



Hospitality Services

Employee Meal Plan– The Card & The Meal Plan

Getting your Western ONECard:

All Hospitality Services employees will need a Western ONEcard, staff ID card (Western students – see below). If you already have your Western ONECard, please proceed to Step 2.

Step 1

- The Western ONECard can be obtained from Student Central, in the Western Student Central Building, Room 1120 (attached to the UCC building). You will need your staff ID # (a current pay stub will do) and photo ID, such as your driver's license. Bring your smile, as your photo will be taken for the card.
- Western students working for us will need to have a special *Hospitality Services Student Employee Card* issued to them. This can be obtained from the Campus Meal Plan Office located in UCC, Room 185A. This card will allow purchases at the discounted employee rate, when working.

Step 2

- Once you have the card, you will need to visit the Campus Meal Plan Office, UCC – Room 185A, to set up your Employee Meal Plan account. If this is done by July 31, 2012, you will have a one-time \$20 bonus automatically added to your card!

How to add money to your HS Employee Meal Plan on your Western ONECard:

1. Top up online using your credit card at www.mealplan.uwo.ca/online_topup.htm
2. Campus Meal Plan Office – UCC, Room 185A (cash, debit, Visa and MasterCard accepted).
3. Hospitality Services Admin Office – Lambton Hall (cash, debit, Visa and MasterCard accepted).
4. Housing Office – Elgin Hall (cash, debit, Visa and MasterCard accepted).