Non-Student Direct Temp Process Change
In an effort to streamline the hiring process for Non-Student Direct Temps, a process change has been implemented. **Effective August 1, 2019,** incomplete direct temp paperwork will no longer be accepted. In addition to a completed Personal Data Form, departments are now responsible for ensuring that sections 1 and 2 of the I-9 form are complete before submitting requests to HR Talent Acquisition. For more information on the temporary hiring process, or to download the updated Non-Student Direct Temp Checklist, visit the [Hiring Temporary Staff page](#) of the Human Resources website.

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Performance Excellence Reminders

**New Goal Entry Process:**
Please add goals for the 2019-2020 year via the ME tab, and select Performance Goals or Professional Development as the goal category. [Find goal-entry instructions here.](#)

**Remember to Release and Finalize:** To complete the Performance Year cycle, supervisors must RELEASE reviews to staff, and staff members must FINALIZE (indicating review and rating have been received and read).

**Performance Year 2019-2020 reviews:** Next year’s review forms will be released later in the year, to avoid overlap!

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**FIND PERFORMANCE EXCELLENCE RESOURCES**

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Staff Members Honored at Luncheon
Northwestern University staff members were honored for their exceptional service at the Service Excellence Luncheon held on July 31, 2019. Click here for the complete list of honorees.

Want to recognize a fellow staff member for their contributions to Northwestern? Contact Maudell Gaines at hremployeerecognition@northwestern.edu.

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**NUSAC Ice Cream Social**

Join the Northwestern Staff Advisory Council for this inaugural event on Thursday, August 8 from Noon - 1:00 p.m. in the Law School Courtyard. Take an afternoon break and cool off with an ice cream bar while mingling with Northwestern staff. Ice cream bars available, as supplies last. This is a STAFF ONLY event.

**ADD TO CALENDAR**

**LEARN MORE**

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**Need myHR Assistance?**

Find upcoming open lab sessions currently scheduled through August on myHR Learn. Open lab is a resource for all users and walk-ins are welcome at any time during the session. Bring your questions and examples as new users or experienced administrators with complex cases. Sessions are hosted every week from 1:00 pm - 3:00 pm, rotating between the Chicago and Evanston campuses:

<table>
<thead>
<tr>
<th>Evanston campus</th>
<th>Chicago campus</th>
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| August 12, August 27
  1:00 pm - 3:00 pm
  Rebecca Crown Center
  633 Clark Street
  HR Computer Lab G593 | August 6, August 22
  1:00 pm - 3:00 pm
  Tarry Research and Education Building
  300 East Superior Street
  Weinberg Lab 1-731 |

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**Welcome to our new myHRLearn home page!**
myHRLearn has a new look and shortcuts to more of the things you need for learning and performance.

- Wondering what workshops are coming up soon? Check out the calendar.
- Find one-click access to playlists, LinkedIn Learning, and enterprise system training.
- Have a tablet or small computer? The new fluid home page looks good on smaller screens with no horizontal scrolling.

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**Lynda.com is now LinkedIn Learning**

Part of Northwestern's commitment to your career and professional development is Lynda.com, now LinkedIn Learning. The acquisition of Lynda.com by LinkedIn means great things for Northwestern employees. Stay tuned for more announcements in the fall about new learning features and the option to link your Lynda.com learning achievements to your personal LinkedIn account.

Our FY20 workshop offerings will be featured in the September newsletter. In the meantime, explore our curated selection of digital playlists which are available 24/7 from your electronic devices via myHRLearn!

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**WELL-BEING**

**Work/Life & Family Resources**

**August EAP Monthly Observance: National Immunization Awareness Month**

National Immunization Awareness Month is a great time to remind family, friends and coworkers to stay up to date on their shots. Vaccines help prevent dangerous and sometimes deadly diseases. Vaccines aren't just for kids. Adults need to get vaccinated to stay protected from serious illnesses like the flu, measles, and pneumonia. Learn more about vaccines by visiting the Northwestern EAP website (login: northwestern, password: eap).

- [Adult Vaccine Assessment Tool](#) (assessment)
- [Childhood Vaccine Tool](#) (assessment)
- [How Do Vaccines Work](#) (article)
Childcare Resources Spotlight: Illinois Action for Children Referral Program
Searching for quality childcare can be a time-consuming process. Sometimes, the most challenging question is where to start. Northwestern offers faculty, staff and students a free resource and referral program to support your search through Illinois Action for Children. This service can also be used to find before and after school care for school-aged children. Contact the dedicated Northwestern resource and childcare referral specialist at Illinois Action for Children by email rebapisk@actforchildren.org or by calling 773-356-8135.

This specialist can help you:

- Learn about childcare options, including before and after school care
- Receive provider referrals with confirmed openings
- Access providers conveniently located throughout Illinois
- Answer questions, get tips and provide guide sheets to assist your search
- Receive information about financial assistance options

Adult Caregiver Resources Spotlight: Northwestern Senior Care Connections
Northwestern Senior Care Connections provides faculty, staff and postdocs free access to telephonic consultations with Senior and Adult Care Advisors.

These master's level clinicians can provide you and your family with:

- In-depth individual and family consultations - expert guidance, planning and support for you and your family members.
- Customized clear, concise, and comprehensive action plans
- Find vetted providers across the United States - geriatric care managers, elder law attorneys, at-home care services, senior housing, adult day programs, transportation, and Alzheimer's/dementia care.

To learn more and speak with a Senior and Adult Care Advisor call 1-855-781-1303 Ext. 3. Learn about additional senior and adult caregiver resources.

Webinar: Alzheimer's Disease and Dementia: Caregiving Challenges and Strategies
On August 6, 2019, Care.com will discuss the different forms of dementia, including Alzheimer's, and signs your loved one may have the disease. Despite the devastating nature of Alzheimer's disease, there is support out there that can make a difference and help you continue to connect with your aging loved one. Learn about caregiving strategies and types of care that can improve the quality of life for both you and your loved one.

REGISTER
Do You Know About Our Employee Assistance Program?
The Employee Assistance Program (EAP), a program for faculty and staff, is a network of services, including short-term counseling, LifeCoaching, access to online articles, assessments, podcasts and much more to help you and your household family members cope with everyday life issues. Services are free and confidential.

Learn about available services
Learn about LifeCoach

Congratulations to the Cardz for Kidz Challenge Winners!
In June, YourLife hosted the Cardz for Kidz Challenge in which homemade cards were made to help uplift the spirits of hospitalized and/or traumatized children. Overall 860 cards were received! Thank you to everyone who participated.

Congratulations to the winning team, Team 2010 Sheridan, with an average of 15.6 cards per person and the winner of the individual category, Anna Kraemer, with a total of 9 cards!

Team Winners

Team 2010 Sheridan (from left to right)
Patty FitzGibbons, Natalia Zochowski, Evelyn Cordero*, Taylor Kinn, Linda Remaker, Bianca Jimenez

*Evelyn Cordero was not part of Team 2010 Sheridan

Individual Winner

Anna Kraemer

Bike to Work Challenge: Northwestern Won!
Northwestern dominated in this year's annual Bike to Work Challenge hosted by the Active Transportation Alliance. 199 Northwestern riders logged 10,975 miles and earned the top spot overall for distance, trip, bonus and total points! Riders completed 1,923 trips, had 21 first time bike commuters and the largest number of ride participants. Congratulations!
Summer Wellness Grants: Proposals Due August 12
YourLife Wellness Grants are sponsored by Human Resources, Benefits. Wellness grants are intended to help support the well-being of faculty and staff by providing funding for wellness activities, events, and/or space. All faculty and staff are encouraged to submit applications on behalf of their school, department, or unit.

Apply for a grant this summer. Proposals will be accepted through August 12, with decisions provided on September 9. View awarded grants and visit YourLife Wellness Grants to learn more.

YourLife Walking Group
Join YourLife Wellness Champions for a 30 minute walk each Tuesday through August 27. This no-commitment, no-judgment group is open to all faculty and staff regardless of ability or fitness level. Join the YourLife Mailing List to receive walking group updates, including weekly location information.

YourLife Fitness Classes: Summer Classes End on August 21
Each quarter YourLife and Northwestern Recreation co-sponsor free exercise classes on the Evanston and Chicago campuses. These on-site group exercise classes support Northwestern's ongoing objective of promoting faculty and staff health and well-being.

View the Evanston schedule
View the Chicago schedule

Drop-in Meditation
Tuesdays: August 6 & 20, 1:30 pm - 1:55 pm, Abbott Hall, Women's Center, Suite 1400

Join YourLife for meditative practices on Tuesdays in Chicago. The benefits of meditation include reducing stress, improving concentration and increasing happiness. No previous experience is necessary. All are welcome. Join the YourLife Mailing List to receive weekly updates.

Financial Wellness Webinars
Keep your financial goals on track and attend a TIAA webinar this month. Topics include: all about IRAs, demystifying life insurance, strategies for staying on track and more. To learn more Click here.

YourLife Mailing List
Join the YourLife mailing list to stay up-to-date about upcoming events.