

**Good morning, USC!**

**Here are your updates for the week of June 3rd-7th, 2019**

### **Important Dates**

### **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.

Message from Steph: A big thank you to all of you for another incredible year at the USC. From rebuilding relationships to making new friends; from participating in Wellness activities to eating an entire spinach dip as a meal (yum!); from seeing our students grow into exciting newcomers to world leaders: the USC has taught me about commitment, leadership, generosity, and persistence. You will all be dearly missed! My personal email is [williams.n.stephanie@gmail.com](mailto:williams.n.stephanie@gmail.com), please feel free to reach out if you would like to keep in touch! On a closing note... I've left and come back before... who knows what the future holds! Cheers (Sincerely, Stephanie W. - mic drop!)

### **Departmental Updates**

#### **PEOPLE AND DEVELOPMENT**

##### **Health and Safety**

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

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**

Happy New Year, we are now in a new fiscal!! So this means anything related to May 2019 needs to be in our hands ASAP. 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. We won't roll out the champagne just yet!! ; )

## **EVENTS AND BUILDING SERVICES**

## **INFORMATION SYSTEMS**

A few new Phishing emails have been making the rounds. If you find a potentially suspicious email in your inbox, there are a few things you can do to help protect yourself.

1. Check out WTS's list of [recent phishing emails on campus](#). Chances are, you are not alone in receiving it!
2. Check any hyperlinked text by hovering over it. If what appears differs from what it shows you linking to, the email is probably a fake.
3. Look at the file extension of any attachments. Zip files, locked PDFs, .DOCM, .XLSM and a few other file types are prime suspects for embedded malware.
4. If you're still unsure, forward the email on to [helpdesk@westernusc.ca](mailto:helpdesk@westernusc.ca) and we'll take a look for you.