

# Northwestern | HUMAN RESOURCES

January 2024

## Employee Matters

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



Dear Faculty and Staff,

As we begin 2024, I wanted to share some of our strategic work over the last several months through the collection and analysis of people-focused data.

The data comes from focus groups, surveys, benchmarking, and ongoing feedback. For example, I receive monthly reports on recruitment and retention. We have reduced our job openings significantly from one year ago and decreased our turnover rate. This progress is due to both our action planning based on data along with external factors. And while this progress is noteworthy, we will

continue our monitoring.

Recruitment and retention are just two of the components that make up employee engagement. To that end, HR has purchased the tool Culture Amp to administer a local engagement survey pilot. Late in the fall, ten schools and units participated in this pilot, with their staff weighing in on several matters, including inclusion, management, collaboration, and communication. All schools/units were eligible to participate in the survey; some opted out due to the fall timeframe but hope to participate in the next round.

Because of our decentralized culture, the survey was designed specifically for local feedback so focused action planning can take place. We were pleased to see a 71% participation rate, which is above industry standard. The answers will enable local areas to learn what is going well, along with opportunities for improvement. As more areas participate, more staff will be represented and more voices heard. And as with any pilot, lessons learned will be leveraged for the next round.

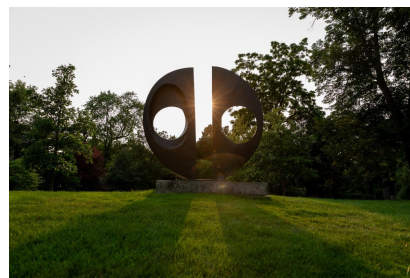
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### Benefits Spotlight

#### Check Your Check

A new year might mean your benefit deductions have changed due to your Open Enrollment choices or annual premium increases. Additionally, 403(b) Retirement Plan limits have increased, so you may need to [update your deferrals](#). It is important that you periodically [review your paycheck](#) to ensure you have the proper deductions. You

can access your most recent paycheck, review your health & welfare enrollment elections, and review/update your retirement deferrals via [myHR](#).



#### Total Compensation Statements

Most benefits-eligible faculty and staff now have access to a personalized Total Compensation Statement in myHR. The statement visibly demonstrates the value of your benefits package and time off policies while also displaying all the benefits and programs available to you and your family. For info on how to access it and other resources, visit the [website](#).

### Medical, Dental, and Vision ID Cards Mailed to Homes

This year, faculty and staff enrolled in PPO medical, dental, or vision plan will receive updated ID cards in the mail. Those enrolled in the HMO medical or dental plans will not receive updated cards unless they made changes during Open Enrollment or newly enrolled. Please note that the vision plan will [now be administered by BCBSIL](#). If you did not receive your ID cards in the mail, please call BCBSIL:

- PPO Medical Plans: 888-901-9357 (group 006161)
- PPO Dental: 800-348-4512 (group F019106)
- PPO Vision: 855-362-5539 (group F019106)

Qatar employees and postdocs will not receive new cards unless they changed plans or newly enrolled during Open Enrollment. Additionally, no change has been made to the vision plan administrator.

### Black History Month Fidelity Event

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 pm-2 pm CT.

### PayFlex is now Inspira Financial

PayFlex is rebranding as Inspira Financial on January 17, 2024. At this time there are no plans to change usernames/passwords, claims processes and mailing addresses, or customer service numbers. When accessing your account online, you will be redirected from payflex.com to inspirafinancial.com automatically.



### [Celebrating the Life and Legacy of Martin Luther King, Jr.](#)

Learn about the history of the Martin Luther King, Jr. Celebration at Northwestern by visiting this [web page](#).

### 2024 Student Employee of the Year Awards

The Work-Study and Leadership Development & Community Engagement offices are coordinating the 2024 Student Employee of the Year (SEOTY) Awards program. This program acknowledges the contributions made by student employees and emphasizes their value and importance. The program is open to all student employees for the 2023-2024 academic year.

Submit nominations by **February 23, 2024**, using the [nomination form](#). A selection committee of student-employment stakeholders from across campus will choose the winners. Look for the winners on various video monitors throughout campus during the week of April 7-13, 2024. Please be sure to let your student(s) know they have been nominated!

### Office of Institutional Diversity & Inclusion's Events List

Check out this [list of multicultural and diversity events](#) held at Northwestern.

## Your Well-Being

### Take Advantage of University Resources to Support Your Well-being

Check out the various resources through the University to help support your well-being this quarter and throughout the year. Most of the resources are free. Learn more:

- Incorporate a [15-minute facilitated stretch break](#) each weekday.
- Engage in [Jin Shin Jyutsu](#), a self-help practice that can help reduce stress and fatigue.
- Schedule a [1:1 nutrition consultation each](#) month.
- Participate in a [drop-in meditation](#) session.



- Visit a [white light therapy lamp](#) on campus.
- Access [free and confidential counseling](#) and other mental health resources.
- Use [wellness programs from BCBSIL](#) to help support your physical well-being.
- Purchase a gym membership through the [BCBSIL Fitness Program](#).

### Financial Resources

The new year can be a good time to reexamine financial goals and resources.

- [Schedule a 1:1 consultation with an NU TIAA or Fidelity representative](#) to review your retirement account, answer questions, and help you develop and track your goals.
- Access free and confidential [financial](#) and/or [legal](#) consultations through our [Employee Assistance Program](#). If you proceed with using legal services after your consultation, you can receive a 15-20% discount on services.
- Check out the [BALANCE program](#) to access budget, debt, student loan, and homeownership coaching, as well as toolkits, calculators, worksheets, and [more](#).
- Attend the [Managing Your Money in Tough Times webinar on Thu 1/18 at Noon](#) and/or the [Planning a Financial Future webinar on Wed 1/31 at Noon](#). All registrants will receive the webinar recording(s).

### Learn How to Host an Accessible Event

[AccessibleNU](#), in collaboration with the [Office of Civil Rights and Title IX Compliance](#) and HR, invites you to attend the “How to Host Accessible Events” webinar on [Friday, February 16, Noon-1:30 p.m.](#) AccessibleNU has developed an [Accessible Events Guide](#) intended to provide campus event organizers and administrators with the tools necessary to proactively plan events accessible to all, creating an inclusive environment for people with disabilities. Register via this [link](#). A recording will be provided for registrants unable to join. Contact [wellbeing@northwestern.edu](mailto:wellbeing@northwestern.edu) with questions.

### Participate in the EAP Scavenger Hunt

Our [SupportLinc EAP](#) is available around-the-clock, 365 days a year via 888-881-5462 to help manage life’s challenges, at no cost to you or your family. Participate in our EAP scavenger hunt to learn about the free and confidential resources provided by SupportLinc. [Complete the scavenger hunt](#) by February 29 to be entered to win one of three \$25 Amazon Gift Cards. Access or create your SupportLinc account (group code: northwestern) at [www.supportlinc.com](http://www.supportlinc.com).



## Caregiving

### Summer Camp Registrations Are Opening

Don’t forget to register! Northwestern summer camps and many of our affiliated summer camps including McGaw YMCA and JCC, as well as Chicagoland area park districts, are beginning to accept applications for this year’s summer camps. For more information, [please visit the](#)

[Summer Camps webpage](#).

### New School Partnership: Fusion Academy Evanston

We are excited to announce a new school partnership with [Fusion Academy](#), a private, accredited school offering personalized education tailored to each student’s needs and pace. With a 1:1 teacher-student ratio, they provide remediation learning, accelerated learning, and supplemental learning, along with social-emotional support. Eligible Northwestern families can take advantage of the priority enrollment and discounts at these schools and centers. [Learn more](#).

### New Year, Renewed Support!

As we step into January, remember that [Cariloop is here to assist with all your caregiving needs](#). Whether you’re focusing on health resolutions or seeking support for loved ones, explore how Cariloop can help navigate your caregiving journey for you and your loved ones this winter.

## Learn and Grow

The 2023-2024 performance review forms will be launched in February. Take stock of the past year while envisioning your path forward. Reflect on your fall quarter -- perhaps you’re on track or

you need to pivot, given new circumstances. Set up time with your manager to talk through your reflections and your future steps. Finally, document your goals in [myHR Learn](#). Your active goals will be swept into your 2023-2024 performance review form next month automatically. Visit the [Performance Excellence webpage](#) for goal-setting resources and job aids.



## Guidelines

### Launch of Annual Conflict of Interest Disclosure

Northwestern's [Policy on Conflict of Interest and Conflict of Commitment](#) requires that once a year staff members provide information on the nature and extent of their outside professional activities and financial interests through the conflict of interest (COI) disclosure process. This process is an important component of maintaining Northwestern's high ethical standards in its academic, research, and administrative activities.

The annual disclosure will open in Northwestern's *eDisclosure* system on February 1 when you will receive an e-mail with a direct link to access and complete your disclosure in *eDisclosure*. Disclosures must be completed by March 1. The completed disclosures are reviewed by your supervisor. Please reach out to NUCOI at [nucoi@northwestern.edu](mailto:nucoi@northwestern.edu) with any questions.

## Manager's Tip

At the start of the new year (and quarter), you can do two things to support your team members in their performance goals: 1) facilitate reflection and 2) reaffirm team goals and direction.



Facilitate reflection by encouraging open communication and feedback, discussing achievements and challenges, and seeking input on areas for improvement. Regular check-ins will allow you to support goal enhancement/adjustments and help your team stay on course. Reaffirm team goals by aligning them with broader institutional or department objectives, ensure clarity on expectations, and foster a sense of purpose for each team member, which will enhance motivation and engagement. Visit the [Performance Excellence Resources for Supervisors webpage](#) for resources.

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

Please join us in welcoming Joe Park, our new Director of Benefits. Joe will start his Northwestern career on January 22, 2024.

*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



Northwestern University | 720 University Place, Evanston, IL 60208

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