IMPORTANT ACTION ITEMS & ANNOUNCEMENTS

Open Enrollment is Coming!

At Northwestern, our faculty and staff enjoy a rich array of benefits designed to attract and retain talent. Open Enrollment is your opportunity each year to review and choose coverage options for you and your family. You will have access to Open Enrollment from Monday, October 28 at 8:00 am to Friday, November 15 at 5:00 pm. All changes made during this time will be effective January 1, 2020.

For more information on benefit plans for 2020, please review the [Summary of Changes](#). Updates include a more generous birth and adoption leave policy for parents, as well as modest changes to select benefits in response to increased costs to the university over the last several years. We have attempted to limit the impact of these changes on current faculty and staff and to make changes only to benefits that have not recently increased in cost to you. This document will also be mailed to home addresses of all benefits-eligible faculty and staff closer to the beginning of Open Enrollment.

New Form W-4 for New Hires in 2020

The Internal Revenue Service (IRS) will release a revised federal Form W-4 for tax year 2020. You may familiarize yourself with a [draft of the new form here](#). Once the final form is published, it will be available on the HR website and published in this newsletter. Please be advised that the new form is significantly different than the current form.

The IRS has provided the following guidance:

- Employees hired before 2020 are not required to submit new forms; withholding will continue based upon the previously-submitted valid W-4.
- Employees hired before 2020 who wish to adjust their withholding after January 1, 2020, must use the new form.
- Employees hired on or after January 1, 2020, will be required to use the new forms.
- Employees hired on or after January 1, 2020, who do not submit a valid W-4 form will be treated as a single filer with no adjustments.

**Please note:** Northwestern cannot provide individual guidance on completion of the new W-4 form or any related tax implications. We recommend that you contact your tax consultant with any questions.
Online Submission for all Temporary Workers Opens October 7

Starting Monday, October 7, the existing HR Operations online upload will be updated to accept all temporary workers ("temps") online and allow for online data entry. Enhancements include:

- Ability to upload non-student temp hiring paperwork for routing to Talent Acquisition (replacing the HRTA@northwestern.edu email submission currently in use);
- Ability to enter temp hiring information directly into the upload webpage (replacing the need to complete the bottom of the personal data form);
- Online approval using the NetID of the person uploading the form (replacing the hiring manager's wet signature on the personal data form).

All Evanston schools and units will be able to utilize the new functionality when it is launched. This will become the preferred process of submitting temp paperwork (replacing email submissions). Please note: Chicago schools and units should check with their business offices for approval before using the online upload.

If you have any questions or feedback, contact Tina Martin, Talent Acquisition Manager at tina.martin@northwestern.edu, Javier Hernandez, Talent Acquisition Manager at javier-hernandez@northwestern.edu or Julie Phelan, HR Operations Manager at j-phelan@northwestern.edu.

Temporary Service Fee Changes

HR Talent Acquisition is continuously building a talent pipeline to fill immediate temporary hiring needs at Northwestern. To ensure we are able to maintain and enhance our service levels, our fee structure will be updated effective the first full pay period in October 2019. For more information, please visit the Hiring Temporary Staff website or contact your Talent Acquisition Partner.

Performance Excellence: start the year off with clarity

The performance year has begun, and now is the time to sync up on expectations and goals for the year. What is highest priority? What will success look like for this team at the end of the spring? Carve out time in a 1:1 or team meeting to discuss goals and then enter them in myHR Learn.

Job aids for goal-setting:

- To guide an individual or team through goal-setting: purpose & goal-setting essentials
- To enter a goal in myHR Learn: Add a goal instructions
While everyone should set performance goals, some may choose to also set professional development goals.

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**Salary History Ban Now In Effect**

On July 31, 2019, an amendment to the Illinois Equal Pay Act of 2003 was signed into law, which prohibits employers from inquiring into a job applicant's salary and benefit history. The law became **effective September 29, 2019**. All employees involved in the selection process should be aware of what is, and is not, allowed under the new law. For detailed information, please visit the [Salary History Ban](#) page on the HR website.

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**Health and Benefits Fairs**

In an effort to build and sustain a healthy campus environment, Northwestern invites faculty and staff to this year's [Health and Benefits Fairs](#). Increase your knowledge of wellness practices, preventive care options, 2020 benefit plan updates and graduate programs for eligible employees. The fairs provide a variety of health screenings, educational materials and referrals. [Flu shots](#) will be provided at no cost to full and part time faculty and staff members.

**Evanston**  
Tuesday, October 15, 10:00 am - 2:00 pm, Norris University Center, 2nd floor

**Chicago**  
Thursday, October 24, 11:00 am - 2:00 pm, Simpson Querrey Atrium

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**We are launching 4 new workshops this fall. Reserve your seat today!**
Leadership Development for Managers:

Delegation | November 19 | Evanston campus

Professional Development for All Contributors:

Unconscious Bias | October 14 | Evanston campus

Influencing Upwards | November 19 | Evanston campus

Project Management for Everyday Project Managers | December 2 & 3 | Evanston campus

Preview our upcoming workshops here.

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WELL-BEING

Work/Life & Family Resources

NU Working Parents Open House
We're excited to invite our Northwestern staff and faculty parents to an open house celebrating National Work and Family Month! Drop by for coffee, treats and a chance to meet your fellow working parents. Staff from Work/Life and YourLife Wellness will also be on hand to answer any questions about Northwestern's family and wellness resources and opportunities. Contact worklife@northwestern.edu with questions.

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<th>Chicago</th>
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| Wednesday, October 9  
8:00 am - 10:00 am  
Lurie Research Center  
Gray Seminar Room,  
Add to calendar | Wednesday, October 9  
3:00 pm - 5:00 pm  
Norris, Rock Room 207  
Add to calendar |

CPS Fall 2020 Application Cycle Opens on Sept 30
The Chicago Public Schools (CPS) application cycle for Fall 2020 will be open between September 30 - December 6. Applications will be accepted for high school through pre-k. Visit gocps.edu to learn about the application process. To learn more about the CPS system contact worklife@northwestern.edu to schedule a 1:1 consultation.

Senior & Adult Caregiver Services: Onsite Support
Receive support from Northwestern's dedicated Senior & Adult Care Advisor, Stephanie Gerberding MSW, LCSW, and fellow colleagues by attending a support group meeting this month. Stephanie is also available for 1:1 consultations. Family members are welcome to attend the 1:1 consultation, either in-person or by remote access. Learn more.

October Support Group Topic: Sharing Experiences and Support  
Evanston  
Wednesday, October 16

1:1 Consultation  
Chicago  
Thursday, October 17  
11:00 a.m. - 2:00 p.m.
Well-being Seminar: Building Resilience: Your Best Weapon Against Stress

Resilience is not developed overnight; it's the result of many factors and life experiences. This seminar includes a resilience self-assessment and reviews the components of resilience, why resilience is so important in today's world, and how to nurture your own resilience through wellness practices and other strategies. Feel free to bring your lunch. Participants will receive gratitude journals, as supplies last.

Following this seminar, participants will be better able to:

- Understand the importance of building resilience to prevent and fight stress
- Identify personal (internal) and environmental (external) factors that aid or interfere with resilience
- Utilize wellness strategies and identify resources to support and build personal resilience

Do You Know About Livongo?

Livongo is a Diabetes management program available through Express Scripts. Livongo provides a free smart touchscreen glucose meter and unlimited lancets and test strips - with no copays or out-of-pocket fees. Employees who are enrolled in a Northwestern-sponsored BCBS medical plan, as well as their covered dependents age 18 and older, are eligible to participate in the program. Sign-up online or call (800) 945-4355 to get started.

YourLife Wellness Grants: Accepting Fall Proposals

Beginning Oct 7

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 Fall. Proposals will be accepted October 7 - November 11, with decisions provided on December 6. Previous grants have been funded to support wellness rooms, department gardens, vegetable delivery services, massages and more! View funded grants and/or visit YourLife Wellness Grants to learn more.

**Flu Shots: Get Your Annual Flu Shot**
Benefits-eligible faculty and staff are eligible for free flu shots with valid Wildcard. Flu shots are available for spouses/civil union partners and children at least 18 years old for a fee. Register online and use the site code NWU. Walk-ins are welcome, but wait times may vary. Learn more, including how to schedule an appointment. NEW! Complete your consent form ahead of time to help reduce your wait time.

**Evanston**
Tuesday, October 15, 9:00 am - 3:00 pm, Norris, Northwestern Room 202  
Tuesday, November 5, 11:00 am - 2:00 pm, Norris, Northwestern Room 202

**Chicago**
Thursday, October 24, 9:00 am - 3:00 pm, Lurie Research Center, Gray Seminar Room  
Friday, November 8, 11:00 am - 2:00 pm, McCormick Hall, Room 185

**YourLife Fall Fitness Classes**
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

**YourLife Nutrition Consultations: Make an Appointment this Quarter**
Schedule a YourLife Nutrition Consultation with Vicki Shanta Retelny, Registered Dietitian Nutritionist (RDN). Vicki will assist with setting realistic nutrition goals, provide motivational tips and assist with diet-related disease management.

Consultations are:
- 30 minutes
- Free for Northwestern faculty, staff and family members
- Available in-person or via BlueJeans video-conference

View the fall dates and scheduling information. You are welcome to schedule follow-up appointments as needed.

**Drop-in Meditation**
YourLife and Religious & Spiritual Life have partnered to provide weekly drop-in meditation. Join Elizabeth Tuckwell on Tuesdays in Chicago and Eric Budzynski on Fridays in Evanston. 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.
Tuesdays, Abbott Hall, Women's Center, Suite 1400, 1:30 pm - 1:55 pm

Evanston
Fridays, Parkes Hall, Multi-Belief Space, Room 204, 12:15 pm - 12:45 pm

Financial Wellness Webinars
Keep your financial goals on track and attend a TIAA webinar this month. Topics include: Understanding health savings accounts, transitioning from career to retirement, learning how to help protect you, your family and your money, understanding Medicare and more! View the October webinars schedule.

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