ACTION ITEMS AND ANNOUNCEMENTS

No matter how long the winter, spring is sure to follow.
- Proverb

First day of spring: Saturday, March 20

Conversations with the President for Evanston and Chicago: April 13 at 10 a.m.

NUSAC will host Conversations with the President on April 13 from 10-11:30 a.m. via livestream. Staff are encouraged to submit questions in advance. Staff can anonymously submit and vote on questions submitted until Friday, March 26. The livestream link will be visible shortly before 10 a.m. on April 13. For any questions, please contact NUSAC at nusac@northwestern.edu.

CLICK HERE TO SUBMIT YOUR QUESTIONS

Need help?
Just askHR: we've got you covered!

askHR is now your primary point of contact for all Human Resources services and support. Visit us today!

1800 Sherman Avenue, First Floor Lobby
Evanston Campus
Phone: 847.491.4700
Email: askHR@northwestern.edu
Website: www.northwestern.edu/askHR

HR signature policy simplified

Fillable Federal Form W-4 now in myHR
For improved efficiency and convenience, an electronic signature can replace a handwritten (wet) signature in most cases. See detailed information on approved documents.

Highlights:
- Electronically-signed forms – other than typed signatures – will be accepted on most forms
- Personal data forms no longer require the employee’s or manager’s signature

Questions? Visit the Northwestern Signature Policy webpage or contact askHR@northwestern.edu.

All staff, faculty and students with an active myHR Self-Service login will now complete their Federal Form W-4 in myHR Self-Service (other than foreign nationals).
- New hires: Please direct hires to myHR Self-Service instead of submitting paper Federal W-4 forms
- State Form W-4, and forms for Foreign Nationals, will continue to be submitted on paper

Questions? Visit the Tax Information webpage or contact askHR@northwestern.edu.

COVID-19 Temporary Caregiver Grant

The COVID-19 Temporary Caregiver Grant is intended to help alleviate the unprecedented burdens COVID-19 has imposed on caregivers. This temporary, emergency response program provides taxable grants of up to $1,500 to help qualifying full-time faculty and staff offset the costs of caregiving for their dependent children or dependent adults and seniors during the current academic year. This income-tiered program is structured to ensure that funds go to those who need them most with few administrative hurdles. Applications will be accepted through the end of Spring Quarter 2021.

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Nominations are now open for the Jean E. Shedd University Citizenship Award

Nominations are now being accepted through Friday, April 16 for the Jean E. Shedd University Citizenship Award in honor of Jean Shedd. For more information about the award and the nomination process visit our webpage.

COVID-19 Alternative Work Arrangements policy extended

The Policy on COVID-19 Alternative Work Arrangements, which establishes guidelines for providing flexible and alternative work arrangements, has been extended through June 20, 2021. For more information visit the flexible work arrangements webpage.

NUSAC is requesting your feedback on career workshops

As in past years, NUSAC and HR are co-sponsoring Career Workshops for Northwestern staff. The purpose of the workshops is to develop in your current job and career prospects through a series of HR-hosted workshops. The Career Workshops will be held virtually in Spring/Summer 2021. Please take a moment to complete the survey and provide input on preferred topics and formats for the Career Workshops. Thank you in advance for your time!
Check and advice print outsourcing

By end of March, checks and advices for regularly scheduled and adjustment payrolls will be printed by Chase and mailed to home addresses on file in myHR. Information relating to pay, deductions, and taxes will be reflected on the documents printed by Chase. Accrual information will not be printed but remains available on the PDF checks and advices in myHR self-service and in Kronos.

WELL

Northwestern

HUMAN RESOURCES

WELL (Well-being, Engagement, Learning & Leadership)

Introducing a new integrated team with a holistic approach. The WELL team represents a coming together of the legacy Learning & Organization Development Team and the legacy Office of Well-Being. This union was inspired by learnings from the pandemic where we saw the lines blur even more between employees' work and non-work needs. The WELL team embodies our commitment to integrate services and deliver holistic programs to address your personal and professional growth.

Learning Intersections Newsletter

Stay informed on upcoming workshops, events and resources that will help you grow your professional and leadership skills today, and your career tomorrow. The Learning Intersections newsletter is curated by our WELL Team and will be coming to your inbox every other month.

Subscribe today!

New Program: Mental Health First Aid

WELL (Well-being, Engagement, Learning & Leadership), HR is proud to offer the Mental Health First Aid (MHFA) training to our community! MHFA is an evidence-based training created by the National Council for Behavioral Health designed to provide participants with the skills to identify, destigmatize, understand and respond to signs of mental illnesses and substance use disorder, enabling those trained to offer immediate, concrete support. Those who successfully complete the MHFA training will become certified Mental Health First Aiders. This virtual training is available for individuals through myHRLearn and for groups, per requests.

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Spring Wellness Grants open April 5

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 April 5 through April 30.

- Apply for funding up to $500; there is a pool of $2,000 available each quarter.
- 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.

Your Daily 15 & Your Daily 30: Virtual Well-being breaks

Your Daily 15 are 15 minute virtual well-being breaks meant to be short and incorporated into your day. Your Daily 30 are 30 minute virtual well-being breaks for those looking for a longer break. HR has partnered with Northwestern Recreation to provide movement breaks, Elizabeth Tuckwell for guided meditation and our University Wellness Champions for community building breaks.

Neighborhood Parents Network Discount

HR has renewed our membership with the Neighborhood Parents Network (NPN), a non-profit organization connecting families with the resources needed to navigate parenting in the Chicagoland area. NPN offers a $15 discount off of their annual $55 membership fee to Northwestern faculty, staff, post-docs and graduate students. Visit their website and use promo code “nwwildcat” to receive the discounted rate and view all the resources available to you and your family.

Join the YourLife mailing list

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 information.
date communications about upcoming programs, events and resources.

JOIN NOW