

# Northwestern | HUMAN RESOURCES

February 2024

## Employee Matters

### Message from HR Vice President and CHRO Lorraine Goffe



Dear Faculty and Staff,

While [research](#) shows that most employees want to be recognized in the workplace, we also know this through our own experiences and direct feedback. Recognition can come in many forms, and it can be about accomplishments both big and small. In addition to our [University-wide](#) recognition program, I would encourage all of us to practice “everyday recognition” -- easy yet effective methods to acknowledge a team member or a peer.

Our [Gratitude Wall](#) offers a wonderful opportunity for public acknowledgment. Or, maybe for some, an email or a hand-written note is preferred. The point is to think about what will resonate for the recipient. Everyday recognition can look different depending on the individual and what you want to recognize. Our Well-being team has offered their expertise as well as gathered some excellent resources that can be found below under the *Employee Engagement* section.

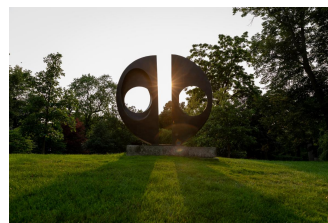
I encourage all of us, but especially our people managers, to find [ways](#) to acknowledge team members. It can make a world of difference for the individual, the team, and our overall culture.

---

## Benefits Spotlight

### FSA Claims Deadline

If you have a balance in your FSA from plan year 2023, you have until **March 15, 2024 to incur eligible expenses and until March 31, 2024** to submit those claims to Inspira, formerly PayFlex. Claims can be submitted via Inspira’s [online portal](#). Information about the benefit and claims submission can be found on the [Benefits website](#). Contact Inspira at (800) 284-4885, ID 100398, for questions on claims.



### Health Care Form 1095-C

Form 1095-C provides information about the health coverage offered by your employer and, in certain cases, about whether you enrolled in this coverage. Anyone who was employed by Northwestern University in calendar year 2023 and was eligible for employee health insurance will receive Form 1095-C, including faculty, staff, postdocs, and retirees enrolled in the Legacy Retiree PPO. For more information, review the [Benefits website](#), or contact askHR at 847-491-4700 or [askHR@northwestern.edu](mailto:askHR@northwestern.edu).

### Annual Health Screenings

The beginning of the year is a great time to have an annual health screening(s). Screening services, such as your annual physical, certain vaccinations and blood work, and cancer screenings, are often covered by the plan at no cost to you. Some restrictions may apply. For more information on covered services, assistance in finding a provider and setting up appointments, or how to [shop and earn cash rewards for procedures and services](#), contact BCBSIL via the number on the back of your ID card or log into Blue Access for Members.

### Don't Leave Money on the Table: Turn 5% into a 15% Investment in your Future

For those eligible for the [Retirement Plan](#), Northwestern will match your contributions dollar-for-dollar up to 5% each pay period. Review your elections in [NetBenefits](#) to ensure you are maximizing your matched contribution!

While the University makes a 5% automatic contribution for eligible employees, you must make a 5% contribution election to receive the University's 5% matching contribution. The IRS increased some limits for 2024, faculty and staff may contribute a total of \$23,000 to Northwestern's 403(b) plans in 2024, with a catch-up contribution of \$7,500 for those 50 and older. Review your elections in [NetBenefits](#) to ensure your contribution amounts are as you intended.



#### Black History Month

Learn how to take your money to the next level by becoming more intentional about saving, practicing mindful spending, and managing debt. Tiffany "The Budgetnista" Aliche joins Fidelity representatives to talk about what it takes to build wealth now and in the future. [Register](#) for the "How to shift your money mindset" webinar on Thursday, February 15, 1-2 pm.

Join The Graduate School Office of Diversity and Inclusion and the Black Graduate Student Association for a webinar with Northwestern archivist and curator Charla Wilson: "[Legacy Unveiled: Tracing the Black Journey at Northwestern University through the Lens of the 1968 Bursar's Office Takeover](#)," Thursday, February 22, 12–1 p.m. [Register](#) for this Zoom webinar.

The Joint CCHS/CAAH Distinguished Lecture on Black History presents Kris Manjapra, Northwestern University, speaking on "Trickster Remakes the World: Ancestrality and the Trouble of Africana 'Human Remains' Collections in the West," [Thursday, February 29, 2024, 4 p.m.](#) (reception to follow).

#### For the Students in Your Life

From science to engineering to writing and psychology, Northwestern's Center for Talent Development summer programming helps students discover their strengths, explore their interests, and realize their full potential. [Check out](#) the summer options for gifted students, ranging from online courses to in-person, academic day and residential camps on the Evanston campus and at other Chicago area sites.

## Employee Engagement

### Reflective Recognition

Not surprisingly, managers who establish routine recognition practices have more engaged team members. Recognition is integral to motivation and performance, but it does need to be meaningful to the recipient. Sometimes team members' greatest achievements aren't visible to the manager. In these cases, reflective recognition can be a gamechanger.



To build a culture of recognition in your area, incorporate reflective recognition as an intentional feedback practice. Here are some easy steps to follow:

- Encourage your employees to share what they are proud of and why
- Use powerful probing questions to dig deeper into their accomplishments
- Reflect on how they overcame challenges and thank them for these accomplishments

Read more about Reflective Recognition in the [Harvard Business Review](#).

### More Recognition Resources

Watch the video: [Why We Need Appreciation \(Not Just Recognition\)](#).



## Your Well-Being

### Join us for Coffee & Connection Next Month

You're invited to *Coffee & Connection*, an informal opportunity to connect and network with a fellow University colleague or to simply take a break. Stop by to pick up a cup of coffee or tea, connect with someone, or bring your laptop and work from the space. This is an in-person event for staff and faculty. [Access the RSVP](#) to view date, time, and location information, and to let us know if you'll attend.

### Culinary Demonstration: Cooking with Antioxidants

You've heard the term antioxidants, but what does it mean to cook with antioxidant-rich foods? In this 30-minute virtual culinary class on Friday, February 23, Vicki Shanta Retelny, RDN, will show you how to create meals and snacks that are good for your cell health to fend off chronic diseases. [Join us!](#)

### EAP Scavenger Hunt Ends on 2/29

We've partnered with our [Employee Assistance Program \(EAP\) SupportLinc](#) to host an EAP scavenger hunt for University employees. [Participate in the scavenger hunt](#) through February 29 to learn about the free and confidential services available to you and your household members. Upon completion, you'll be entered to win one of three \$25 Amazon Gift Cards.

### Still Time to Apply for Well-being Grants: Accepting Applications through 3/1

Well-being grants are intended to support the well-being of faculty and staff as related to the [Eight Dimensions of Well-being](#) by providing funding for a well-being activity, event, and/or space. [View examples of funded applications](#) to help you submit an application, which will be accepted through Friday, March 1. [Learn more and access the application.](#)

### Participate in Drop-in Meditation to Recharge

New meditation offerings are available in Evanston, Chicago, and online. Attend a session to develop a new meditation habit, expand your current practice, and connect with a community of contemplation on our campus. No previous meditation experience is necessary, and sessions are open to faculty, staff, and students. [Click on the "Meditation" tab](#) to view dates and locations.

---

## Caregiving

### Celebrate Black History Month with Learning and Celebrating Activities for Kids!

Whether you're a parent, grandparent or caregiver, [here are several fun activities](#) for bringing Black history into the everyday lives of our children.



### Aging & Adult Care: The Brain and Heart Health Connection Webinar

The brain and heart are connected when it comes to many of the top chronic illnesses, such as Alzheimer's, heart disease, and stroke. Because family caregivers have twice the risk of developing chronic illnesses than the general population, this webinar will provide 12 lifestyle tips to improve your health and wellness and to stay strong while caregiving for older loved ones. [Join Care.com on Wednesday, February 21, Noon - 1 p.m. to learn more.](#)

### Childcare & Parenting: Raising Children in a Diverse World Webinar

This webinar will cover various topics such as how to help children be proud of their heritage; introducing children to other cultures, religions and races; answering tough questions; protecting them from discrimination; and conversations regarding how to best role model for your family. [Join Care.com on Wednesday, February 28, Noon - 1 p.m. to learn more.](#)



### 2023-2024 PEX Forms Launched on Feb. 12

You can see your performance review form when you log onto [myHR Learn](#) and go to the ME tab and then the Reviews tab. All active performance and professional development goals that meet the timing criteria will be automatically swept into the review form. For job aids on how to edit/add/remove goals into your review, see the [Help section in myHR Learn](#). Reach out to your [PEX administrator](#) with questions about PEX timelines, process, and support for your local unit/department.

## Manager's Tip

### 5 Steps to a Complete Meeting Overhaul (From Kellogg Insight)

Are you using your meetings effectively? The Kellogg School of Management discusses 5 steps to make meetings more future-focused and engaging. They include focusing on the future and replacing slides with prep work. To learn more, read the [article from KelloggInsight](#).



And for more Manager tips and articles, consider joining the [Manager's Corner MS Teams channel](#) where you can discuss and learn about different topics throughout the year.



## Inside HR

As we continue our series describing various areas in HR, learn about the Compensation function this month.

The Compensation team designs and implements policies and guidelines to ensure fair and competitive pay across Northwestern. The team supports school/unit compensation needs through counsel, recommendations, and education to HR professionals and administrators. Specifically, they research and provide analyses on relevant benchmarks to help schools/units make data-driven decisions regarding salary planning, new hires, reclassification and/or promotional pay.

While these decisions are both determined and funded at the local level, the Comp team makes sure all decisions are legally compliant while promoting equity and consistency across the University. In addition, the Comp team administers the merit program, aligning that process with the performance cycle. Visit the [Compensation site](#) for more information.

\*Workplace Strategies photo credit: [Unsplash](#)

*The mission of Human Resources is to promote an innovative and inclusive workplace where individuals thrive and collaborate to advance Northwestern's direction.*



# Northwestern University



[Unsubscribe d-trimuel@northwestern.edu](mailto:d-trimuel@northwestern.edu)

[Constant Contact Data Notice](#)

Sent by [officeofhumanresources@northwestern.edu](mailto:officeofhumanresources@northwestern.edu) powered by



Try email marketing for free today!