ACTION ITEMS AND ANNOUNCEMENTS

askHR closed during Winter Recess

Please note, askHR will be closed during Winter Recess and surrounding University holidays, closing at 5 p.m. on December 22, 2021 and reopening at 8:30 a.m. on January 3, 2022. Have a safe and happy holiday.

Winter Recess early biweekly timecard approval

Due to Winter Recess the biweekly pay period ending Saturday, December 25, 2021, will close early. Please take the following steps to ensure accurate payment.

Employees should approve their timecard by 5 p.m. on Monday, December 20. 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 21. 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 1pm on Tuesday.

Reminder: New I-9 requirements in 2022

Offers of employment dated January 17, 2022 and later will require both I-9 Section 1 and 2 to be completed before hiring paperwork is submitted for processing. By requiring both sections before work begins, the University will improve compliance with federal mandates related to I-9.

Employees must complete Section 1 of Form I-9 online and also have met with an agent (with their acceptable documentation) to complete Section 2 before units submit paperwork to HR Operations. Any offers extended on or after January 3 will not be processed until both sections are completed.

International hires will have modified requirements, as they cannot complete I-9 before arriving in the United States. Further information will be shared once finalized.

For more information visit our HR website or contact askhr@northwestern.edu.

Review home address for Form W-2 and Form 1095-C mailings in January

As the end of the year approaches, please take a moment to confirm your home address in myHR self service to ensure accurate mailing of your 2021 tax materials in January. Addresses should be updated by Friday, December 17.
Virtual WELL Pop-up on December 15: Let's Talk about the winter blues

With seasonal changes, the approaching holidays and end of year happenings, family dynamics and another season of navigating COVID-19, it can be a stressful time of year that can affect your mental health. The “winter blues” can range from feeling down to seasonal affective disorder (SAD) and depression. About 5 percent of adults in the U.S. experience SAD and it typically lasts about 40 percent of the year.

Join HR, WELL for this virtual pop-up to discuss, normalize and learn about ways to tend to your mental health this upcoming winter season. We've partnered with our Employee Assistance Program (EAP) to host this discussion facilitated by a licensed counselor. Information will be shared about how to access EAP counseling services.

December 15 from Noon – 1 p.m. | Register here

Virtual Culinary Class | Healthy Winter Desserts

It’s time to hunker down with some comfy sweet treats that will not break your calorie bank. Join Vicki Shanta Retelny, RDN, for a 30-minute culinary session on creating warm and cozy desserts that offer nutritional benefits while at the same time soothe your sweet tooth.

December 16, 12:30 p.m. – 1 p.m. | Register to Attend

Holiday Massage Specials

With the holidays just around the corner, don't miss your opportunity to rest and relax with Northwestern Recreation Massage Services. There is still time to save on a personalized, massage. Purchase in-person or by phone before December 23 and save with our special holiday discounts. Appointments are available to all faculty, staff and students. Learn more

Northwestern Women's Basketball NUSAC Event | Sunday, January 30 at 2 p.m.

Join NUSAC at the Welsh-Ryan Arena on Sunday, January 30 at 2 p.m. as the Wildcats take on the Fighting Illini. The event includes light pregame snacks followed by an afternoon of Big Ten women’s baseball and postgame autographs with the Wildcats!

Tickets are $3 per person. To purchase tickets visit NU events (promo code: NUSACWBB21). For more information contact Kathleen Van Treeck at t-van@northwestern.edu or at 847-467-8775 x9002.

Senior and adult care support
group and consultations

Are you navigating the competing demands of your personal and professional lives while providing care for adult or senior loved ones? Chandi Deitmer, Northwestern’s Care.com senior social worker, hosts monthly support group sessions on various senior care topics. Chandi is also available for private consultations. To learn more visit our website.

Northwestern’s Center for Talent Development

Northwestern’s Center for Talent Development (CTD) Winter programs for Age 3 through Grade 12 are now enrolling! CTD offers unique enrichment and credit-bearing programs to help students identify and nurture their academic strengths. In-person and online courses are available. Learn more at ctd.northwestern.edu.

Join the Northwestern Working Parent Network

The Northwestern Working Parent Network (NWPN) is a group open to the entire Northwestern community. This network shares announcements, programs, resources, and events relating to family activities on and off campus. Subscribe to the NWPN list-serv.

Join other HR mailing lists!

Our Learning Intersections newsletter is published once a quarter and will keep you up to date on events and resources that will help you grow your professional skills today and your career tomorrow.

Click here to subscribe.

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. Click here to join.