

Good afternoon, USC!

Here are your updates for the week of August 2nd-6th

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:



The Purple Store

Lululemon has arrived at The Purple Store!

We are excited to announce our newest partnership. Starting this week, we will be offering a clothing line exclusive to The Purple Store. Visit us [online](#) to check it out!

PEOPLE AND DEVELOPMENT

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>

FSEAP:

Please find attached to the IC e-mail a few documents from our Employee Assistance Plan provider, Family Services London. There is a comprehensive Returning to Work Resiliency Tool Kit that is a great resource as we all transition back into the office. Also attached is the FSEAP July newsletter as well as a tip sheet for enjoying the rest of your summer. As always, if you require any EAP services, please contact them at 1-844-720-1212 or at myfseap.ca. Contact Andrea Klooster at aklooster@westernusc.ca for any general questions about the services offered through our EAP program.

FINANCE 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. AP cheques will continue to be mailed, be sure to include an address.

Please submit July 2021 invoices and payment information for processing.

INFORMATION SYSTEMS

Here is a neat Gmail trick I just discovered that comes in really handy for when you need to enter your email address on web forms to sign up for newsletters, receive quotes, etc.

You can append a plus sign and any word to your email address just before the @ sign, and any messages sent to it will still come to you as normal, but you can train Gmail to watch for those incoming emails and treat them differently.

For example, if I wanted to sign up for a newsletter to have daily IT news arrive in my inbox, I could enter my email address on their form as gpimlatt+newsletter@westernusc.ca

As the emails start to arrive, I would set up a Filter to label these as such to make them easier to keep separate from the rest of my more important emails. Here's a quick primer on setting up filtering....

- Beside the Gmail search box, click the Search Options button to open the menu.
- Under "To" enter your task-specific email address, like my gpimlatt+newsletters@westernusc.ca example.



- Click “Create filter”.
- Choose what you want Gmail to do to these messages, such as archive, apply labels, and marking as important.
- Click “Create filter” again to save.

PRODUCTIONS: We will be welcoming some part-time staff into the building for furniture moves and space refreshing. If you need part-time staff assistance with moving items or installation, please continue to contact workorders@westernusc.ca so that we can appropriately triage your request.