

Good afternoon, USC!

**Here are your updates for the week of May 10th-14th
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>

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. All APRIL 2021 documents should have been submitted. GL details have been sent for review. Please review your GL to confirm correct entries. Are we missing any detail? We are approaching our year end this month, keep this in mind for your May outstanding invoices, payouts, and deposits. We can send you an up to date account listing of your expenses (June 2020- to date) for review. Please reach out.

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

A new privacy and consumer protection law is working its way through Parliament. If it is passed, Bill C-11 will be among the most comprehensive and toughest legislation in the world. Both because it is important, and to get ahead of the law, over the next several months we will be taking a closer look at the data we collect and hold. In preparation for that, give some thought now to the information you receive and make a conscious plan to ensure it is secure and to have a process to delete it once it is no longer needed.

If you have a Dell computer, be aware that for many years they have shipped with a system driver that can allow full compromise of your system. You can find out how to fix this problem at <https://www.dell.com/support/kbdoc/en-ca/000186019>

RESERVATIONS & BUILDING SERVICES