ACTION ITEMS AND ANNOUNCEMENTS

Fourth of July holiday weekend extension

As a reminder, for this year only Northwestern will extend the Fourth of July holiday weekend by two days, beginning Thursday, July 1, and running through Monday, July 5.

During this period, many areas of the University will close including askHR, HR Operations and Payroll. All pay checks for the July 2 biweekly pay date will be mailed to employee home addresses. Employees are strongly encouraged to receive their pay via Direct Deposit to avoid delays receiving paper pay checks. If you have any questions about the holiday schedule for your department please speak with your manager.

Temporary COVID-19 Caregiving Grant extended through Summer Quarter

The Temporary COVID-19 Caregiving Grant provides single payment taxable grants of up to $1,500 to help Evanston and Chicago full-time benefits-eligible faculty and staff offset the costs incurred of caregiving for their dependent child(ren) and/or adult/senior dependents during winter or summer, 2021.

Learn more.

New Talent Acquisition Partnership

Talent Acquisition is excited to announce their partnership with Lawrence Hall and National Able.

Both organizations provide outstanding mentoring, training, job placement and certification services to their members. This summer, Talent Acquisition will work with Lawrence Hall and National Able to host members from their organizations through their Paid Work Experience program. This program allows their members to gain experience with organizations, such as Northwestern, in administrative roles, phlebotomy, IT and more, at no cost. If you would like to learn more about how your department can benefit from these new partnerships, please reach out to your Talent Acquisition Partner.

Northwestern’s Center for Talent Development Summer Courses

Northwestern’s Center for Talent Development (CTD) is excited to announce that it will offer a selection of in-person courses this summer in Evanston at Roycemore School. The courses, available for students in grades 2 through 8, will be commuter-only and space is limited.
The CTD will follow Northwestern University, program site, and public health guidelines and protocols to ensure a safe learning environment for its students and staff. In-person courses are offered in addition to our online summer courses, all of which are currently enrolling. For more information visit the CTD Summer Programs website.

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Northwestern Sailing Center is open for the 2021 season

Whether you're an experienced sailor or if you've never set sail, the Sailing Center has something for you. Equipment rentals, youth camps, and adult classes are available to the entire Northwestern community and the surrounding public. For more information, call 847-491-4142 or visit northwesternsailing.com.

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Wildcat Sports Camp 2021

Northwestern Recreation is excited for the return of Wildcat Sports Camp! Girls and boys currently attending 1st – 6th grade are welcome to attend. Spots are still available for all sessions. Information, including session dates, COVID modifications, and registration information, can be found on the Wildcat Camp website.

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Minimum wage increase

Effective July 1, the minimum wage will become $15 per hour for employees working in the City of Chicago and $13.60 per hour for employees working in Evanston. If employees in your area will be impacted by the wage increase, please make the required updates in myHR. For more information, visit the HR website.

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Contractors and Temporary Employee access to Microsoft 365 Office

After June 30, contractors and temporary employees will no longer be licensed through Northwestern to use locally installed versions of Microsoft Office. However, these individuals will continue to have access to Microsoft 365 applications online. If you determine a locally installed copy of the software is required for a contractor or temporary employee, you will need to pursue that purchase through a third-party reseller. Please contact Northwestern IT for additional information related to suggested upgrade strategies.

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2021 Career Workshop | Save the date

NUSAC and the Office of Human Resources are excited to announce that the Career Workshop will return for 2021. This year's workshop will be virtual and held over two days, July 20 and July 22. To get a
sneak peek of the topics for this year’s workshop, visit the NUSAC Website.

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**Fiscal Year End key dates**

**August 10** - deadline for monthly forms for last monthly pay date in FY21 (8/31)

**August 13** - new faculty hire paperwork due for September 30 pay date

For more FY21 closing information visit the Fiscal Year End website.

Please note: By August 10, we recommend – but will not require – that your unit send appointments being extended starting September 1. Early entry of these forms will avoid NetID expiration emails being sent by NUIT in early September.

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**WELL**

**Kick off summer off with a massage**

Northwestern Massage Services is offering special massage therapy discounts. Let one of the massage therapists help you combat stress, release tension, and enhance your overall well-being. Learn more.

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**Introducing the new Sitters and Tutors Network**

The Sitters and Tutors Network is a NetID-protected site allowing students to provide babysitting and tutoring services to members of the Northwestern community. Parents can post job listings customized to their needs and browse available sitters and tutors, filtering by skillset and schedule. Learn more.

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**Enroll in a workshop this summer**

Seats are available for: Active Inclusion, Unconscious Bias, and Building Trust From Where You Are. Register by visiting our virtual workshop calendar.

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**Apply for Lead 4 Success™**

Offered in partnership with the Center for Creative Leadership (CCL), Lead 4 Success™ is our premier leadership development program for high performing individual contributors.

We are offering two sessions which will run live-online (virtually) in late July and early August. To learn more about the program...
requirements and to apply visit our Lead 4 Success™ webpage. Applications will be accepted through June 25.

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**Care@Work Webinar**

**Workparent: A Go-To Guide for Caregivers**

Daisy Dowling, author of “Workparent: The Complete Guide to Succeeding on the Job, Staying True to Yourself, and Raising Happy Kids”, will share advice from her new book about how – regardless of where you are in your parenting journey – to successfully combine caregiving and your career.

Daisy Dowling is the Founder & CEO of Workparent, the leading training and coaching firm for working parents and the organizations that employ them.

Thursday, July 15, 11 a.m. | [Register](#)

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**Subscribe to Learning Intersections**

Our Learning Intersections newsletter will keep you up to date on events and resources that will help you grow your skills today and your career tomorrow. [Click here to subscribe](#).

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**Join the YourLife mailing list**

YourLife is our employee wellness program in which a variety of well-being resources and programs are provided, ranging from free daily virtual well-being classes, DEI workshops, meditation and nutrition sessions, information about financial webinars, caregiver support resources and more! Join the mailing list to receive up-to-date communications about upcoming programs, events and resources. [Click here to join](#).

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