

Good afternoon, USC!

Here are your updates for the week of September 7th-10th

Important Information:

Lunchroom:

As more people return to work we know that there are some questions regarding the lunchroom. You can use the lunchroom to prepare your food, however you can not eat in the lunchroom as your mask must be worn at all times. Currently only one person can access the lunchroom at a time. Please make sure to clean up after preparing your food.

340 Main Office Copier: If you have forgotten your copier code, please reach out to Karen for the number.

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:

Staff Courses Link:

Please note that a link to a Staff Courses Reimbursement form has been added to the Staff Hub - [Staff Courses Reimbursement Form](#). Just a reminder that the Staff Courses benefit is separate from Professional Development and is meant for areas of study that you are taking outside of

your employment. If you have any questions about whether or not something will be covered, please contact Andrea Klooster.

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

For those employees returning to the office after working from home, you will note that there is currently no Main Office Reception. For those who require access to the Accounting Department please knock before you enter. This will alert the Accounting Staff (specifically Tanee) that you are entering and give her time to mask.

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. August month end details are due. Please submit.

Aug 2021 financial documents to be submitted. GL's to be distributed Wednesday this week.

INFORMATION SYSTEMS

September always makes me feel nostalgic. If you wanted a sense of how things have changed, did you know that Google Earth lets you view an animation of satellite imagery from 1985 onwards? Check out [this link](#) to see the evolution of London over the past 35 years. (It may take a few minutes to load.)

Want to know what song was at the Top of the Charts on your birthday? Check out <https://playback.fm/birthday-song>

PRODUCTIONS: With OWeek rapidly approaching, please give generous timelines for when you need work completed as we will be training new part-time staff and may not have the supervisory capacity to direct staff to new areas of the building for them. Please continue to email workorders@westernusc.ca as needed for your support request to be triaged!

INFOSOURCE:

We are excited to announce that InfoSource will be reopening on September 7th! Our new

hours of operation are Monday to Thursday, 9 am to 4 pm, and Friday, 9 am to 4 pm.

However, it will be open only to facilitate paper bus pass handouts from August 31st to September 3rd and O-Pass sales and wristband replacements from the 3rd to the 6th. O-Pass sales will continue through O-week as well as bus pass handouts.

We now have a new system for curbside pickup for merchandise and prizes. A curbside pickup request form will be available on the USC staff hub. If you have items that will be dropped off at InfoSource, please fill out this request and we will send you a document template to fill out. This will ensure that we have the information required when students pick up their items or prizes and can document what is being picked up.

If you have any questions, please feel free to email us at infosource@westernusc.ca.

RESERVATIONS & BUILDING SERVICES:

UCC will be open 24 hours starting August 30th.

SwipedOn: Now that everyone is returning to the building, please remember to sign into SwipedOn when you arrive and update with messages as you move through the day ie - gone for lunch, in a meeting, unavailable. You have the option of creating a customized message such as "Text me on my cell - 519-661-4444". This is an important step to help Karen at InfoSource to be able to see at a glance on the SwipedOn Dashboard what your status is at any time. Visitors who sign in on the Main Office iPad will receive these messages as well. We are effectively replacing the physical sign in/out board with a virtual one.

Conference Rooms & EMSWeb: We are limiting the booking of conference rooms to USC Internal only for at least the month of September. We ask that you reserve them through EMSweb. Here is the link <http://129.100.145.115/emswebapp/> Your username is the first part of your westernusc.ca email and your password is set to your extension. Feel free to reset your password once you have logged on.