

Good afternoon, USC!

Here are your updates for the week of February 14th-18th

Important Information:

Staff Appreciation Gift: Please choose your gift using this link by end of day Tuesday :)
<https://westernusc.forms-db.com/view.php?id=420782>

New Joint Health and Safety Committee Information: Please see our brand new JHSC poster attached to this email! These will be proudly displayed on all USC health and safety boards throughout the building shortly. If you are a department manager and require one for your operation, feel free to print this out and post it in place of the old one. When we pass through for the February inspection, we will be replacing them as we go as well. Please note that there is a new general mailbox for all health and safety questions and concerns. The address is jhsc@westernusc.ca and it is displayed on the poster along with the contact information for individual members. As always, thanks to the members of the Committee for helping us keep the USC healthy and safe for all!

Departmental Updates:

PEOPLE AND DEVELOPMENT:

Mental Health First Aid: Attached to this email are two flyers for upcoming Mental Health First Aid training sessions that have some spaces left. If you are interested in attending the two-day training and are able to fit it in with operational demands (check with your manager first), please contact Andrea at aklooster@westernusc.ca and she will get you registered.

Employee Assistance Program: Please find attached to this e-mail the latest installment of our EAP program's newsletter. Some highlights include: how to manage grief during COVID-19, how to learn to love exercise, and how to deal with interpersonal demands in the workplace. As always, if you have any questions about our EAP offerings, please contact Andrea at aklooster@westernusc.ca .

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

Please check your mailbox in the 340 suite when in office for AP invoices to be approved and submitted to Tanee for processing. If possible, please scan your signed (account # listed) to Tanee and leave the hard copy in her 340 suite mailbox. AR payments to Sheli. Similarly cheques can be left in her 340 suite mailbox. Please follow up with an email to Sheli. AP cheques will be mailed, please include an address on the request for payment form. If you need a fillable copy of the form, please reach out.

F2021 PT T4's have been emailed, if your staff are asking how to access the T4, the last 3 digits of their SIN #, similar to pay statements. FT T4's to be emailed Monday (today). Happy Valentine's Day! :) Staff expense reimbursements when submitted will be added to the next payroll for depositing.

INFORMATION SYSTEMS:

Western is migrating at the end of the month from Spamtrap / CanIT to a Microsoft's Exchange Online Protection (EOP) suite of filtering tools. For most of us, this change will happen transparently. You **will** lose any custom rules you might have created in Spamtrap, either to let through messages falsely flagged as spam or to catch real ones that sneak through.

For the first few months, I recommend regularly logging into <https://outlook.office.com> to make sure no important messages are being held in the Junk or Spam folders. WTS will be sharing more information later this week on how to trap or allow messages, but please ask for any help you might need managing your @uwo.ca email.

PRODUCTIONS: Thank you to everyone for noting which supplies are being taken from the Community Room. I recently completed a full inventory of everything in storage and so everyone completing the sign-out procedure will help me save a ton of time in inventorying and monitoring supply levels. If you find yourself in need of more supplies please just let yourself into the Community Room for contactless pickup and note which items you take - your keycard should let you in!

INFOSOURCE: Come check out The Purple Store boutique, located at the front of InfoSource. Don't forget, that little round sticker on your Western ID card gets you 15% off any purchase!

We will be having club curbside pickups at InfoSource as well as Free the Dot. menstrual product pickups. All curbside requests have to fill out the "pickup request form" in the staff hub and we will ensure a timely pickup. There will be a lot of pickup activity at InfoSource for the next little while. Thank you for submitting your requests so we can expedite pickups efficiently.

Please continue to use the office supply request form in the staff hub for any WFH supplies needed. They will be ordered and delivered to your home the next day after manager approval. If you need any items while on campus, please email Karen and she can arrange to have it in your mailbox or the main office.