Cannabis Regulation and Tax Act effective January 1, 2020 in Illinois

In June of 2019, the Illinois legislature passed Public Act 101-0027, which will permit the use of cannabis in the State of Illinois in January of 2020. However, cannabis remains illegal under federal law. Moreover, Northwestern University complies with the federal Drug-Free Schools and Communities Act and the Drug-Free Workplace Act, which require a drug-free campus community. Therefore, Northwestern University prohibits the possession, use, manufacture, cultivation, dissemination, and storage of cannabis by students, faculty, staff, and visitors on all of Northwestern University’s campuses and properties and at University events.

Should any employee come to work under the influence of alcohol, cannabis or other prohibited drugs, the employee may immediately be sent home, sent to a clinic for evaluation, and/or placed on leave. Individuals who violate the University’s Policy on Drugs and Alcohol are subject to corrective action, up to and including termination of employment.

For additional information on the Cannabis Regulation and Tax Act, please view the FAQs.

Winter Recess office hours for Operations and Payroll

The Evanston Operations and Payroll office will be open during winter recess with limited hours. Employees from both Evanston and Chicago who need to pick up their paycheck can do so at the Evanston office during the following times:

Operations and Payroll Office
720 University Place, 2nd Floor
Evanston Campus

Winter Recess Office Hours
December 26: CLOSED
December 27: Open 10 am - 3 pm
December 30: Open 10 am - 3 pm

Please note:
Review your home address in preparation for the Northwestern 2019 Form W-2 and Form 1095-C mailings in January

Before Winter Recess, please take a moment to confirm your home address in myHR self service to ensure accurate mailing of your 2019 tax materials. Addresses should be updated by Thursday, December 19, 2019.

New Form W-4 for 2020

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

The IRS has provided the following guidance:

- Employees hired and first paid before 2020 are not required to submit new forms; withholding will continue based upon your previously-submitted valid W-4.
- Employees hired and first paid before 2020 who wish to adjust their withholding after January 1, 2020, must use the new form.
- Employees paid for the first time on or after January 1, 2020 will be required to use the new form (this includes bi-weekly staff paid on the 1/3/2020 pay date, and monthly staff starting in January).
- Employees paid for the first time 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.

Automated temporary worker terminations

Records of temporary student, work-study and non-student workers not paid for 90 days or more will be terminated in early December, 2019. After the December terminations, a quarterly termination process will run during the first week in the months of February, May, August and November. This termination process will create better accuracy in the myHR system and will release licenses in Kronos for use by other temps, staff, faculty and managers.

To view the active temporary workers in your area, please refer to myHR > Workforce Administrator > Public Queries > All Active Temps.

For questions please contact Julie Phelan, HR Operations Manager at j-phelan@northwestern.edu.
Review forms with a new user experience

The Performance Excellence review forms for 2019-2020 will be available soon in myHR Learn.

What you should know

- As 2019-2020 reviews are launched, active goals in the system for this performance year are incorporated automatically.
- Staff can continue to modify goals by adding, editing, tracking progress, deleting from the system, or removing from the review.

Ideas for check-ins

- Staff may update progress on each goal in advance of the check-in and then open the "ME" tab during your check-in and run down your list of goals with your supervisor. Make notes related to goals in real time.
- Use a check-in template to prepare for the conversation and document outcomes. Upload as an attachment to your review.

Hiring temps for the holidays!

Staffing open positions during the holiday season can be stressful. HR Talent Acquisition is here to take on that challenge so you don't have to. Our team is continuously building a talent pipeline to fill immediate temporary hiring needs in a variety of areas including administrative support, finance, research and more. Our fast and reliable team sources qualified temps and processes all paperwork, for a fraction of what external agencies charge. Reach out to HR Talent Acquisition today to get started finding your next temporary hire.

For more information, please visit the Hiring Temporary Staff website or contact your Talent Acquisition Partner.

NU Cares: Give the Gift of the Giving

With the holiday season approaching, please consider a gift to NU Cares to help fellow members of the Northwestern community. NU Cares allows faculty and staff
an opportunity to assist a colleague who is facing financial hardship due to a medical emergency or some other catastrophic event. Please consider a payroll contribution of $1, $5 or $10 per paycheck. Collective action quickly multiplies!

TREAT YOURSELF TO THE GIFT OF LEARNING THIS SEASON!

Reserve your seat in an upcoming workshop today. Navigate to our upcoming course listing by clicking here.

NEW IN DIVERSITY, EQUITY AND INCLUSION
As a reinforcement of our commitment to creating an actively inclusive and culturally competent Northwestern community, we are pleased to launch our Unconscious Bias open-enrollment workshop for staff at all contributor levels.

Unconscious Bias* | Jan 16 | Evanston campus
This half-day workshop will equip you with the knowledge, awareness and practices needed to better understand unconscious biases and mitigate their negative impact.

GROWING MANAGERS AT NORTHWESTERN:
Upcoming workshops to help you take your leadership and your team to the next level.

Performance Feedback Labs* | Jan 10 Chicago campus | Jan 24 Evanston Campus

Leading High Performance Teams* | Jan 21 | Evanston campus

Resolving Workplace Conflict | Jan 23 | Chicago campus

Manager’s Compass* | Jan 27 and Jan 28 | Evanston campus
(Included as part of the Manager Foundations, this version is offered as a stand-alone for managers at Northwestern 2+ years)

*No charge to school/units
Family Resource Spotlight: Neighborhood Parents Network

Neighborhood Parents Network (NPN) is a non-profit 501(c)3 that connects a diverse community of families with the resources they need to navigate parenting in Chicago. Expectant, new and seasoned parents come to NPN to find what they need to tackle the everyday challenges of being a Chicago parent. NPN offers online and in-person opportunities to find support, must-have information, and events. NPN offers a $15 discount off their $55 annual membership fee to Northwestern faculty, staff, post-docs, and graduate students.

LEARN MORE ABOUT NPN

Do You Know You Have Access to Free Short-term Counseling?

The Employee Assistance Program (EAP), a program for faculty and staff, is a network of services, including free and confidential short-term counseling, to help you and your household family members cope with everyday life issues. You and your household family members are eligible to receive 10 counseling sessions per life issue with a local, licensed counselor. For assistance contact 855-547-1851. View the EAP services flyer to learn more.

Financial Wellness Webinars

Keep your financial goals on track and attend a financial webinar this month. You do not need an account, you can attend as a guest.

Fidelity webinars

Want to Stay Up-to-date with the Wellness Events?

Join the YourLife mailing list to receive a weekly events email each Monday.