

From: [Phillips, Dawn-Lynn PSA:EX](#)
To: [Drew, Ashley ENV:EX](#)
Subject: RE: New Hire forms
Date: Friday, April 6, 2018 4:31:44 PM

Hi Ashley –
s.22

Thank you.....dl
Dawn-Lynn Phillips, HR Executive Support Services Advisor
Executive Talent Management
Talent Management Division | BC Public Service Agency
Suite 500, 1011 – 4th Avenue | Prince George BC | V2L 3H9 | Phone: 250.888.4570



Where ideas work

From: Drew, Ashley ENV:EX
Sent: Friday, April 6, 2018 3:35 PM
To: Phillips, Dawn-Lynn PSA:EX
Subject: RE: New Hire forms
s.22

Thanks,
Ashley

From: Phillips, Dawn-Lynn PSA:EX
Sent: Friday, April 6, 2018 3:34 PM
To: Drew, Ashley ENV:EX
Subject: RE: New Hire forms
s.22

Dawn-Lynn Phillips, HR Executive Support Services Advisor
Executive Talent Management
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Where ideas work

From: Drew, Ashley ENV:EX

Sent: Friday, April 6, 2018 2:32 PM
To: Phillips, Dawn-Lynn PSA:EX
Subject: RE: New Hire forms
s.22

Ashley

From: Phillips, Dawn-Lynn PSA:EX
Sent: Friday, April 6, 2018 12:04 PM
To: Drew, Ashley ENV:EX
Subject: RE: New Hire forms

Hi Ashley – I heard back yesterday afternoon from the Benefit Service Centre that they did have your mailed paperwork and processed it a couple of days ago, they advised it is complete now.

Thank you.....dl

Dawn-Lynn Phillips, HR Executive Support Services Advisor
Executive Talent Management

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Where ideas work

From: Drew, Ashley ENV:EX
Sent: Wednesday, March 28, 2018 3:16 PM
To: Phillips, Dawn-Lynn PSA:EX
Subject: RE: New Hire forms
Dawn-Lynn,
s.22

Thanks for all your help,
Ashley

From: Phillips, Dawn-Lynn PSA:EX
Sent: Wednesday, March 28, 2018 2:59 PM
To: Drew, Ashley ENV:EX
Subject: RE: New Hire forms

Hi Ashley – I do not see that your benefits have been processed. If you are able to complete the
s.22 and scan to PDF and then email to me with your other paperwork,

I will submit for processing. Thank you.....dl

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Executive Talent Management

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Where ideas work

From: Drew, Ashley ENV:EX
Sent: Wednesday, March 28, 2018 2:46 PM
To: Phillips, Dawn-Lynn PSA:EX

Subject: RE: New Hire forms

s.22

Ashley

From: Phillips, Dawn-Lynn PSA:EX

Sent: Wednesday, March 28, 2018 2:45 PM

To: Drew, Ashley ENV:EX

Subject: RE: New Hire forms

OK and you sent s.22

to our Benefits Service Centre on Keating

Cross Road?

Dawn-Lynn Phillips, HR Executive Support Services Advisor

Executive Talent Management

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Where ideas work

From: Drew, Ashley ENV:EX

Sent: Wednesday, March 28, 2018 2:44 PM

To: Phillips, Dawn-Lynn PSA:EX

Subject: RE: New Hire forms

The only thing that I have received from them so far is a letter s.22

s.22

Ashley

From: Phillips, Dawn-Lynn PSA:EX

Sent: Wednesday, March 28, 2018 2:42 PM

To: Drew, Ashley ENV:EX

Subject: RE: New Hire forms

Hi Ashley – they would normally get back to the person that submitted it, not to me. When I submit for folks, Benefit folks write back to me. s.22

s.22

Thank you.....dl

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Where ideas work

From: Drew, Ashley ENV:EX

Sent: Wednesday, March 28, 2018 2:39 PM

To: Phillips, Dawn-Lynn PSA:EX

Subject: RE: New Hire forms

Oh, I have definitely done this. This is the form that I sent off!

If they haven't gotten back to you about my enrollment yet then I may have to do it again and that's okay but I really hope that isn't the case.

Ashley

From: Phillips, Dawn-Lynn PSA:EX

Sent: Wednesday, March 28, 2018 2:38 PM

To: Drew, Ashley ENV:EX

Subject: FW: New Hire forms

Ok, this time with the s.22

Sorry about that

Ashley.....dl

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Where ideas work

From: Phillips, Dawn-Lynn PSA:EX

Sent: Wednesday, March 28, 2018 2:15 PM

To: Drew, Ashley ENV:EX

Subject: RE: New Hire forms

Hi Ashley – sorry, no form was attached.

The only ID that MSP accepts for a s.22

s.22

can try to submit it without the information, but if they come

back to ask for ID, that will be the only ID they accept.

Thank you.....dl

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Where ideas work

From: Drew, Ashley ENV:EX

Sent: Wednesday, March 28, 2018 2:13 PM

To: Phillips, Dawn-Lynn PSA:EX

Subject: RE: New Hire forms

Hi Dawn-Lynn,

Will my Social insurance Number work for MSP, or my drivers' license?

I will attach all documents to my next e-mail after your reply.

The Benefits Enrolment form is not attached.

Ashley

From: Phillips, Dawn-Lynn PSA:EX

Sent: Wednesday, March 28, 2018 1:56 PM

To: Drew, Ashley ENV:EX

Cc: Parte, Maura PSA:EX

Subject: New Hire forms

Hi Ashley – Maura had forwarded me some new hire documents for you.

s.22

:

:

I am also attaching the Standards of Conduct form for completion, you had completed the Political Standards of Conduct. Once complete, please scan to PDF and email back to me.

Thank you.....dl

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Where ideas work

From: Cisco Meraki - No Reply
To: [Drew, Ashley ENV:EX](#)
Subject: Welcome to Cisco Meraki
Date: Friday, April 13, 2018 10:20:02 AM

Hi Ministry of Environment and Climate Change!

You have been signed up for a Cisco Meraki account with administrator privileges to networks in the organization ". Standard West 1." Your login email is ashley.drew@gov.bc.ca.

[Choose your password here.](#)

Thanks,

Cisco Meraki

From: Dustin Rogers (Calgary)
To: [Drew, Ashley ENV:EX](#)
Subject: Welcome to your Shaw SmartWiFi Dashboard
Date: Friday, April 13, 2018 10:20:31 AM
Attachments: [image002.png](#)
[image003.png](#)



Welcome to your SmartWiFi Dashboard – Ministry of Environment and Climate Change

Dear Ashley Drew,

Thank you for choosing Shaw Business. As a valued customer, we would like to ensure that you have access to all the resources available to support your SmartWiFi experience.

As part of the SmartWiFi solution, an online portal can be accessed at <http://dashboard.meraki.com/>. It provides access to the following features:

- Configuration of private and guest networks
- Client analytics – view usage and connected devices
- Location analytics – view foot traffic peak times and user connectivity
- Wireless Settings – set a password for your private or guest networks, or add a splash-page

A Shaw Business technician will be scheduled to professionally install your SmartWiFi solution. To get the most out of your services, it is important for you to make note of the following:

- A verification email from Cisco Meraki has been sent to the above address to request the set-up of your password. Please set up your password within 5 days of receiving the e-mail to avoid expiration.
- Once logged into the dashboard, we strongly recommend that you change the default password for your private and guest networks. Please note that your guest network will have no password as a 'default'.
- Please ensure that you, or your designated IT administrator/trainer is available at the time of installation so our technician can provide a brief walkthrough of the dashboard.

Again, the portal can be found at <http://dashboard.meraki.com/>

Username: ashley.drew@gov.bc.ca

As mentioned above, you will need to review the verification email from Cisco Meraki to set-up your password.

Private SSID name: **s.22**

Password: **s.22**

Guest SSID name: **s.22**

Password: **s.22**

* Please note, these credentials are confidential and we advise you not to share this information.

We hope you enjoy your new Shaw Business SmartWiFi solution. For more information, please visit <http://business.shaw.ca/smartwifisupport>.

This message was sent to you by Shaw Telecom G.P. which carries on business as Shaw Business

For general inquiries, you can reach us by phone anytime at 1-877-SHAWBIZ (1-877-742-9249)

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From: [Cleaver, Sheila C FIN:EX](#)
To: [Drew, Ashley ENV:EX](#)
Subject: RE: BMO purchase card
Date: Wednesday, April 18, 2018 12:28:31 PM

Hi Ashley,

As requested, I've reset your password to:

Userid – s.22

Password – s.22

You will need to change this temporary password when you log in.

Thank You.

Sheila

From: Drew, Ashley ENV:EX
Sent: Wednesday, April 18, 2018 12:26 PM
To: Cleaver, Sheila C FIN:EX
Subject: RE: BMO purchase card

Hi Sheila,

For some reason I cannot log into my BMO account online, I thought it was a password issue so I tried the "Forgot Password" and still no luck!

If you could please help me with this, that would be really great.

Thanks so much

Ashley

From: Cleaver, Sheila C FIN:EX
Sent: Wednesday, April 4, 2018 8:50 AM
To: Drew, Ashley ENV:EX
Subject: FW: BMO purchase card

Hi Ashley, re-sending as requested...

From: Cleaver, Sheila C FIN:EX
Sent: Tuesday, March 20, 2018 11:29 AM
To: Drew, Ashley ENV:EX
Subject: BMO purchase card

Hi Ashley,

Your Bank of Montreal (BMO) Purchase Card has been put in the mail to you today.

Activation

Please call the phone # on the card to activate.

BMO will ask you some security questions to identify you:

Code/password – s.17

Company Name – s.17

PIN#

BMO will also forward you a separate envelope with your PIN#.

Also, this is a disclosure from BMO: *Please keep your PIN# confidential and separate from your card at all times. If you share your PIN with someone else, you will lose your liability with BMO.*

On-Line access

Below is your UserID and Password (case sensitive) which will allow you to view your account online. Your statements are available after the 4th of each month.

Userid - s.22

Password – s.22

Please log into BMO - <https://www.bmodetailsonline.com/> and enter your UserID and password. You will then be prompted to change your password.

Appropriate Use of the card

****Please note this card is NOT to be used for personal charges** It is to be used for approved Government business transactions. The Purchase card is not to be used for Employees travel expenses, except airfare.**

Pls review the Core Policy & Procedures Manual-Cardholder Responsibilities and Procedures for more detailed information. gov.bc.ca/corepolicy – Go to Procedures/E. Special Types of Disbursements/E.6 Purchasing card

Monthly Reconciliation

Please see [Fast Flash#9, 2017](#) for the reconciliation instructions.

Please contact me when you receive your first statement if you need any training with this. You must reconcile your Purchase Card statement and send in the following documents to your Accounts office for processing before month-end cut off:

- FIN122A or B, receipts/invoices/Emails/Expense Authority Email approval

Please Email all of these documents to your appropriate contact:

- MOSS cardholders – Email to your Executive Financial Clerk
- Office of the Premier Executive – Email to your Executive Financial Clerk
- FICOM – Please check with your office
- All other cardholders – Email to CFFSHELP@gov.bc.ca

Stob 8530 is a Clearing Stob and must be at a zero balance each month: Your Credit Clearing Line is: s.17

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) 208-8490