ACTION ITEMS AND ANNOUNCEMENTS

Review your home address by August 19

Beginning Wednesday, August 26, pay checks and advices will no longer be mailed to campus addresses. Please confirm your home address in myHR self service, by Wednesday August 19, to ensure accurate mailing of your pay check or advice of deposit.

Employees are strongly encouraged to sign up for direct deposit, as it is the most reliable way to receive your pay. For information and instructions visit the Direct Deposit page on our HR website.

We want to hear from you about flu shots

If free on-site flu shots are offered this fall in Evanston and Chicago, will you receive your flu shot from us?

Please select one response

Yes

No, I do not feel comfortable commuting to campus to receive a flu shot

Undecided

Updated Flexible Work Arrangements Website

Visit the Flexible Work Arrangement website to access up-to-date information and resources. Updates include:

- Policy on COVID-19 alternative work arrangements
- Tip sheets
- Types of arrangements
- Considerations
- Flexible work arrangement proposal template

Confirm I-9 completion before hiring

New staff and students instructed to complete an I-9 might not have to because their I-9 is still
valid. HR Operations reminds departments to please review the I-9 Service Center status of every hire, and rehire, before instructing the hire to complete an I-9.

Instructions for identifying completed and rehire-eligible I-9s along with other 1-9 resources can be found on our HR website.

For more questions contact HR Operations at i9help@northwestern.edu.

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**Tele-Health Extended**

In an effort to support our faculty and staff, tele-health has been extended for all PPO plans through the end of 2020. For any questions about tele-health or for assistance with finding a participating provider please reference the 800 number on the back of your insurance card or visit the Benefits Provider Contacts page of our HR website.

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**REAL Performance Conversations**

Performance conversations are an opportunity to connect, align and focus forward on growth. Access resources linked here to step into REAL conversations.

What's a REAL Conversation?

Video: Best Practices for Virtual Conversations

Tips for Receiving Feedback

Get Ready to Talk about Development

FIND ALL RESOURCES

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**LEARN FROM WHERE YOU ARE**

Announcing Learning Intersections

Do you love learning? Sign up for Learning Intersections, a new newsletter for
For Managers: earn a credential, join a community

As work has evolved, manager skills are evolving as well. Northwestern is committed to supporting manager development. See upcoming classes to help you sharpen your skills.

August 18: Virtual Meetings that Work
August 19: Team Development Essentials for Distributed Teams
August 20: Building Trust From Where You Are

Take all three classes and you can earn a Certificate in Leading Distributed Teams.

Interested in learning from other managers? Join the MS Teams group about Leading Distributed Teams to share ideas and questions with other Northwestern Managers. You will also be invited to monthly, online Manager’s Corner: Dialogues to discuss current challenges.

Manager Foundations

Manager Foundations is open for registration for Fall and Spring. Contact your area HR lead for more information.

VIEW ALL UPCOMING WORKSHOPS

WELL-BEING

Pause and Notice Nature: Explore the natural world around you 31-day calendar

This August, HR Well-being and sustainNU invite our community to Pause and Notice Nature. Whether you live in an area of high rises, ample parks, or a more rural locale, the natural world is all around you and sometimes we need a reminder to notice and appreciate it.
Join us for a month of exploration with ideas for experiencing your surroundings in new ways.

Pausing to notice the natural world around you can have a positive effect on your mental health, reduce stress, create a new appreciation for the natural world, and inspire you to take action to protect nature. This experience is a great opportunity for individuals or families!

You can take it a step further to learn more about what you’re noticing by joining our iNaturalist Northwestern Project. Post an image on iNaturalist to crowdsource identification, support biodiversity research, and become a citizen scientist.

**DOWNLOAD CALENDAR**

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**Your Daily 15: Take a Daily 15 Minute Well-being Break**

HR Well-being has partnered with Northwestern Recreation, Elizabeth Tuckwell and our University Wellness Champions to provide these 15 minute virtual well-being breaks through August 28.

**VIEW SCHEDULE**

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**Virtual Personal & Group Training**

Northwestern University's Personal Training program is going virtual! Get quality instruction from a nationally certified trainer from the comfort of your own home. Whether your goals include weight management, exercise performance or managing stress and energy levels, your trainer will guide you through a progressive program specifically designed for you. You will be virtually coached, cued and motivated during your workouts using your preferred video chat method. Meet with a fitness professional for a complimentary virtual fitness assessment and consultation.

**LEARN MORE**

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**Learn About Our Health Partners**

Northwestern has collaborated with several health partners to create a multifaceted healthcare offering. Eligibility to participate with the vendors depends on your enrollment in Northwestern health plans. If eligible, there is no cost for participation.

- Livongo: Diabetes management
- Omada: Prediabetes and hypertension management
- Naturally Slim: Weight loss and maintenance program
- Hinge Health: Musculoskeletal pain management
- Ovia Health: Fertility, pregnancy and parenting apps
Employee Assistance Program

In addition to free and confidential short-term counseling available to you and your household family members, our EAP also provides access to a variety of resources:

- Back to the office - but not back to normal
- Coping with layoff survivor’s guilt
- Death of an employee or an employee's loved one
- Financial Wellness: How Your Employee Assistance Program (EAP) Can Help (Username: northwestern, Password: eap)
- How to Stay Social and Upbeat During COVID-19
- Working from Home: Overcome Barriers and Embrace the Change

To access counseling services and/or resources visit www.eapwl.com (username: northwestern, password: eap) or call 855-547-1851.

Caring for Ourselves and Others as We Navigate Change: A Dialogue Series for Staff

HR Well-being, The Women's Center, Learning and Organization Development and the Office of Equity are sponsoring a dialogue series specifically designed to support and provide space for Northwestern employees during the remote work period. Join the dialogue every other Thursday, 3:30 p.m. - 4:30 p.m. Topics rotate each session and have included: complex concerns for caregivers, managing vicarious trauma and care-based approaches to remote work.

Senior Sense: "5 Strategies for Long Term Caregiving"

In this article from Care.com, learn about coping skills to apply to help manage caregiving for the long haul and through the unknown.

READ THE ARTICLE

Financial wellness webinars

Keep your financial goals on track and attend a financial webinar. You do not need an account for any of the organizations listed below, simply login as a guest.

- Fidelity
- First Northern Credit Union
- TIAA

Receive up-to-date Well-being communications

Join our mailing list to receive weekly well-being event emails and our newsletters.