea at aklooster@westernusc.ca or call 519-859-5939.

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>

Headspace: This month Headspace put out a great ebook on turning negative stress into positive change. It really elaborates on the year we have experienced and some of the stress that may have been caused by that. If you are interested check it out at:

https://f.hubspotusercontent30.net/hubfs/4137181/2021%20eBooks/h4w_ebook_2021_jan_020321.pdf

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.

May year end, it's here, or almost here, this means Audit season is upon us. It is important that you submit your accounting records to Finance 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

Are you ever in the middle of typing a Gmail when the message mysteriously gets sent? You probably hit the "Send" keyboard shortcut of ⌘/Ctrl + Enter

It used to happen to me all the time! There are two ways to prevent this.

1. You can customize the shortcut to something you are less likely to hit accidentally.

*On your computer, go to Gmail.
At the top right, click Settings. "See all settings".
Click Advanced.
Next to "Custom keyboard shortcuts," click Enable
At the bottom, click Save Changes.*

2. Of course, this will turn off other useful shortcuts you might also be using (see <https://support.google.com/mail/answer/6594> for the list). Instead, you can give yourself time to stop that errant email from going out by adding in an automatic time delay before a message leaves your Outbox.

*On your computer, go to Gmail.
At the top right, click Settings. "See all settings".
Under General, look for the "Undo Send" option and set a cancellation period of 30 seconds.*

Now instead of being sent right away, in the bottom left of the Gmail window you'll see a "Message sent" prompt with an option to "Undo". This also gives you ½ a minute of

sober second thought before that email composed when you were not at your best goes out.

PRODUCTIONS

We are excited to have John Petingalo join the Productions team in a full-time capacity effective June 1! John has been a valued member of the Productions team for many years, starting in a part-time role as a student and immediately showing an aptitude for all things tech. He has taken on additional responsibilities since graduating and for the past year has acted as Events Crew Supervisor. In his new role as Productions Supervisor, he will continue to support events and initiatives through direct supervision of part-time staff and will also expand into working more closely with clients to plan their events and undertakings. We are excited to see John develop further skills in this new capacity. He can be reached at his new email, john.petingalo@westernusc.ca. Congrats, John!

Josh Try will be on a combination of vacation and parental leave effective May 27 until July 9; please feel free to reach out directly to Rob for staffing/item moving and to Andy for any installations/maintenance projects that arise. Feel free to CC Josh, please! Also, I wanted to say thank you to everyone for all your notes on the card, I really appreciate the sentiment and can't wait to see you all again soon!

RESERVATIONS & BUILDING SERVICES