

**Good morning, USC!**

**Here are your updates for the week of Sept 16-20th**

**Important Dates:**

**Extra Health and Safety Session: Sept 20th at 9:00 am in Room 369**

**SAVE THE DATE! Our Holiday Party has been booked for the evening of December 5th. Details to follow!**

**Important Updates:**

**We have had a few more updates to the staff phone list so please check it out [here](#).**

**\*\*Note phone extension updates. With some of the office changes/moves, please refer to the listing attached for current/new staff extensions.**

**Departmental Updates**

**EVENTS AND BUILDING SERVICES**

Terry Fox Run - Mustang Lounge/Concrete Beach - Sunday

Clubs Week - Mustang Lounge/Atrium - Monday to Friday

Campus Discs - Monday - Concrete Beach

**PEOPLE AND DEVELOPMENT**

**EAP -**

Please see the latest newsletter from our EAP provider attached to this e-mail. A copy has been posted to the bulletin board in the staff lunch room as well.

**Mental Health First Aid -**

Check out the attached information regarding upcoming Mental Health First Aid certification training on October 7th and 8th that we are making available to any staff that would like to attend. Please contact Andrea if you would like to attend this session or any future MHFA sessions that are offered. Please also contact Andrea if you are looking to refresh or take your Standard First Aid Certificate as this training is also covered by the USC.

## **Health and Safety**

Upcoming HR Orientation Sessions:

\*\* Additional session on Sept 20th at 9 am in room 369.

September 27th (Room 373)

October 25th (Room 373)

November 29th (Room 373)

These dates have also been posted on the Staff Hub calendar. All sessions will be held at 2:00 p.m except for Sept 20th.. Please contact Andrea or Kate with your attendee numbers before each session and also if you would like to book a dedicated session for your staff.

## **FINANCE**

Welcome Clubs week!! September 2019 financial statements have been distributed. Please review. The bank has made some changes regarding coin orders, we appreciate your pre-planning, send an email to [finance@westernusc.ca](mailto:finance@westernusc.ca)  
We have been reviewing UWO phone expenses, let us know if you have changes that need to be done.

## **INFORMATION SYSTEMS**

### **GSuite Tips and Tricks...**

#### Google Calendar

Did you know you can add an attachment (a PDF, image file, or document) directly to an event within Calendar that you want all the invitees to see? When creating a new event, look for the paper clip icon in the toolbar atop the description field. Clicking it will allow you to insert any file from your computer or Google Drive.

#### Chrome

If you ever close a tab by mistake, hit Ctrl-Shift-T (Windows) or Cmd-Shift-T (Mac). Chrome will reopen your most recently closed tab as if nothing had ever happened.

#### Google Docs

Need someone else's input on a Doc you're writing? Google Docs allows you to tag other users to get their attention while collaborating. Just start writing a comment -- hover over the right side

of a document on the desktop and click the plus icon -- then in the comment box type @ or + followed by the first few letters of a person's name or email address, and then add a brief message about what you need from them. If the person already has access to the document, they'll receive an email notifying them of your request. If they don't, Docs will prompt you to share the document with them before proceeding.



Don't be a Dave, Part 2.

Wondering why closing the human error gap is so important? This recent [report by arsTECHNICA](#) highlights the costs associated with some of the most recent known ransomware attacks. These range from loss of data, to lengthy system downtimes, to payouts in the hundreds of thousands of dollars, to expenses in the millions of dollars.

Don't be a Dave... If something doesn't feel right about an email or phone request, pause to check it out or ask for someone else to look it over too.