

Good afternoon, USC!

Here are your updates for the week of May 31st- June 4th

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_020

[321.pdf](#)

FINANCE

Deadlines, deadlines. Please submit all MAY 2021 information to be expensed to your GL's. Do we need to carry forward entries? Any past due invoices? Please reach out. USC May year end is 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.

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.

PRODUCTIONS

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