ACTION ITEMS AND ANNOUNCEMENTS

**Conversations with Senior Leaders | May 18**

NUSAC will host Conversations with Senior Leaders on Tuesday, May 18 from 10 a.m. - 11:30 a.m. via livestream. The livestream link will be visible shortly before 10 a.m. [Link to livestream](#).

**Updated Staff Handbook now available online**

Human Resources is pleased to introduce an updated Staff Handbook. The Staff Handbook is reviewed annually to ensure we continually provide you with the most current information on our policies and programs. HR would like to thank Northwestern University Staff Advisory Council (NUSAC) for two updates it proposed around Incidental Sick Time (IST) and Bereavement Absence which have been included. For a full list of key updates, and to download the 2021 Staff Handbook, [click here](#).

**Updated Non-Resident Prize/Award and Independent Contractor packets now available**

The [Non-Resident Prize/Award](#) and [Non-Resident Independent Contractor](#) packets have been updated and posted on the [HR website](#). The packets now include more information to help users navigate these processes and ensure accuracy and compliance with applicable tax regulations.

**Northwestern's new timekeeping system**

The Office of Human Resources is pleased to announce that Workforce Software has been selected as the University's new timekeeping vendor, replacing Kronos as Northwestern's primary time and attendance system. HR and Northwestern IT have engaged with Deloitte to lead this transition, with an implementation targeted for early spring 2022. More information, including a project website and opportunities for engagement, will be available in the coming months.

**WELL**

**Learn from Where You Are**

Grow professionally, build your skills, and stay engaged and connected. Visit our [Learn From Where You Are](#) page to explore on-demand and live virtual learning. Access the [virtual workshop calendar](#) to view upcoming virtual workshops.
DEI Workshop | Resilience as Our Most Powerful Legacy

HR WELL has partnered with Ellen Burton to provide Diversity, Equity & Inclusion (DEI) workshops the 2020-2021 academic year. Workshops are open to all faculty and staff.

This workshop will provide:
- Resilience defined in relation to our race and professional success.
- Facilitated, open dialogue focused on resilience and family legacies of success.
- An opportunity for participants to acknowledge their personal histories of resilience.

May 20 at 10:30 a.m. | Register

Learning Intersections newsletter

Sign up for Learning Intersections to stay up to date on events and resources that will help you grow your skills today and your career tomorrow. Click here to subscribe.

May is Mental Health Awareness Month

Many of us face challenges in life that can impact our mental health. Prevention is an effective way to reduce the burden of mental health conditions and effective treatment can help individuals recover and lead full, productive lives.

You are encouraged to care for your mental health on a regular basis. It is important to remember that working on your mental health and finding tools that help you thrive takes time. Change doesn’t happen overnight. Focus on small changes to help you move through stressors and develop long-term strategies to support yourself on an ongoing basis. Below are resources for your reference.

- Take a Mental Health Test.
- Facts and statistics about mental health.
- Access community and national mental health resources.
- Schedule an appointment with a licensed counselor through the Northwestern Employee Assistance Program (EAP). Counselors can help manage personal and workplace challenges including anxiety, stress, depression, families issues and more. For more information call 855.547.1851 or login via Member Self Service (Username: northwestern, Password: eap) to make an online request. Individual and family counseling is available.

Meditation: Join Us This Month

The benefits of meditation include reducing stress, improving concentration, increasing self-awareness and the ability to be present. Access University sponsored meditation offerings and resources. Virtual sessions vary from 15, 25 to 30 minutes. On-demand recordings are also available.

Learn more

Virtual Culinary Class: Nourishing Grains

Join HR WELL and Vicki Shanta Retelny, RDN, in a lively discussion on whole grains. With or without gluten, you can incorporate fiber-filled, nourishing whole grains into your daily menu in tasty and interesting ways for the whole family. Children and family members are welcome to attend!

May 20, 12:30 - 1 p.m. | Register
Introducing Wildcat Science Camp

Wildcat Science Camp is a new summer camp on Northwestern’s Evanston campus for students in grades 6-8. The camp is designed to build skills and knowledge within a supportive environment emphasizing inquiry, curiosity and fun. Learn more.

Backup Dependent Care Benefit

Between distance learning, hybrid school schedules, and daycare closures sometimes we find ourselves in need of last-minute care. Northwestern offers Care@Work Backup Care to help you find vetted in-home or center-based backup care providers at a subsidized rate for up to 10 days per academic year. Learn more.

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 communications about upcoming programs, events and resources. Click here to join.