IMPORTANT ACTION ITEMS & ANNOUNCEMENTS

Open Enrollment is now open until November 15

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 until 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 2020 Benefits Guide. To review your current elections, to make changes, or to enroll in a FSA/HSA plan, please use this User Guide to navigate the online platform.

Retirement Elections: Retirement plan election changes are not made via the Open Enrollment process and can be made at any time during the year. Follow instructions on the Retirement User Guide (attached link) to review and update your deferrals.

New online education coming in November for all Faculty and Staff: Harassment and Discrimination Prevention Training

The University is committed to creating education, work, and living environments where people are treated with dignity and respect. It is all of our jobs to make the University a safe and inclusive place to work and study. It is essential that we hold each other accountable for creating a culture where our community members feel comfortable coming forward to report discrimination, harassment, and sexual misconduct to the Office of Equity, and where we make clear to one another that this behavior is not tolerated. Part of this effort is new online education.

This mandatory online training will roll out to all faculty and staff in November via myHRLearn. The training will take upwards of an hour to complete, you will have 30 days to complete the training and can do so over multiple sittings. Administrative unit staff will be automatically enrolled on November 11th. Faculty and staff in academic units will be automatically enrolled on November 19th.

While the State of Illinois recently passed a law requiring employers to provide sexual harassment training to employees, Northwestern's training program will include other forms of discrimination and harassment covered by its policy, such as
discrimination based on race and disability. The online training program provides a baseline level of information, but we encourage you to reach out to Kate Harrington-Rosen in the Office of Equity if you are also interested in hosting an in-person training session within your department or school. The Office of Equity is happy to work with you on individual training requests.

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**New in 2019-2020: documenting SIMple goals in myHR Learn**

Entering goals for Performance Excellence is different than last year! New this year, please enter your goals via the ME tab within myHR Learn. Specific instructions can be found here:

- Add a goal instructions
- Choose from Performance Goals or Professional Development as a goal category.

**Other facts and resources:**

- Your manager can view these goals at any time
- When 2019-2020 reviews are launched, any active goals in the system for this performance year will be incorporated automatically.
- Job aid for guiding an individual or team through goal-setting: purpose & goal-setting essentials

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**ENTER GOALS TODAY**

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**Online Submission for all Temporary Workers Opened October 7**

On Monday, October 7, the existing HR Operations online upload was updated to accept all temporary workers (“temps”) requests. The link to upload is https://www.northwestern.edu/myhr/forms/document-submission.html.

With this upload, you may submit your student, work-study, and non-student direct temp hires online.

- When submitting non-student temps, your request will be routed to Talent Acquisition to initiate the required background check.
- When using the upload you no longer need to complete and sign the bottom of the personal data form.

Sourced temps (those hired in coordination with Talent Acquisition) will continue to use the old process at this time. The upload replaces email as the preferred method of submitting temp paperwork. All Evanston schools and units, and the Feinberg School of Medicine are approved to upload temps online.
NOTE: The Pritzker School of Law and School of Professional Studies processes are not changing at this time; please continue to submit temps to Casey O’Connor (Pritzker), Claire Maurello (SPS) and Jennifer Jacobs (CPS) for processing.

Please contact Julie Phelan, HR Operations Manager (j-phelan@northwestern.edu) if you have questions or feedback regarding this new process.

Review your address to prepare for the mailing of 2019 Forms W-2 and 1095C

In preparation for the Northwestern 2019 Form W-2 and Form 1095-C mailings, please take a moment to confirm your home address in myHR self service to ensure accurate mailing of your 2019 tax materials.

NUSAC is Requesting Staff Feedback

The Northwestern Staff Advisory Council (NUSAC) is an exhibitor each year at the annual Health & Benefits Fairs. During the fairs, a survey is provided to solicit staff feedback in order to better advocate on behalf of staff needs. If you missed NUSAC at the fair, please take a few minutes to complete the survey.

TAKE THE SURVEY

LEARN MORE

Fall into learning!
Coming soon in Leadership Development for Managers:

**Resolving Workplace Conflict**  
November 18 | Evanston campus

Leaders are introduced to 2 resolution tactics called coach and mediate. Leaders will practice using a framework called Interaction Essentials as they coach or mediate to resolve a conflict.

Coming soon in Professional Development for All Contributors:

**LGBTQ+ Ally Training**  
November 21 | Evanston campus

This workshop educates and trains faculty and staff to support people of all gender identities and sexualities at Northwestern.

New in Performance Excellence for Managers and Supervisors:

**Performance Feedback Labs**  
November 15 | Chicago campus  
December 13 | Evanston campus

Learn best practices for structuring constructive and recognition feedback. Templates, conversation guides and sample check-in agendas will be provided for your use beyond the session.

Preview our upcoming workshops [here](#).

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WELL-BEING

Work/Life & Family Resources

**Request a Free Work/Life Seminar for Your Department**  
Host a free seminar on a work/life or social/emotional topic at an upcoming meeting for your school, department or affinity group this year. [Seminars](#) are provided through our Employee Assistance Program provider, Humana.

[LEARN MORE ABOUT HOSTING A WORK/LIFE SEMINAR](#)
**Well-being Webinar: Important Resources for Family Caregivers**

Family caregivers are often confronted with a confusing array of choices: How can you sort out the various senior living arrangements, in-home services and care options so you can determine what's best for your loved one? How do you find the right support for yourself so you can handle your caregiving responsibilities along with everything else? Attend this webinar hosted by Care.com to find solutions to all of these questions. Family members are welcome to join the webinar.

Following this webinar, participants will be better able to address:

- The long-term care landscape and associated costs
- How to plan ahead
- Resources to support caregivers through every stage

![Well-being Webinar](image)

**Senior and Adult Caregiver Services: Onsite Support**

Receive support from Northwestern's dedicated Senior and 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 or dial-in for the 1:1 consultation.

<table>
<thead>
<tr>
<th>November Support Group</th>
<th>November 1:1 Consultations</th>
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<tbody>
<tr>
<td>Topic: Caregiving and the Holidays</td>
<td>Thursday, November 14</td>
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<tr>
<td>Wednesday, November 13</td>
<td>11:00 a.m. - 2:00 p.m.</td>
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<tr>
<td>Noon - 1:00 p.m.</td>
<td>Evanston Campus</td>
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<tr>
<td>Kellogg Global Hub, Room 2130</td>
<td>Norris, Room 103</td>
</tr>
</tbody>
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*If you're unable to attend in-person, dial-in information will be provided after registering

**Family Resource Spotlight: Family Action Network**

The Family Action Network (FAN) is a 501(c)(3) organization that curates a free, high-quality human development speaker series each academic year. All FAN programs are free and open to the public.
Do You Know About Northwestern Senior Care Planning?
Northwestern Senior Care Planning provides faculty, staff, postdocs and family members with free access to unlimited telephonic consultations with Senior and Adult Care Advisors from Care.com. Receive expert guidance, create action plans and more! Call 1-855-781-1303 ext. 3 to speak with an advisor. Visit our HR website to learn more.

Get Your Annual Flu Shot: November 5 & 8
Flu shots will be provided at no cost for benefits-eligible faculty and staff (with presentation of a valid Wildcard). Available to spouses and dependents 18 years and older for $32 (exact cash or check payable to Empower Health Services at time of service).

FLU SHOT SCREENING DATES/LOCATIONS

Healthy Hearing Open House: November 8
Attend this open house hosted by the Center for Audiology, Speech, Language, and Learning to:

- Learn more about your hearing through a free hearing screening
- Experience new hearing aid technology
- Discover techniques and strategies for optimizing hearing and communication

Call 847-491-3165 or email NUCASLL@northwestern.edu to make an appointment.

LEARN MORE ABOUT THE OPEN HOUSE

YourLife Wellness Grants: Fall Proposals Due Nov 11
Wellness grants are intended to help support the well-being of faculty and staff by providing funding of up to $500 for wellness activities, events, and/or space. All faculty and staff are encouraged to submit applications on behalf of their school, department, or unit. Fall proposals will be accepted through November 11. To learn more visit our HR website.
YourLife Fitness Classes: Final Classes of the Quarter
Each quarter YourLife and Northwestern Recreation co-sponsor free exercise classes on the Evanston and Chicago campuses. Classes will end for the fall quarter on November 22 and will resume in January 2020. For more information and a complete schedule of classes visit our HR website.

YourLife Nutrition Consultations: Appointments Now Available for December!
Schedule a FREE 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. Appointments are individual 30 minutes sessions. To learn more visit our HR website.

Drop-In Meditation
YourLife and Religious & Spiritual Life have partnered to provide weekly drop-in meditation sessions on Tuesdays in Chicago and Fridays in Evanston. Sessions are free and all are welcome. Join the YourLife Mailing List to receive weekly updates about this program.

Financial Wellness Webinars and Seminars
Keep your financial goals on track and attend a financial webinar or seminar this month. You do not need an account for any of the organizations, simply login or attend as a guest.

TIAA webinars
Fidelity webinars
First Northern Credit Union in-person seminars

Want to Stay Up-to-date with the Wellness Events?
Join the YourLife mailing list to receive a weekly events email each Monday.

Northwestern University

NORTHEASTERN OFFICE OF HUMAN RESOURCES