

Good morning, USC!

Here are your updates for the week of May 27th-31st, 2019

Important Dates

Tuesday May 28th- Birthday Celebration at 3 pm!

General Updates

Transition Video: If you missed the opportunity to see the transition video check it out using this link: <https://www.youtube.com/watch?v=WVrxYNWHAg&feature=youtu.be>

Front Office Hours: The front desk will be closing at 4:30 pm for the exam period and the summer so please ensure that you have your lanyard and Western ID cards to access the main office after hours.

Departmental Updates

PEOPLE AND DEVELOPMENT

Health and Safety

HR Orientation Sessions: The dates for the first part of next year have been booked:

May 31

June 28

These dates have also been posted on the Staff Hub calendar. All sessions will be held in Room 369 at 2:00 p.m. Please contact Andrea or Kate with your attendee numbers before each session and also if you would like to book a dedicated for your staff.

*** Please let us know if any staff will be attending in advance as we will not be holding the session if we haven't heard from anyone.

Wellness

* Please note that the WEC will be closed on June 25th

FINANCE

AP & AR items need to be submitted. Any past due items as well. This is our year end, please assist us by having your submissions up to date and/or GL adjustment questions sent in.

Any revenues that we haven't received and need to be posted to Fiscal 2019 we need to know. As well as expenses, any contracts/service-maintenance expenses that may be due. Let us know.

EVENTS AND BUILDING SERVICES

INFORMATION SYSTEMS

With the slower season approaching at work, many of us are thinking about getting some time away. Whether you are travelling with just your phone or other electronic devices, here are some tips to keep you cyber safe:

- Keep your devices with you at all times. Phones left at café charges or laptop bags slung over chairs are prime targets for thieves.
- Ensure a password or PIN is set on your home screen, and enable features to find and / or wipe your lost device.
- Update and backup your devices before you leave. Should anything happen to them, you'll be able to recover all your lost data. Record model and serial numbers while you're at it.
- Beware when connecting to wifi hotspots. It is a common practice for hackers to set up fake connections with legitimate sounding names (i.e. "free-delta-wifi" in an airport) in order to steal your credentials.