

**Good afternoon, USC!**

**Here are your updates for the week of Dec 9th-13th**

**Important Dates:**

**Healthy Snack: 2:30 pm in the lunchroom**

**Important Information:**

**Healthy Lunches:**

Please select your healthy lunch order for Thursday December 12 by submitting [this form](#). Orders must be placed by Tuesday December 10th at 3:00PM. This is the last healthy lunch of 2019 :)

\*Please Health Lunches will be taken off your pay in January for the last few months\*

**Departmental Updates:**

**PEOPLE AND DEVELOPMENT**

**Health and Safety -**

Upcoming HR Orientation Sessions:

**Currently there are no sessions scheduled before the holidays. If you need another session please contact Andrea or Kate. A schedule for the new year will be released shortly.**

Mental Health First Aid:

**Please see the attached flyer for the next Mental Health First Aid session taking place on January 23rd and 24th. We've had quite a few staff attend the training so far and they have all given it great reviews. Please let Andrea know if you are interested as soon as possible as the sessions fill up quickly!**

**Attendance -**

Please have any remaining vacation requests for 2019 in by next **Friday, December 20th** so that we can create accurate new sheets for 2020. Thank you!

**FINANCE**

Enjoy the holiday break! Happy holidays everyone.

**BUDGETS ARE DUE BY NOON ON FRIDAY DECEMBER 13TH.** Please let me know if you are not going to meet this deadline.

## **PROMOTIONS PRINT PRODUCTIONS:**

USC Promotions Print Production (formerly Creative Services) would like to offer all USC staff the opportunity to print with us!

The process is simple:

1. Email your request to [print@westernusc.ca](mailto:print@westernusc.ca) with all of the relevant details (paper selection, B&W or colour, number of copies, etc.) and attach your digital file(s).
2. Pay for the job using credit/debit through our online portal using the Dollar Amount and Quote Number that you'll receive from a Print Production employee.
3. Pick up your completed request at UCC 265 once notified.

This new service will be available as of **January 6, 2020**. All USC Staff (with the USC sticker) will qualify for a **15% discount** for using our services. If you have any questions, please direct them to [print@westernusc.ca](mailto:print@westernusc.ca).

Happy printing!

## **INFORMATION SYSTEMS**

I've written before about Two Factor Authentication -- typically where you also have to enter a token code sent to your phone before you can access a secure site like your online banking account. Be aware that phishing schemes are now making use of the perception of security this offers by setting up two fake sites, both of which look legitimate. If you end up on the first site by following a link in a phishing email, the hackers will capture your login information and in the background pass it on to the legitimate site, then send you to a second fake site to wait for you to receive your token and input it on their fake page! ([FBI alerts that 2FA is bypassed by phishing attacks](#))

The lesson here is that learning how to recognize and avoid a phishing email, rather than relying on technology to protect you. Test your own skills at <https://phishingquiz.withgoogle.com/>

## **PRODUCTIONS & RESERVATIONS**

### **Holiday Building Closure:**

Western and specifically the UCC will be closed from 6:30 p.m. on December 22, 2019 through to 6:30 a.m. January 2, 2020.

