



# APPROPOS

BATSHAW YOUTH AND FAMILY CENTRES



## PAYROLL DEPARTMENT GOES GREEN

*Linda Corbeil, Director, Finance and Administrative Services*

The Logibec paystub module allows you to view your current and past paystubs. You can always print them. You can also view your cumulative salary and deductions since the start of the fiscal year.

With all these functionalities, and there are more of them, the Logibec paystub module is allowing us to go green as well as maximizing our human resources at the same time. As we already announced, May 5<sup>th</sup> is the last time we will be sending printed paystubs by internal mail to all position holders. Only recall employees and those on a leave of absence will keep receiving their paystub by mail.

Paystubs on screen are available on Wednesday morning, the day before the Direct Deposit. A user guide explaining how to view and print your paystub is available. It will also explain in details all the information you can find on your paystub. You still have unanswered questions? You can reach our Payroll Department at extension 6006.

## INTERNET, INTRANET AND EXTRANET... GIBBERISH? LET'S LOOK INTO IT!

*Claire Roy, Chief, Communications and Public Relations*

**Internet** is a worldwide computer network. It is composed of national, regional and private networks. Here at Batshaw Centres, we have a Web Site ([www.batshaw.qc.ca](http://www.batshaw.qc.ca)). Everyone, anywhere in the world, who has access to Internet via a computer can "visit" us. For that reason, the information we find on our Web Site is of general interest.

We also have at Batshaw Centres an **intranet** which is a private computer network. Only employees can access it from their workstation at the office. On intranet, one will find more focused information relevant to work.

About a year ago we launched an **extranet** which is in a way similar to intranet as it targets a specific group, namely employees in this case. They are the only ones to have access. Extranet is also a computer network but the way to access it is different. It is done through Internet via a secured Web server. In other words, we access intranet through our workstation, but connect to extranet via a Web Site.

## EXTRANET? HOW TO REGISTER

*Nancy Labrie, Computer Analyst, MIT, DFAS*

Batshaw Centres' extranet provides useful information to employees when they are out of the office. You want to register? Please go to our Web Site ([www.batshaw.qc.ca](http://www.batshaw.qc.ca)) and click on "extranet" which you will find at the top of the page.

Each employee has an extranet account (to be activated) with his/her professional e-mail address ([name\\_surname@ssss.gouv.qc.ca](mailto:name_surname@ssss.gouv.qc.ca)). **On the first connection**, you must use this address and then wait for the automatic return e-mail that will provide you with the steps to follow toward confirming your status. We suggest you to proceed with this first step through your Lotus Notes e-mail box, and then finalize your registration in the following hours once again through Lotus-Notes.

**If you do not have access to your professional e-mail** (recall, extended absence, etc.), you will have to contact technical support at **514-989-1885, local 1000 for the first connection**, to provide them with your personal e-mail address (home). Please leave your name and surname and of course, your personal e-mail address! Within the next 5 working days you will receive from Octopus System an e-mail confirming that your extranet profile has been modified, which will then allow you to have access to extranet with your personal address. Enjoy your visit!

## VOLUNTEER SERVICES

*Courtney Sewell, Information Agent, Volunteer Services, Executive Director's Office*

In recognition of National Volunteer Week, I would like to take this time to acknowledge and thank the many individuals who have graciously given their time to serve as volunteers with Batshaw Centres. Men and women, young and old, from Montreal and beyond have enthusiastically devoted their time to give back to kids and families in need.

There exists among the flock of volunteers a distinguished faction that merits a special mention; the many Batshaw Centres employees who go above and beyond their duties by also serving as volunteers. Both our current employees and Batshaw Centres alumni have made a significant contribution to Volunteer Services. In addition, several employees have referred outstanding candidates who currently figure among our bank of volunteers.

## June, a critical period of the year

Given that the month of June is a critical period in the academic year for students, priority will be given to all tutor requests until such time as they have all been honored or we have reached the end of exam period. Due to limited available tutors, some requests may go unanswered. In those cases, they will be given priority for the fall if a tutor is still needed.

As summer nears, let us not forget the idle time it creates for many youths in our community. As the proverb teaches, "*An idle mind is the devil's workshop*". Volunteer Services is anticipating an increase in volunteer requests for Big Brothers, Big Sisters over the next few months. I invite all staff to encourage friends, family and others in their inner circles to become volunteers. No special skill, training or education is necessary, only a kind heart, patience and the desire to make a difference in the life of a child. Information about volunteer services can be found on our Web Site or by contacting me at extension 1234.

## La Tablée des Chefs' New Initiative

### LE COFFRE À OUTILS ALIMENTAIRES

*Claire Roy, Manager, Communications and Public Relations*

*La Tablée des Chefs* has offered cooking workshops to youths in youth centres since 2008. Our youths on Prévost Campus are among them. *La Tablée* does now even more with its new project, the *Coffre à outils alimentaires* we could translate as a Nutritional Tool Box. It is aimed at all 17-year-old youths served by a youth centre in residential, foster care or with their families. The Box will help them acquire nutritional autonomy while they prepare themselves for adulthood.

The Box is made of thick fabric and can also be used as a lunch-box. It contains items such as an apron, a DVD, measuring cups, a wooden spoon, spatulas, a ladle and a cookbook (in French only at this time).

The *Coffre à outils alimentaires* was made possible first thanks to Jean-François Archambault's leadership. He is the founder and the Executive Director of *La Tablée des Chefs*. The *Secrétariat à la jeunesse* invested \$105,000, *Québec en Forme* \$60,000 and the *Fondation Québec Jeunes* \$10,000. Trudeau provided all the kitchen tools and Transcontinental took care of the cookbook.

This wonderful initiative is yet another tool for our staff to guide our youths toward autonomy. Healthy eating is a challenge especially with a limited budget. This Box will help youths as they reach adulthood.