ACTION ITEMS AND ANNOUNCEMENTS

Return to Campus Discussion Series
On August 25 Kathleen Hagerty will host an online discussion for faculty and staff to help navigate Northwestern’s Return to Campus. Topics will include health, safety and the campus experience. You must [register to attend](#) on Zoom.

Date: Wednesday, August 25, Noon-1 p.m. [Submit questions](#) online through August 18

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Returning to the Workplace: Strategies for a successful transition
Join [HR Well-being](#) for this webinar facilitated by [Ellen Burton](#). The webinar will focus on preparing for and navigating the return to in-person work, including managing the various emotions around going back to the workplace; adapting to new routines and expectations; and resolving conflict. Two sessions will be offered.

August 25 at 11 a.m. | [Register](#)
September 1 at 1 p.m. | [Register](#)

*Note: this webinar will not be recorded due to proprietary rights.*

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Labor Day early biweekly timecard approval
Due to the Labor Day holiday, the Payroll office will be closed on Monday, September 6. Biweekly timecards for the pay period ending September 4 should be approved by employees and managers no later than 5 p.m. on Sunday, September 5.

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In-person HR services returns to Chicago Campus on September 8
Beginning September 8, askHR is pleased to announce it will resume in-person services on the Chicago campus.

Location and Hours:
Abbott Hall, 710 North Lake Shore Drive, First Floor

*Walk-in Hours: Wednesdays from 10 a.m. until 3 p.m. (no appointment necessary)*

*Please note: check pickups require 24-hour notice via email or phone.*

In-person services include:
- I-9 document verification
- foreign national paperwork processing
- distribution of paychecks
- intake of all payroll, benefits, and operations forms and documents

askHR will continue to provide daily service on the Evanston campus at 1800 Sherman as well as phone and email assistance during regular business hours. For more information contact us at 847-491-4700, askHR@northwestern.edu or visit our website at www.northwestern.edu/askHR.

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**Faculty hire forms due August 13**

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

**Reminder** - forms were due on August 10 for last monthly pay date in FY21 (8/31). We recommend also submitting reappointment forms for 9/1 to avoid NetID expiration emails in early September.

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

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**Off-cycle payment request fee reinstated effective September 1**

Effective September 1, 2021, departments requesting payment outside of an employee’s regularly scheduled pay cycle will be charged a $100 processing fee. Common examples of off-cycle requests are payment of retro pay due to late submission of paperwork and payment of biweekly pay due to failure to enter hours in Kronos timely. The fee will be assessed if the payment is issued via direct deposit or online check.

Payment of hours entered through the standard Historic Time Request process or retro payments processed through the automated Deployed Additional Pay process remain exempt from this fee, as long as no special handling is requested outside of the normal payment timeline.

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**Commuter benefit information for September**

Northwestern offers a commuter benefit that allows faculty and staff to pay for METRA, CTA, Pace, South Shore, and other public transportation passes with pre-tax payroll deductions.

If you would like to utilize the commuter benefit starting in September, or in future months, please make note of the deadlines below. If you do not want to utilize the commuter benefit no action is required.

**Ordering Deadlines**

You must place or change orders by the **5th of the month** prior to the month in which you will use the pass. For example, for a transit pass in October you must place the order by September 5. Any new enrollments/changes entered after the 5th will take effect one month later. No refunds or adjustments can be provided.

**Placing an Order**

Follow these steps to place an order:

- Navigate to [www.payflex.com](http://www.payflex.com)
- Click **Sign In** in the top right corner
- Log in using your ID and password
- Scroll down to the Online Commuter Box
- Select Place an Order
- Follow the prompts
Any questions regarding logging in or navigating the Payflex portal should be directed to Payflex at **800-284-4885**.

Please note: The commuter benefit is only for public transit options and parking at public transit stations. If you have questions about campus parking visit the [Evanston Parking](#) or [Chicago Parking](#) websites.

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**Updated Nonresident Prize/Award and Independent Contractor packets now available**

The [Nonresident Prize/Award](#) and [Nonresident Independent Contractor](#) packets have been updated to include more information that will help users navigate these processes and ensure accuracy and compliance with applicable tax regulations.

The Prize/Award packet has been revised to specifically define which payment types are allowable as a prize/award. To ensure compliance with tax reporting and tax withholding guidelines, only payments which are correctly categorized as a prize/award will be processed. Tax treaty exemptions are not granted at the time of payment; the packet provides further information on filing of tax returns and claiming tax treaties.

The Independent Contractor packet has been updated to include information on eligible Visa and Payment types for Nonresident Contractor Services.

The payroll department will only accept the new packets starting on September 1, 2021. We encourage everyone to download and complete the packets electronically so that form information auto populates.

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**Registration is open for the Manager Foundations program for Fall, Winter and Spring**

**What is Manager Foundations?**
A dynamic, interactive program equipping managers with knowledge, resources, and relationships to support continued success managing a team and leading the University.

**Who is this program for?**
This program is intended for Northwestern staff who are new to their management role in the past 0-2 years and manage 2 or more direct reports. (Experienced managers, faculty who manage staff, and/or those with one direct report can also enroll in the program.)

For program dates, requirements, and registration navigate to our [Manager Foundations PDF](#).

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**Effective Alternative Work Strategies: What managers need to know**
All managers can access [this video](#) from the Managing the Employee Lifecycle at Northwestern series in myHR Learn to learn about Alternative Work Strategies (formally called flexible work arrangements): what they can be, what they are not, and how to assess and implement arrangements.

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**Enroll in a DE&I workshop this August**
Seats are available for: Active Inclusion, and Unconscious Bias. Register by visiting our [virtual workshop calendar](#).
Use up your Backup Care days

As a reminder, all faculty and staff are entitled to 10 days of backup care per academic year. Northwestern’s Care@Work Program allows you to help find vetted in-home or center-based backup care providers at a subsidized rate. Learn more.

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**Bright Horizons**

**Bright Horizons is offering part-time enrollment and fee assistance**

Bright Horizons in Evanston will be offering part-time enrollment and expanding the fee assistance program to part-time employees. To learn more about Bright Horizons Evanston, visit our webpage. Please note, other eligibility requirements may still apply.

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**Bennett Day School**

**Bennett Day School has increased the discount for Northwestern families**

We are pleased to announce that Bennett Day School, located in Chicago’s West Town neighborhood, has increased their tuition discount to 20% to all benefits-eligible faculty and staff. To learn more about Bennett Day School, please visit our webpage.

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**Benefits & Well-being Fair | Save the date**

The 2021 Virtual Benefits & Well-being Fair will be held during the week of October 18. The fair will be a weeklong event with each day covering different aspects of benefits and well-being: Health & Physical Well-being, Retirement & Financial Well-being, Social & Emotional Well-being, as well as Open Enrollment information and WELL resources sessions. Visit the Benefits & Well-being Fair website periodically for new information!

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**Learning Intersections**

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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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**YourLife**

**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.