

**Good afternoon, USC!**

**Here are your updates for the week of Jan 27th-31st**

**Important Dates:**

**Townhall: January 28th at 10 am in the Community Room**

**Important Information:**

**Spear-Phishing targets the USC**

A number of @westernusc.ca email accounts received the following message “from” Bardia over the weekend...

**From:** President President <[presidentpresident79@gmail.com](mailto:presidentpresident79@gmail.com)>  
**Date:** January 25, 2020 at 9:32:28 AM EST  
**To:** [secretarytreasurer@westernusc.ca](mailto:secretarytreasurer@westernusc.ca)  
**Subject:** Request

Good Morning Declan

I am trying to set up an e-Transfer in the amount of \$20,940 for an facilities and maintenance and i am very busy here also not in a area where i cant get signal to initiate the e-transfer , i would like to know if you can initiate the e transfer from your personal account and put it a request for reimbursement first thing tomorrow morning . Let me know so i can send you necessary details .

Regards,  
Bardia Jalayer

This is a perfect example of what is known as a spear-phishing attempt. These are fake emails designed to look as if they are from someone you know, asking for something that might be expected given your position in an organization. Note that the actual “from” email is not Bardia’s and there are several grammatical and punctuation errors -- BUT THIS MAY NOT ALWAYS BE THE CASE. If you ever receive an email requesting e-transfers or the disclosure of confidential information **always** verify through another method (like a phone call) that the request is legitimate!

**Birthday Celebration Reboot!** You may have noticed that the Birthday Celebration normally scheduled for this Tuesday has been removed from your calendar. This is because the Social Committee has made some changes to this event. Instead, you will be contacted at the end of your birthday month so you can come up to PAD to pick out your own gift! This month we will be contacting December birthday people (since they tend to get lost in the holiday shuffle) and also January birthday people. Stay tuned for when it's your turn!

**Ronald McDonald Baking Night:** The USC is doing a baking night at Ronald McDonald House on Feb 11th from 7:30-9:30 pm to bake for those families staying in the house, who have incredibly sick children. We are so excited to participate in a volunteer activity as a group. If you are interested in going please let Kate know by Feb 7th! Please note we can only take about 8 volunteers so it will be first come in letting me know they want to attend. If there is an overwhelming response we can schedule another date.

\*Also please note to protect the families at the house you must not have any signs of being sick so that we don't pass along our germs!

**Food Support Services is in need of bags for their hamper deliveries. Please drop some off at the front desk.**

#### **Healthy Lunches:**

View our options for Thursday January 30 2020 [here](#). Please select your lunch by 3:00PM on Tuesday January 28th. Happy lunching!

#### **Departmental Updates:**

### **PEOPLE AND DEVELOPMENT**

Alumni Newsletter: Please take a chance to read our latest Alumni Newsletter : <https://mailchi.mp/572e175e79d7/ymj1t0u9sn>

2020 TD1 forms will be distributed to FT employees to complete. We have been notified of a change regarding the basic exemption amount for 2020. An email will be directed your way.

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

Upcoming HR Orientation Sessions:

January 31, 2020

February 28, 2020

March 27, 2020

April 24, 2020

May 22, 2020 (a week early due to scheduling conflicts)

June 26, 2020

**All sessions will be held in Room 373 at 2:00 p.m. If you require a separate session for your staff, please let Kate or Andrea know. Please also let Kate or Andrea know if you have staff attending the scheduled session so we can be prepared with enough booklets.**

### **ADVOCACY AND GOVERNMENT SERVICES:**

#### **FINANCE**

Please continue to submit your AR and AP for January. Any issues or concerns let us know. Also let us know if you are expecting a delivery. It will reduce the wait time of the delivery company drivers.

#### **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**

More GSuite tips!

Docs - Have you created a document in a shared folder that you think your co-workers might also find useful to customize, but worry they will mess up your original? Here's a simple trick to turn your document into a template for other people to use: Copy the full URL from your browser's address bar but change the "/edit" at the end to "/copy" (without the quotation marks). Send that link to anyone with access to the folder, and when they open it they'll be prompted to make a copy in their own Drive folder and then be able to work on it from there.

Speaking of templates, Google Docs includes a built-in Template Gallery: Click on the "Template Gallery" link at the top of the "[Start a new document](#)" section to browse through the available options and then select any item to open it in Docs to use it as a starting point.

Add interest to your Doc by including a photo. Docs has its own tool to let you crop or edit images - Just click on an image within your document, then click the Format menu and select "Image." You can crop the photo, adjust the color, transparency, brightness, and contrast.