

Good afternoon, USC!

Here are your updates for the week of July 4th-7th


Important Information:

Health Facility - The [booking sheet](#) is live for spots this week in the Health Facility. Just a reminder that this space is located in UCC 149 across from the West Lounge entrance (the door still says “Purple Bikes”). Anyone is welcome to pop into the space and check it out without booking time. If your card does not allow you access, please let Sue McKone know.

Departmental Updates:

PEOPLE AND DEVELOPMENT:

EAP: Check out the following link for the latest newsletter from our Employee Assistance Program provider Family Services:

 [FSEAP Solutions Vol 6 2022.pdf](#)

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>

New USC Book Club:



We are excited to launch the USC Book Club. So how does it work?

1. Sign up by emailing Kate to receive a \$25 Indigo Gift Card to get you started.
 2. Select a book, read the book, and then post it on the shared document so others know it is available.
 3. Write a review/comments (if you want) about the book to help others select their next read!
 4. Contact a person on the list who has the book you'd like to read next. Read the book and then repeat steps 3-4.
- Optional ** Add other books you are willing to share to the list/ to watch our virtual library grow.

Brought to you by the USC Health and Wellness Program

USC Virtual Library:

<https://docs.google.com/spreadsheets/d/1Pgslgsa2vXjNCVSbGttPFral8xgk9Gpd7QQ-9ILgIHo/edit?usp=sharing>

FINANCE

F2023, June, when submitting AP invoices, please sign and list your GL account number to expense. Similar to AR invoices going out to customers, please check in what Sheli, speed codes, purchase orders (pending value), contact detail are necessary. We have an AR credit policy, check in with Sheli regarding customer status.

Check your UCC340 mailbox for invoices for approvals. June's month end paperwork to be submitted asap. GI's to be sent as soon as possible.

INFORMATION SYSTEMS:

I'm happy to announce that John P will be assisting me with some minimal desktop support (i.e. printer set-up, computer memory upgrades, etc.) while we recruit for the IT Support role. The majority of these tasks will be one-off and intermittent, so please continue to reach out to me or use the helpdesk@westernusc.ca email, and I'll then tag John for specific support jobs.

PRODUCTIONS: Please continue to record your PPE pickups on the supplied form in the Community Room. All staff should have access to the Community Room via the card reader next to the door.

If you are using a conference room, please remember to tidy up after yourself and clean up any spills or messes upon the conclusion of your meeting. We do not have staff actively patrolling the space due to reduced usage.

RESERVATIONS & BUILDING SERVICES:**UCC SUMMER HOURS:**

Monday to Friday: 6:30 a.m.- 7:30 p.m.
Saturday/Sunday - Closed

NEW EMSWEB LINK AND EMS MODULES:

We have migrated our EMS booking software to the Cloud.

EMS Web: There is a new link to book rooms online - <https://usc.emscloudservice.com/web/>
Your Username will still be the first part of your westernusc.ca email and your password is your phone extension. Please let Sue know if you are having trouble logging in.

In the coming weeks we will be adding a **G-Suite module** to EMS which will allow you to search for available space directly from your google calendar when you are arranging meetings.

Now that we are in the Cloud we will also be implementing access to the **EMSMobile App** so you will be able to book space and manage reservations from your phone.

We will update you when these are available and provide the necessary training on how to use them.

INFOSOURCE:

If you're looking for Mike Carriere, he's now working beside Karen at the USC InfoSource! Phone extension is still the same.

We have some summer clothes on display at the USC InfoSource including Nike! Just a reminder that staff and students with their USC discount sticker receive a 15% discount.

Please continue to use the office supply request form in the staff hub for any office supplies needed. <https://westernusc.forms-db.com/view.php?id=271262>