

LUU WEEKLY NEWS

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Welcome to LUU Weekly News.

Finance Year End



This week is the end of the financial year in LUU with our new budgets (and the academic year) for 25/26 starting next week.

To help the finance team in the epic task that is the end of year accounts please make sure that all invoices, expense reclaims and any other financial matters that should be allocated to the 24/25 academic year are resolved by Friday.

Post and Packages



Just a reminder to everyone about post in LUU.

All postal letters are left in the 'post' lockers in the digital services office. Please make sure that a member of your team regularly checks these and clears them out as they are rather full at the moment!

Parcels are also delivered to the digital services offices unless they are for societies, these are delivered to the Activities team. Please check to see if you have any packages for your team.

Workspace Migration

The workspace migration starts today 🎉

Key things you need to know:

Your team Microsoft Champion or manager will coordinate with you about when you should exchange your laptop over the next two weeks.

Your new @luu.ac.uk ID and password will be sent to your @luu.org.uk (google) account. So please make sure that you can access this account. This will have come from Nick Hill at Little fish and no it is not spam (well done for checking though).

Our next Workspace Migration Drop-in for Managers is 4pm on Wednesday 30th July in Room 2, Level 2.

If you have any questions then please speak to your manager or your Microsoft champion. There is also a [FAQ on the microsite](#) that may hold the answer you are looking for.

Hero of the Week



This week's heroes are:

Zane and Shawn, Bea Athill, Tia and Dennis, Christos Minas, Christian Bodden, Thivya Muthukumar and Beatrix Haigh, Mau Ofosu, Donna Lacy, Kea Daley, Adam Haddoud, Karin Stockdale, Christine Mclaughlin, David Rawson, Ian Sawyer, Joanne Walker, Cairto Osawe, Maroof Ahmed, Mau Ofosu and Kea Daley, Lewis Trueman, Rachael Chinoso, Kanja Siswo Ian Molden, Tia Choppendale, Dennis Duckett, Ian Hill and Keith Chippendale, Ruairi France

Remember all nominations are submitted into our Hero of the Month draw of each month. There will be 3 vouchers up for grabs, each worth £10.

[You can submit your nominations here.](#)

To find out why you were nominated, [click here](#).

Love to Learn – Random Meet ups



The next Random Meet Up matches are coming up!

Random Meet Ups are a great opportunity to get to meet and know colleagues in LUU that you don't interact with as much, and learn more about what it is they do.

Each month, you are assigned a random match, then you and your match schedule 30 minutes to meet up, grab a coffee, and get to know each other.

You can talk about your jobs, hobbies, suggestions for a new recipe to try or what your favourite pokemon is- it's completely up to you!

Interested? [Click here to sign up](#) by **Friday 1 August**. To find out more, [watch this quick video](#).

Reminders

- The Loading Bay passenger lift is out of service for 10 weeks starting from Monday 16 June. Please follow temporary wayfinding signs for access and contact Help and Support if you need assistance.
- From 7 - 28 July the Staff room fire escape will not be in use. Staff must use the main south entrance door during this period. If you have any questions about this, please contact [James Steadman](#).
- Hot Desking etiquette - Keep your desks clean and clear to allow all staff to book desks on Skedda and utilise the air conditioning in the warmer months. Please store personal items in lockers and not on or around desks.

Useful Links

[LUU Cultural Calendar](#) | [Equality and Inclusivity](#) | [Climate and Sustainability at LUU](#)