

## Champion, Denise GCPE:EX

**From:** MacIntyre, Sara GCPE:EX  
**Sent:** Thursday, January 17, 2013 1:13 PM  
**To:** Gallant, Linda GCPE:EX; Smith, Susan L GCPE:EX  
**Subject:** FW: Please Send - Checklist for your last few days with GCPE - Sara MacIntyre

Hi guys--

I have everything set for tomorrow, except for my parking pass for stall <sup>s.22</sup> and didn't take out my pass (urgh!). I emailed him earlier this week but haven't heard anything yet. What happens tomorrow when I don't have the pass?

Cheers,  
Sara

-----Original Message-----

**From:** Champion, Denise GCPE:EX  
**Sent:** Thursday, January 17, 2013 11:15 AM  
**To:** MacIntyre, Sara GCPE:EX  
**Cc:** Smith, Susan L GCPE:EX; Macpherson, Charles GCPE:EX  
**Subject:** FW: Please Send - Checklist for your last few days with GCPE - Sara MacIntyre

Hi Sara,

As discussed in December your last day working with GCPE and the BC public service will be Friday, January 18, 2013.

Please review and ensure you complete the following checklist on your last day.

### EMPLOYEE'S CHECKLIST:

We suggest you print this checklist for easy reference.

### H:DRIVE/LAN/EMAIL:

- Review contents of your email, desktop and H:Drive - all work-related documents must be moved to the shared drive/LAN and if appropriate, printed and filed
- GCPE records must remain with GCPE
- As per established records management procedures all contents are to be records managed before you go - that means transitory documents deleted and records printed for filing
- Personal documents should be copied and deleted - the contents of your H:Drive will be wiped after your last day with GCPE

### ASSETS:

- Please see list below of Employee Access/Assets we have on record being assigned to you and review to ensure accuracy.
- If there are errors on your IT asset list, please contact the GCPE Service Desk at 250 356-5000

- If there are errors on your Facilities asset list, please contact Sue Smith at 250 387-1449 or Linda Gallant at 250 387-5282

- Return all assigned assets and keys to Sue Smith or Linda Gallant on your last work day

#### IT Assets:

- Blackberry - Rogers - 250-580-7701
- Please also return all BB/Cell holders/chargers/accessories

#### Facilities Assets:

- 4th Floor, 617 Government Street building access card - s.22
- Parking pass s.22
- Voicemail password for landline - s.17 (please e-mail your voicemail password to Sue Smith and tape password to your phone receiver on your last day)

#### FINANCIAL MATTERS:

- Please ensure your cell and/or Blackberry account is up-to-date before you leave
- Contact Jackie MacGregor at 250-387-1337 to confirm your balance and to make final payment(s)
- Payment can be made by cash or cheque payable to the Minister of Finance. Please drop off to Jackie MacGregor, Receptionist, 4th floor, 617 Government Street.
- For any outstanding Accountable Advances (Pettycash or other accountable advances, if applicable) please contact Dawn Stewart at 250 356-8595 or Tracey Doidge at 250 356-7513.

#### ADDRESS CONFIRMATION:

- Go to ESS<<https://timepay.gov.bc.ca/>> (Employee Self Service) and confirm address/home phone number is up-to-date
- Steps - click on PeopleSoft tab, click the employee self service icon, click "ME", select Home and Mailing address and change your address accordingly
- This is very important as T4s, Pension information, etc. is sent to your home address using the Employee Self Service site and it is up to each employee to make sure it's up-to-date
- Since you are leaving the public service, please be sure to notify [MyPay@gov.bc.ca](mailto:MyPay@gov.bc.ca)<<mailto:MyPay@gov.bc.ca>> of any future address changes in the next 12 months.

#### YOUR PAYROLL/BENEFITS/PENSION:

- Payroll: If you have any questions or concerns regarding payroll (final paycheque and ROE) or benefit cessation etc. please call 1-877-277-0772 (Victoria or Vancouver - 250-952-6000) and make sure you have your employee id # ready (choose a selection, then press zero to get a consultant)

- Pension: All questions about Pensions must be routed to the BC Pension Corporation ([www.pensionsbc.ca](http://www.pensionsbc.ca)<http://www.pensionsbc.ca>) directly. Contact information[http://www.pensionsbc.ca/portal/page/portal/pen\\_corp\\_home/pspp\\_home\\_page/pspp\\_contact/](http://www.pensionsbc.ca/portal/page/portal/pen_corp_home/pspp_home_page/pspp_contact/): Victoria - 250-953-3033; Toll-free in BC - 1-800-665-3554

If you have questions, please call GCPE HR Coordinators: Becky Hamilton (Mon-Wed) or Linda Reed (Thurs & Fri) @ 387-1420.

Thank you and best of luck in your future endeavours!

Denise

## Champion, Denise GCPE:EX

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**From:** MacIntyre, Sara GCPE:EX  
**Sent:** Friday, January 18, 2013 3:31 PM  
**To:** s.22

<http://www.pac.bluecross.ca/corp/members/>

## **Champion, Denise GCPE:EX**

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**From:** MacIntyre, Sara GCPE:EX  
**Sent:** Friday, January 18, 2013 3:34 PM  
**To:** Macpherson, Charles GCPE:EX  
**Subject:** RE: Rogers bill - december roaming charges

Hi there Charles-

Yes it was for work purposes. I occasionally turned it on to check my email. I have gone through the last three bills, identified personal calls and have left the total, in cash, on my desk.

Kind regards,

---

**From:** Macpherson, Charles GCPE:EX  
**Sent:** Thursday, January 17, 2013 4:02 PM  
**To:** MacIntyre, Sara GCPE:EX  
**Cc:** Champion, Denise GCPE:EX  
**Subject:** FW: Rogers bill - december roaming charges  
**Importance:** High

Hi Sara,

Regarding my question below, this needs to be addressed before your departure tomorrow. Thank you.

---

**CHARLES MACPHERSON**

Technical Services Officer / GCPE Service Desk Supervisor  
Direct: 250 387 1796 | Mobile: s.17

Service Desk: 250 356 5000

[GCPE.ServiceDesk@gov.bc.ca](mailto:GCPE.ServiceDesk@gov.bc.ca)

GCPE Staff can now check out the [GCPE Tech Page](#) on the 411

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**From:** Macpherson, Charles GCPE:EX  
**Sent:** Monday, January 14, 2013 3:18 PM  
**To:** MacIntyre, Sara GCPE:EX  
**Subject:** Rogers bill - december roaming charges

Hi Sara,

You have a very large amount of roaming charges this month. See attached, can you please confirm which roaming charges, if any, are business related? Thanks

<< File: 20130114140827.pdf >>

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**CHARLES MACPHERSON**

Technical Services Officer / GCPE Service Desk Supervisor  
Systems Solutions and Architecture branch  
Government Communications and Public Engagement  
Direct: 250 387 1796 | Mobile: s.17

Service Desk: 250 356 5000

[GCPE.ServiceDesk@gov.bc.ca](mailto:GCPE.ServiceDesk@gov.bc.ca)

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## **Champion, Denise GCPE:EX**

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**From:** MacIntyre, Sara GCPE:EX  
**Sent:** Friday, January 18, 2013 3:36 PM  
**To:** Gallant, Linda GCPE:EX  
**Subject:** Are you here

I am supposed to leave all my checklist "assets" with you or Susan (who I don't even know lol) before I leave, for good!

## Champion, Denise GCPE:EX

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**From:** Dila, Mary GCPE:EX  
**Sent:** Friday, January 18, 2013 4:34 PM  
**To:** MacIntyre, Sara GCPE:EX  
**Subject:** RE: Best of luck lady!

s.22

**From:** MacIntyre, Sara GCPE:EX  
**Sent:** Friday, January 18, 2013 3:49 PM  
**To:** Dila, Mary GCPE:EX  
**Subject:** Best of luck lady!

s.22



## **Champion, Denise GCPE:EX**

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**From:** Smith, Susan L GCPE:EX  
**Sent:** Friday, January 18, 2013 4:17 PM  
**To:** MacIntyre, Sara GCPE:EX  
**Subject:** voice mail password please

Hi Sara,

Can you please tape to your telephone on a yellow sticky and send to me, your telephone voice mail password.

Thank you and all the best !

Sue

## Champion, Denise GCPE:EX

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**From:** Champion, Denise GCPE:EX  
**Sent:** Friday, January 18, 2013 11:57 AM  
**To:** GCPE All Staff  
**Subject:** Staffing Update

Check out the latest staffing activity on the [GCPE 411...](#)

## Champion, Denise GCPE:EX

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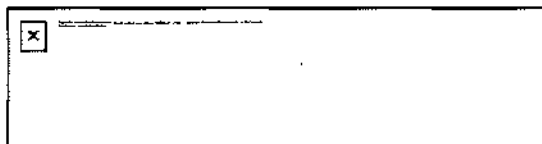
**From:** s.22  
**Sent:** Friday, January 18, 2013 7:33 AM  
**To:** MacIntyre, Sara GCPE:EX  
**Subject:** s.22

s.22

s.22

**From:** SendtoNews [notifications=sendtonews.com@cmail1.com] on behalf of SendtoNews [notifications@sendtonews.com]  
**Sent:** Thursday, January 17, 2013 3:42 PM  
**To:** MacIntyre, Sara GCPE:EX  
**Subject:** B.C. plugging in to electric vehicle fast chargers

## **B.C. plugging in to electric vehicle fast chargers**



SendtoNews is pleased to report that the following story is available immediately for your broadcast or publication:

## **B.C. plugging in to electric vehicle fast chargers**



[Click to view & download now](#)

### **Story Details**

*A \$1.3-million investment in direct current (DC) fast-charging infrastructure in 13 communities throughout the province continues to help electric vehicle owners plug in and get charged.*

Note to editors: as per RTDNA, SPJ and CAJ Code of Ethics, please identify the source of this content:  
"Courtesy: Government of British Columbia"

Need Assistance? contact Keith Wells at [kjw@sendtonews.com](mailto:kjw@sendtonews.com)  
Not interested in story notifications from SendtoNews? [Unsubscribe](#)

## Champion, Denise GCPE:EX

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**From:** Champion, Denise GCPE:EX  
**Sent:** Thursday, January 17, 2013 1:33 PM  
**To:** GCPE All Staff  
**Subject:** Staffing Update

Visit the [Staffing Update](#) section of 411 for recent updates.

### Flu Season:

- We want to remind everyone of [prevention](#) steps to take during flu season
- [Health Link BC](#) has lots of great information to keep you and your family healthy during flu season.

### Pension Information and Retirement:

- BC Pension Corporation holds various retirement and general information sessions – check out their [website](#) for dates and times.
- As a BC Public Service Employee, you also have access, free of charge, to counselling services. To speak with a professional about the financial, social and emotional concerns surrounding retirement, call Homewood Human Solutions at 1-800-655-5004. See MyHR for more [information](#) about retirement planning.

## **Champion, Denise GCPE:EX**

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**From:** Gallant, Linda GCPE:EX  
**Sent:** Thursday, January 17, 2013 1:28 PM  
**To:** MacIntyre, Sara GCPE:EX  
**Cc:** Smith, Susan L GCPE:EX  
**Subject:** RE: Please Send - Checklist for your last few days with GCPE - Sara MacIntyre

Hi Sara,

Please request that the fellow shred your parking pass.  
I will make a note in our files that it wasn't returned.

Take care, Linda

-----Original Message-----

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- Go to ESS<<https://timepay.gov.bc.ca/>> (Employee Self Service) and confirm address/home phone number is up-to-date
- Steps - click on PeopleSoft tab, click the employee self service icon, click "ME", select Home and Mailing address and change your address accordingly



- This is very important as T4s, Pension information, etc. is sent to your home address using the Employee Self Service site and it is up to each employee to make sure it's up-to-date

- Since you are leaving the public service, please be sure to notify [MyPay@gov.bc.ca](mailto:MyPay@gov.bc.ca) of any future address changes in the next 12 months.

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s.22

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If you have questions, please call GCPE HR Coordinators: Becky Hamilton (Mon-Wed) or Linda Reed (Thurs & Fri) @ 387-1420.

Thank you and best of luck in your future endeavours!

Denise

## **Champion, Denise GCPE:EX**

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**From:** Mentzelopoulos, Athana GCPE:EX  
**Sent:** Thursday, January 17, 2013 12:00 PM  
**To:** MacIntyre, Sara GCPE:EX; Gleeson, Kelly T GCPE:EX  
**Subject:** RE: It's time for me to hang up my boots

I know what I'll be doing when I finally start teaching yoga.

**From:** MacIntyre, Sara GCPE:EX  
**Sent:** January-17-13 12:00 PM  
**To:** Mentzelopoulos, Athana GCPE:EX; Gleeson, Kelly T GCPE:EX  
**Subject:** It's time for me to hang up my boots

I know you guys are super busy today with a lot of other things going on but if you have been

s.22

s.22

s.22

Do you think I will be watching these things when I am a yoga teacher?

Lol.

## Champion, Denise GCPE:EX

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**From:** Sara.MacIntyre@gov.bc.ca  
**Sent:** Thursday, January 17, 2013 11:26 AM  
**To:** Cleaver, Sheila C FIN:EX; MacIntyre, Sara GCPE:EX



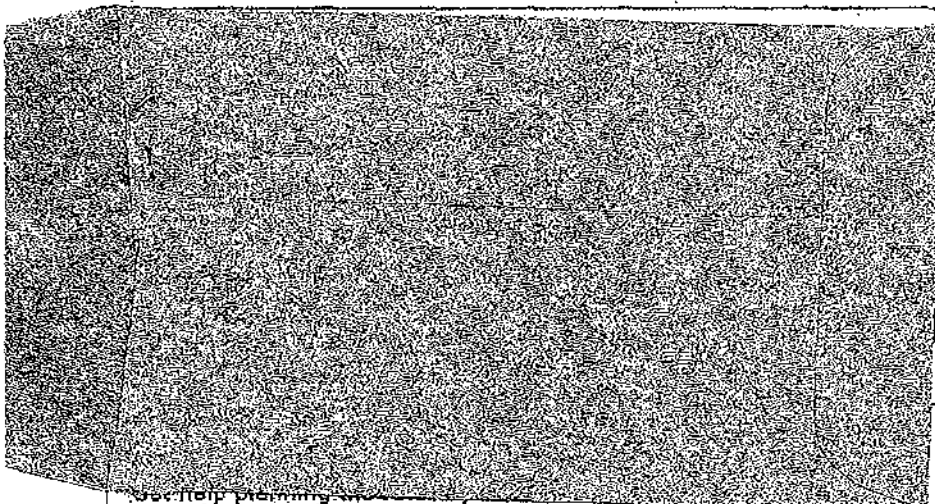
20130117112612.p  
df

s.22


**Payments and Transfers**[Help](#)**Pay Bills**[Print this page](#)

Step: 4 of 4

Amount:	s.22	-	s.17	(Govt Account)
Date:	Jan 17, 2013			
From:	s.22			
Confirmation Number:	s.22			



[Add to View Bills](#)



[Start now](#)

[Print this page](#)

(Printed: 01/17/2013 13:58:19 ET)

## Champion, Denise GCPE:EX

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**From:** Cleaver, Sheila C FIN:EX  
**Sent:** Thursday, January 17, 2013 11:23 AM  
**To:** MacIntyre, Sara GCPE:EX  
**Cc:** Leamy, Michelle T PREM:EX  
**Subject:** RE: 180+ days outstanding amount on your s.22

Thank You Sara. Not necessary to send me a copy.

**From:** MacIntyre, Sara GCPE:EX  
**Sent:** Thursday, January 17, 2013 11:20 AM  
**To:** Cleaver, Sheila C FIN:EX  
**Cc:** Leamy, Michelle T PREM:EX  
**Subject:** RE: 180+ days outstanding amount on your s.22

Well ... I am sure you have been waiting for this email for about 180 days now but I can confirm I paid the remaining balance s.22 today and have printed a confirmation of payment from my online banking if you would like me to scan and send to you? Not sure if you know but tomorrow is my last day, so I just want to make sure this is all tickety-boo before I'm outta here.

Cheers,  
Sara

**From:** Cleaver, Sheila C FIN:EX  
**Sent:** Tuesday, January 15, 2013 11:27 AM  
**To:** MacIntyre, Sara GCPE:EX  
**Cc:** Leamy, Michelle T PREM:EX  
**Subject:** 180+ days outstanding amount on your s.22  
**Importance:** High

Hi Sara,

Please see attachment outlining your outstanding amount of s.22 on your s.22 . This amount is now 180+ days outstanding.

Thank You.

Sheila Cleaver

Corporate CardCoordinator-Purchase Card/Travel Card/BTA  
Min of Finance, Minister's Offices and the Office of the Premier  
3rd FL 617 Government St. Victoria, BC V8W 9V1  
Phone# (250) 387 8133 Fax# (250) 356-7326  
E-mail - [Sheila.Cleaver@gov.bc.ca](mailto:Sheila.Cleaver@gov.bc.ca)

**From:** UPCOMING SEMINARS for VICTORIA Public Service Employees  
s.22 on behalf of UPCOMING  
**Sent:** SEMINARS for VICTORIA Public Service Employees | s.22  
Thursday, January 17, 2013 10:14 AM  
**To:** MacIntyre, Sara GCPE:EX  
**Subject:** Admin Assistant Mar 19/20, Comm Skills Mar 21/22, Research Skills Mar 5/6 ...



### Government Employee Training Services

Essential hands-on computer courses and soft-skills workshops for public sector employees.

[governmentdiscounttraining.com](http://governmentdiscounttraining.com)

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## FEATURED COURSES

**Developing Your Research Skills**

**Essential Skills for the Administrative Assistant**

**Essential Communications Skills**

**Developing Your Research Skills**

2 Day Workshop

Regular Price \$795 - Government Discount \$200  
Your Price - \$595

Victoria - March 5/6  
1027 Pandora Ave

courses run from 9am - 4pm

In this age of information overload, it can be hard to know where to find good information that you can trust.

If you're doing research for an important **project, report, or proposal**, how do you find information that you can count on?

This 2-day workshop will teach you how to research any topic using a number of **different tools**. We will start with basic techniques, such as **reading, memory recall, note-taking, and planning**. We will also talk about creating different **kinds of outlines** for different **stages** of your project, and how to **move from the outline to actual writing, editing, and polishing**.

Most importantly, we will talk about how to use all kinds of sources, including a library's **Dewey Decimal System, journals, and the Internet**. After completing this course you'll be ready to find reliable information on any topic and **turn that information into a compelling, accurate piece of writing**.

#### What Will Students Learn?

- Identify the benefits to proper research and documentation
- Reading for maximum information retention and recall
- Take effective notes
- Plan a research strategy
- Identify and use various types of research sources
- Create preliminary and final outlines
- Know how to use style guides and be able to identify common styles
- Document and attribute your work to ensure you don't plagiarize

#### What Topics are Covered?

- Why are research skills important?
- Basic skills (reading, note-taking, and recall)
- Planning your research strategy
- Where to look and what to look for
- Finding information the old-fashioned way
- Researching with the Internet

- Getting ready to write
- Putting "pen-to-paper"



## **Essential Skills for the Administrative Assistant**

**2 Day Workshop**

**9am - 4pm**

**Regular Price \$795 - Government Discount \$200**

**Your Price \$595**

**Victoria - March 19/20**

**1027 Pandora Ave**

***Do you work in an administrative support position? Are you responsible for people who do?***

Being a great administrative assistant takes a long time of sometimes painful trial and error to learn all the professional skills you need to be great at what you do – to become a truly extraordinary and indispensable assistant.

***If there was a faster, easier way to fast-track this knowledge and acquire these skills would you take it?***

**Fortunately, there is!**

**Our great 2 day workshop is packed with amazing success-building techniques and strategies which will**



dramatically increase your productivity and significantly improve your on-the-job performance.

You will learn invaluable techniques to manage your time and reduce stress. You will learn the secrets of becoming a great communicator and getting what you want and need. You will also discover the secret and power behind becoming "indispensible" which will help you to forge a better working relationship with your boss.

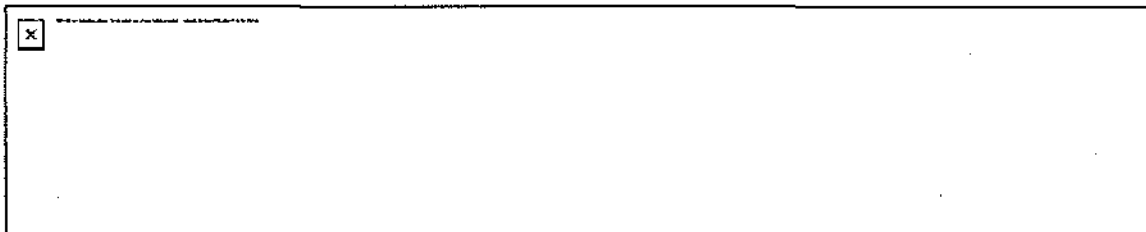
We'll help you build skills in key areas such as:

- Handling Difficult People
- Dealing With Office Politics
  - Managing Your Time
  - Problem Solving
- Projecting Confidence and Poise
  - Getting Organized
- Partnering With Your Boss
- Dealing With Sticky Situations
  - And much more!

**YOUR BOSS COUNTS ON YOU TO BE YOUR BEST. THIS TRAINING WILL GUARANTEE THAT YOU CAN BE.**

**If you don't always get the full recognition, support, and appreciation for the work you do then this is your chance to build the essential skills that are guaranteed to help others recognize how truly indispensable you are!**

To register please contact us today!



***... and what are people saying about our courses?***

**From: Public Health**

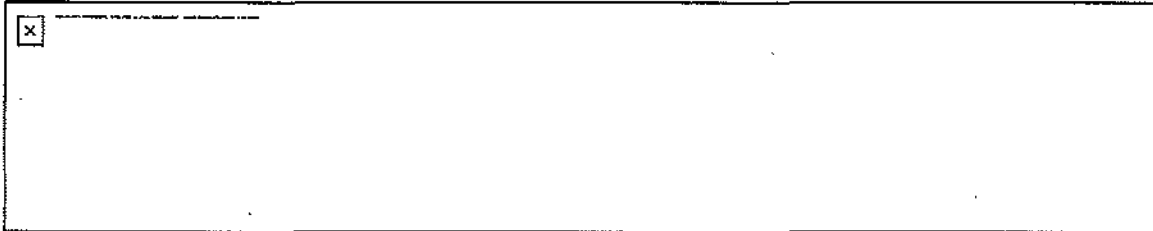
***"Highly recommend this course. Informative and useful in the workplace. Thank You!"***

**From: CRA**

***"This was a great course, but more importantly it was greatly delivered by a very amazing/impressive instructor. Thanks."***

**From: CRIB**

*"Excellent learning environment developed by Miss Fountain. This contributed to the overall success of the participation of the programme."*



## **Essential Communications Skills**

**Dealing with Tact & Professionalism in the Workplace**

**2 Day Workshop**

**9am - 4pm**

**Regular Price \$795 - Government Discount \$200**

**Your Price \$595**

**Victoria - March 21/22**

**1027 Pandora Ave**

**An eye-opening 2 day workshop developed to improve your professional communication skills.**

**This two-day workshop is designed to help you improve your interactions with other people in your workplace, at home and the world at large.**

**This workshop gives participants the opportunity to improve the critical communication skills of listening, asking questions and being aware of nonverbal messages.**

This workshop can also help participants who are struggling to find that middle ground between being too aggressive and too passive, and how to counter the manipulative tactics of difficult people.

Participants also learn key elements of our communication with others that help us reveal appropriate information about ourselves, and get a handle on how to better manage ourselves for a professional image.

*The most important aspect to your career's success is your ability to communicate with others!*

It's a well known fact that the ability to communicate effectively and work well with others on the job can make or break your career.

In this great workshop you will do away with misunderstandings and miscommunication that hinder your ability to express yourself and prevent you from progressing as a professional

**You Will Benefit By:**

- Learning to get your point across powerfully but diplomatically
- Learning to be understood every time you speak and you will be respected by colleagues for your concise communications
- Finding out how strong interpersonal skills will increase your personal power
- Discovering the power of voice image, and find out how to strengthen yours
- Understanding how to avoid unintentionally shutting the door to important information
- Learning how to quickly defuse explosive or tense situations
- Learning techniques for getting an adversary to see your point of view – and winning him or her over

**In This Workshop You Will Learn:**

- How to make a dynamic impression in those crucial first few seconds
- Effective methods of persuasion and consensus building
- How to get your foot out of your mouth after saying something inappropriate
- How to deal appropriately with backstabbing, ridicule and the aggressive tactics of others
- Tips for presenting your point of view in a way that will garner respect
- At what point communication usually breaks down between people
- How to affect a positive outcome from conflicts

**REGISTER TODAY!**

To register please call us today or visit our website!

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Training courses for public safety professionals  
Our mailing address is:  
GCP  
277 Slater St  
Ottawa, On K1P 6X6  
Canada  
[Add us to your address book](#)  
[unsubscribe from this list](#) | [update subscription preferences](#)

## Champion, Denise GCPE:EX

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**Sent:** Tuesday, January 15, 2013 11:27 AM  
**To:** MacIntyre, Sara GCPE:EX  
**Cc:** Leamy, Michelle T PREM:EX  
**Subject:** 180+ days outstanding amount on your s.22  
**Attachments:** MacIntyre, Sara January 15, 2013.doc

**Importance:** High

Hi Sara,

Please see attachment outlining your outstanding amount of s.22 on your s.22 . This amount is now 180+ days outstanding.

Thank You.

**Sheila Cleaver**

Corporate CardCoordinator-Purchase Card/Travel Card/BTA  
Min of Finance, Minister's Offices and the Office of the Premier  
3rd Fl. 617 Government St. Victoria, BC V8W 9V1  
Phone# (250) 387-8133 Fax# (250) 356-7326  
E-mail - [Sheila.Cleaver@gov.bc.ca](mailto:Sheila.Cleaver@gov.bc.ca)



To: Sara MacIntyre

DATE: January 15, 2013

The <sup>s.22</sup> status report indicates your account is in arrears for a period of more than 180 days. We recommend you pay the outstanding balance of <sup>s.22</sup> to <sup>s.22</sup> immediately.

**If you have already paid the account in full, please disregard this letter.**

Your Card has been cancelled and will not be reinstated until payment is made.

Over 180 days - <sup>s.22</sup>

Over 150 days - <sup>s.22</sup>

Over 120 days - <sup>s.22</sup>

Over 90 days - <sup>s.22</sup>

Over 60 days - <sup>s.22</sup>

Over 30 days - <sup>s.22</sup>

Current - <sup>s.22</sup>

Payment can be made by either of the following:

- by cheque, mailed to <sup>s.22</sup> (but must be received at <sup>s.22</sup> by the payment due date);
- by cash at any branch of the <sup>s.22</sup>;
- by Automated Teller Machine;
- by telephone banking;
- by Internet payment;
- by electronic funds transfer (EFT) from a cardholder's bank account; or,
- by pre-authorized debit (PAD) from a cardholder's bank account

Please be aware that the <sup>s.22</sup> is a chargecard, not a credit card. A credit card permits the cardholder to carry a balance over a period of time. Chargecards do not have this feature. Accounts with charges unpaid longer than the date of that statement are considered to be delinquent, and causes the card to be suspended or cancelled and a delinquency fee assessed.

Please advise us if an outstanding travel claim has caused you to delay your payment of the outstanding <sup>s.22</sup> card balance and we will do whatever we can to expedite payment of your travel claim. If you are unable to pay your account, contact <sup>s.22</sup> immediately to discuss repayment.

The sole purpose of the <sup>s.22</sup> card is for payment of authorized travel while on travel status or authorized business meeting expenses. For those cases where the card is not accepted by the merchant a small cash advance can be obtained during or in advance of a trip. You are reminded that the card must not be used to make personal purchases or to obtain cash advances for personal use. Please see the Core Policy & Procedures Manual-E.3.5 Cardholder

Responsibilities and Procedures for more detailed information.  
[http://www.fin.gov.bc.ca/ocg/fmb/manuals/FAP/FAP\\_E.htm#e35](http://www.fin.gov.bc.ca/ocg/fmb/manuals/FAP/FAP_E.htm#e35)

Please contact me if you have any other questions or concerns.

Thank You.

**Sheila Cleaver**

Corporate CardCoordinator-Purchase Card/Travel Card/BTA  
Min of Finance, Min of Labour, Minister's Offices and the Office of the Premier  
3rd Fl. 617 Government St. Victoria, BC V8W 9V1  
Phone# (250) 387-8133 Fax# (250) 356-7326  
Website - <http://www.min.fin.gov.bc.ca>  
E-mail - [Sheila.Cleaver@gov.bc.ca](mailto:Sheila.Cleaver@gov.bc.ca)

## Champion, Denise GCPE:EX

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**From:** 77000 Shared Services BC Service Desk [77000@gov.bc.ca]  
**Sent:** Tuesday, January 15, 2013 9:36 AM  
**To:** MacIntyre, Sara GCPE:EX  
**Subject:** Password and GAL Manager: Setting Up Your Security Profile

Keeping your information secure is a high priority for government. Using the web-based Password and GAL Manager application (accessible from <https://77000.gov.bc.ca>) to reset your IDIR password eliminates the need to verbally share confidential information, such as your password.

(Note: You may be receiving this as a reminder if our records indicate that you have not set up your security profile.)

From this application, you can also manage some of your Global Address List (GAL) information. The GAL is a directory in the Government's Exchange e-mail system and contains information such as your business address and telephone numbers. You can see your entry by clicking on the address book icon in Outlook and typing in your name (lastname, firstname).

To get started, you need to set up your security profile:  
Use Internet Explorer to log on to the Workstation Services website at <https://77000.gov.bc.ca>. You will need to enter your IDIR and password.  
After logging on to the site, set up your security profile:

1. Click "Update GAL Info" on the left side of the Welcome Page
2. Read the statement on the privacy page.
  - If you choose "Decline", you will be returned to the Welcome page and you will not be able to manage your GAL information. You may come back at any time to accept the statement.
  - If you choose "Accept", you will proceed to "Update GAL Info and Set Up Security Profile."
3. Answer a short series of questions to complete your profile.  
(Note: You will need to remember the answers to these security questions.)

Service Desk personnel are NOT able to read your security data, and the storage of this information is highly secure.

By setting up your security profile as soon as possible, you will avoid follow-up reminders.

Once you have set up your security profile, you can:

1. Change your IDIR password.
2. Update your contact information in the Global Address List (GAL).

If you need help setting up your profile, please contact the Shared Services BC Service Desk at (250) 387-7000.

**\*\*This note was automatically generated by the Shared Services BC Service Desk.\*\***



## **Champion, Denise GCPE:EX**

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**From:** s.22  
**Sent:** Monday, January 14, 2013 3:45 PM  
**To:** MacIntyre, Sara GCPE:EX  
**Subject:** s.22

s.22



## Champion, Denise GCPE:EX

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**From:** Macpherson, Charles GCPE:EX  
**Sent:** Monday, January 14, 2013 3:18 PM  
**To:** MacIntyre, Sara GCPE:EX  
**Subject:** Rogers bill - december roaming charges

Hi Sara,

You have a very large amount of roaming charges this month. See attached, can you please confirm which roaming charges, if any, are business related? Thanks



20130114140827.p  
df

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**CHARLES MACPHERSON**

Technical Services Officer / GCPE Service Desk Supervisor  
Systems Solutions and Architecture branch  
Government Communications and Public Engagement  
Direct: 250 387 1796 | Mobile: s.17

Service Desk: 250 356 5000

[GCPE.ServiceDesk@gov.bc.ca](mailto:GCPE.ServiceDesk@gov.bc.ca)

GCPE Staff can now check out the [GCPE Tech Page](#) on the 411

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# Wireless Services for 250-580-7701

SARA MACINTYRE

## DMO

### Regular charges

Ending Jan 01 Wireless usage  
 Jan 02 Feb 01 Public Sector 250 Plan  
 Premium BlackBerry Plan  
 Preferred LD - International  
 US Roaming Data Saver  
 US Roaming Voice Saver  
 BCGOV SSBC Data Recovery Fee  
 Tethering Access  
 50 Bonus Minutes  
 Voicemail Included  
 BCGOV SSBC Voice Recovery Fee  
 Unltd WiFi Local  
 Unlimited Text Messages  
 Company Calling Option  
 250 Local Incoming Minutes  
 Call Manager  
 Rogers To Rogers Calling

Total before taxes:

HST (862395381 RT0001)

Total for Wireless:

Account Number: s.17  
 Invoice Number: 1181942140  
 Invoice Date: Jan 01, 2013  
 Required Payment Date: Jan 30, 2013

## LEGEND

LD = Long Distance  
 MMS = Multimedia Msg  
 KB = Kilobyte  
 MB = Megabyte  
 GB = Gigabyte

## DATA GUIDE

1 MB = 1024 KB  
 1 GB = 1048576 KB  
 1 GB = 1024 MB

Visit Rogers.com/dataguide  
 for more information

## Wireless usage summary ending Jan 01/13

Type of usage	Usage Description	You used	Unit of measure	Total cost (\$)
Voice	Unlimited Eve & Wknd Minutes		Min:Sec	
Voice	250 Local Incoming Minutes		Min:Sec	
Voice	250 Weekday Minutes		Min:Sec	
Voice	Rogers To Rogers Calling		Min:Sec	
Voice	Long Distance Charges			
Data	Premium BlackBerry Plan - Included	s.22	MB	
Data	Intl Data Roaming Charges		MB	s.22
Text Msg	Canada & Roaming - Received		Msgs	
Text Msg	Within Canada - Included - Sent		Msgs	
Text Msg	Canada to/from Intl - Sent		Msgs	
Text Msg	While Roaming Intl - Sent		Msgs	

Total Wireless Usage:

06 20 1 9001

96



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**Rate period**

NW = Eve/Wkend  
OD = Mobile Internet

WD = Weekday

Account Number: s.17  
Phone Number: 250-580-7701  
Invoice Number: 1181942140  
Invoice Date: Jan 01, 2013  
Required Payment Date: Jan 30, 2013

**Type of call**

INC = Incoming local call  
IRM = Incoming Call - Outside Local Calling Area  
IRR = Incoming Mobile-Rogers  
OUT = Outgoing Call  
RMR = Outgoing Call to Rogers Wireless - Outside Local Calling Area

ROM = Outgoing Call - Outside Local Calling Area  
RRM = Incoming Call From Rogers Wireless - Outside Local Calling Area  
RTR = Outgoing Mobile-Rogers Call  
VM = Voicemail

**Details of Wireless usage**

Date	Call Time	Call from	Number called	Location called	Rate prd	Call type	Length of call (min:sec)	Cost per minute (\$)	Airtime charges (\$)	LD / other rate (\$)	LD / other charges (\$)	Total charges (\$)
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
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s.22



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Account Number: s.17  
 Phone Number: 250-580-7701  
 Invoice Number: 1181942140  
 Invoice Date: Jan 01, 2013  
 Required Payment Date: Jan 30, 2013

### Details of Wireless usage (continued)

Date	Call Time	Cell from	Number called	Location called	Rate prd	Call type	Length of call (min:sec)	Cost per minute (\$)	Airtime charges (\$)	LD / other rate (\$)	LD / other charges (\$)	Total charges (\$)
08												
69												
70												
s.22												
Total Wireless Usage: s.22												

### Details of data usage on Rogers network

Date	Rate prd	Volume (KB)	Total charges (\$)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10	s.22		
11			
12			
13			
14			
15			
16			
17			
18			
19			
Total:			s.22
Your total of	s.22	equals to	s.22

### Details of data roaming usage Internationally

Date	Roaming Service Provider	Rate prd	Volume (KB)	Total charges (\$)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
Total:				s.22
Your total of	s.22	equals to	s.22	

### Long distance usage history

Destination	Ending Nov 01	Ending Dec 01	Ending Jan 01
Canada			
US		s.22	
Total:			



## Champion, Denise GCPE:EX

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**From:** s.22  
**Sent:** Monday, January 14, 2013 7:33 AM  
**To:** MacIntyre, Sara GCPE:EX  
**Subject:** s.22

s.22



s.22

## Champion, Denise GCPE:EX

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**From:** messages-noreply@bounce.linkedin.com on behalf of s.22 (LinkedIn Invitations)  
[Invitations@linkedin.com]  
**Sent:** Monday, January 14, 2013 12:33 AM  
**To:** MacIntyre, Sara GCPE:EX  
**Subject:** Reminder about your invitation from s.22

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