

Good afternoon, USC!

Here are your updates for the week of May 3rd-7th
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.

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.

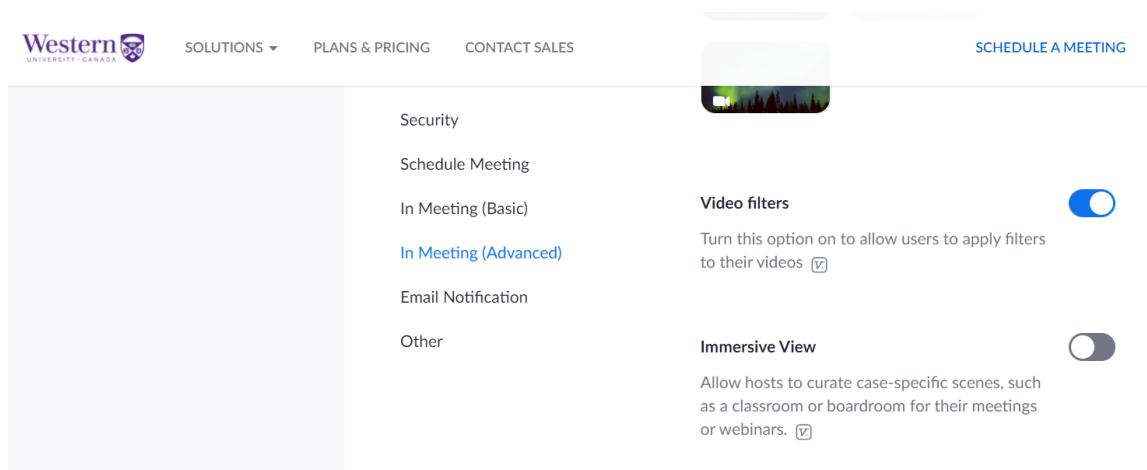
INFORMATION SYSTEMS

Thursday, May 6th is World Password Day. Remember it is your responsibility to ensure the security of all devices and documents in your care - which includes using strong unique passwords. “Celebrate” this day by making some time to go through your accounts or by signing up for a Password Manager. My current recommendation, Bitwarden, is available for free at <https://vault.bitwarden.com/#/register>

A new Zoom feature was rolled out last week -- *Immersive View*. Rather than showing everyone in a grid, this let's up to 25 participants all sit around a virtual desk, appear as paintings in an art gallery, seated in a classroom, or added to a scene of your own choosing.

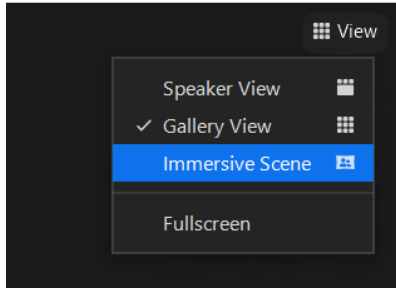
You may need to upgrade your Zoom app, as this is only available in version 5.6.3 or later. Visit https://westernuniversity.zoom.us/download#client_4meeting to download the latest version.

The option is disabled by default, so before you can use it you need to turn it on by logging into your <https://westernuniversity.zoom.us> account. Look under Settings > In Meeting (Advanced) and turn it on.



The screenshot shows the Zoom settings interface for a Western University account. The top navigation bar includes the Western University logo, 'SOLUTIONS', 'PLANS & PRICING', and 'CONTACT SALES'. A 'SCHEDULE A MEETING' button is visible in the top right. The left sidebar contains a menu with options: Security, Schedule Meeting, In Meeting (Basic), In Meeting (Advanced) (highlighted), Email Notification, and Other. The main content area displays the 'Immersive View' setting, which is currently turned off. The description for 'Immersive View' reads: 'Allow hosts to curate case-specific scenes, such as a classroom or boardroom for their meetings or webinars.' The 'Video filters' setting is turned on, with a description: 'Turn this option on to allow users to apply filters to their videos.'

Now, while in a meeting, use the top View menu to switch to an Immersive Scene..



You can learn more at <https://support.zoom.us/hc/en-us/articles/360060220511-Immersive-View>

RESERVATIONS & BUILDING SERVICES