Important HR reminders for Winter Recess

This year's Winter Recess days are:
- Monday, December 28
- Tuesday, December 29
- Wednesday, December 30

The first regularly scheduled work day following Winter Recess will be Monday, January 4, 2021.

Operations and Payroll will close during Winter Recess

The Operations and Payroll office will be closed during Winter Recess. All paychecks for the December 30 biweekly and monthly pay date will be mailed to employee home addresses.

Employees are strongly encouraged to receive their pay via Direct Deposit to avoid delays receiving a paper paycheck.

Important note: Employees who continue to receive a paper check via USPS must do the following to ensure their check is routed correctly:

- Confirm/update current home address in myHR
- Email Operations Processing current home address

Winter Recess early biweekly timecard approval

Due to Winter Recess the biweekly pay period ending Saturday, December 26, 2020, will close early. Please take the following steps to ensure accurate payment.

Employees should approve their timecard by 5 p.m. on Monday, December 21. If your position requires you to work during Winter Recess, please work with your supervisor to project your time through the end of the pay period.

Supervisors should approve timecards by 1 p.m. on Tuesday, December 22. The timecards will close at 1 p.m. and in/out swipes made at the time clocks after 1 p.m. on Tuesday through end-of-day Saturday will not be reflected on the timecard. If you have employees scheduled to work Tuesday-Saturday please enter their expected in/out times (or elapsed # of hours) directly on the timecard before 1 p.m. on Tuesday.

Preparing for your 2020 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 2020 tax materials. Addresses should be updated by Friday, December 18, 2020.

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**Anti-Racism in Thought and Action Speaker and Discussion Series**

Two members of the Change Makers Review Committee, Steven Adams and Stefanie Hicks, have partnered with Alvin Tillery in the Center for the Study of Diversity and Democracy to curate the Anti-Racism in Thought and Action Speaker and Discussion Series during the 2020-21 academic year. Scholars from a variety of disciplines will share research that provides transformative insights about the multiple crises of race we navigate in the United States. Each lecture will be followed by an interactive discussion or activity to catalyze meaningful reflection and action directed toward creating an anti-racist campus. The Office of Human Resources is sponsoring this series and invite all Northwestern Faculty and Staff to participate. Details of the first event are included in the image below.

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**Electronic and required signatures on HR forms**

To reduce the burden on both employees and units, signature requirements have been simplified. Significant changes are below; further information will be shared in January, 2021. As of December 1, 2020:

- **Electronically-signed** forms – other than typed signatures – will be accepted
- Personal data forms do not require the employee's signature
- Personal data forms for temp hires do not require the manager's signature or job information

Please contact Julie Phelan, HR Operations Manager, at j-phelan@northwestern.edu with any questions.

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**Temporary worker terminations restart this month**
Departments are expected to terminate temps who are no longer working. As a backup, HR Operations runs a termination process every three months. Next month, terminations will resume for those not paid for 90 days or more. After December, terminations continue in February, May, August and November.

How to prepare?
- What records will terminate?
  
    myHR > Workforce Administrator > Public Queries > All Active Temps
  
- Can the employee record remain active?
  
  12/07/2020, 5 pm, temp form submissions due via the HR Operations online upload

Please contact Julie Phelan, HR Operations Manager, at j-phelan@northwestern.edu with any questions.

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### Unemployment insurance fraud

As referenced in the communication from Manuel Cuevas-Trisán and Luke Figora, we recognize a number of you have been impacted by fraudulent claims for unemployment insurance benefits. We understand this experience is deeply stressful and disruptive and are here to support and assist those impacted.

- If you receive a letter from the Illinois Department of Employment Security (IDES) stating that you filed a claim for unemployment insurance benefits and you have not or if you continue to receive multiple letters falsely stating that you are eligible to receive unemployment benefits based on the original fraudulent unemployment claim contact your Human Resources Business Partner directly or email HRBP@northwestern.edu.

- If you receive a letter from IDES asking for repayment based on a fraudulent claim, you should follow the instructions included in the letter on how to appeal the decision or contact HRBP@northwestern.edu for assistance.

Note: In most cases, receiving multiple letters from the IDES does not mean a second, separate fraudulent incident has occurred. Typically, multiple letters are additional correspondence relating to the original, fraudulent unemployment claim.

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### Federal Form W-4 available in January in myHR Self-Service

By late January, all staff, faculty and students with an active NetID, other than non-residents, will complete their Federal Form W-4 in myHR Self-Service.

- **New hires**: Please direct hires to myHR Self-Service instead of requesting federal paper forms.
- **Note**: State Form W-4, and forms for foreign nationals, will continue to be submitted on paper.

For assistance please email an HR representative at: askHR@northwestern.edu.

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### New expectations for masks and meetings and events

Effective Monday, November 16, masks must be worn at all times on campus. Masks may only be removed in private offices with one person, or
During meals times, which must take place with six feet of distance and within 15 minutes. Also, 10 is now the maximum number of people who can be at any in-person gathering, other than classes. These policies will be in effect through December 31, 2020, and will be revisited for Winter quarter.

LEARN FROM WHERE YOU ARE

Workshops coming soon

Introducing a new video series for new managers: Managing the Employee Lifecycle. In this series our internal experts share Northwestern philosophies, practices, resources, and policies to support your success as a new or experienced manager.

Explore our Team Development Essentials for Distributed Teams workshop for managers. This workshop will help leaders identify their team's current stage of development and provide tools for creating team norms to support effectiveness and engagement.

Hear what your managers are saying about you...

In a recent manager workshop, 115 managers from across the university were asked to describe their teams in one word. Here's what they shared!

Learning Intersections

Subscribe to our Learning Intersections newsletter to stay informed of upcoming workshop opportunities for all staff.

WELL-BEING

Apply for a Wellness Grant this fall

Apply for a grant on behalf of your team, office, department or school this quarter. Grants are intended to help support the well-being of faculty and staff by providing funding for wellness activities, events and/or space. Applications will be accepted through December 4, 2020.

- Grants up to $500 will be awarded each quarter, as funds allow; there is a pool of $2,000 available each quarter.
- The number of grants awarded will vary based on the number of applications received and request amounts.
- Grants must address at least one of the eight dimensions of wellness: physical, emotional, social, intellectual, environmental, spiritual, vocational or financial.
Be creative! You have the opportunity to think outside of the box and create a proposal based on the unique needs of your team, office, etc.

View grant ideas.

LEARN MORE

School Spotlight:

ROYCEMORE

Founded initially on the Northwestern campus, Roycemore School has been preparing students in preschool through high school for college and beyond for over 100 years. As the first school in the area to release a re-entry plan for the 2020-2021 school year, Roycemore has been a leader in establishing new safety protocols and offering multiple enrollment options to help families during the recent global Covid-19 pandemic.

Discounts are available to faculty and staff, including employees with non-benefits-eligible status:

- 15% off tuition
- 15% off summer camp programs
- 15% off extended day care

New this winter, Roycemore is introducing Mini Courses to help keep students busy and engaged over the colder months. These online class meetings will take place on weekends and evenings and are open to any 4th - 12th graders. Schedule a virtual admissions tour to learn about Roycemore.

Caregiver resources from Care.com

As a reminder a variety of caregiver resources are available for parent and senior & adult caregiver benefits-eligible employees. Consider utilizing services and resources when you find yourself in need of assistance.

- Care.com membership
- Backup care informational flyer
- School support
- Senior care solutions
- Senior & adult caregiver support group and 1:1 consultations

YourLife is our employee wellness program in which a variety of well-being resources and programs are provided, ranging from free daily virtual well-being classes, DEI workshops, meditation and nutrition sessions, information about financial webinars, caregiver support resources and more! Join the mailing list to receive up-to-date communications about upcoming programs, events and resources.

JOIN NOW