**Human Resources Welcomes Lorraine Goffe**

Lorraine Goffe, Northwestern University’s vice president for human resources and chief human resource officer, joined the Office of Human Resources on Tuesday, February 1. Lorraine will be a key partner in identifying and implementing practices that contribute to employee wellness, recruitment and retention and advance DEI initiatives. [Read more about Lorraine Goffe.](#)

**W-2 forms available in myHR**

W-2 forms for 2021 are available in the Pay tile on myHR. Hard copies were mailed to home addresses listed in myHR as of January 5. The 1042-S forms for 2021 (for non-residents) will be uploaded into FNIS by March 15. An email will be sent to all 1042-S form recipients when the 1042-S forms are available to be downloaded.

**Northwestern’s retirement benefits eligibility reduced to one year waiting period**

As announced in the [2022 Financial Update](#), eligibility for Northwestern’s retirement benefits will be reduced to one year of continuous service, from the current two year waiting period. Impacted employees will receive further information including expected timing of the change.

**I-9 required before hire policy postponed**

Over the last few months, HR has been sharing a new policy intended to improve I-9 compliance by requiring its completion before hiring paperwork is processed. This policy change has been [postponed for all faculty and staff until further notice](#). Please note, it does remain in place for temp workers and those receiving special pay.

Completing the I-9 before hire is still strongly encouraged. Federal law requires that I-9, both Section 1 (completed by employee) and Section 2 (completed by an authorized agent), must be completed [by the end of the third day of work](#).

Apply for a Wellness Grant
Apply for a winter wellness 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 March 4. To learn more and apply visit the [HR website](#).

**Managers and team members – are you talking?**

Mid-year is ideal for a dedicated 1-on-1 meeting to discuss well-being and/or career development. Schedule a meeting, organize your thoughts and have a REAL conversation (reflect, empathize, ask questions, look ahead). Helpful conversation tools for managers and staff members include:

- REAL conversation planner
- Career conversation guide
- 100 questions for better 1-on-1s

**Diversity, Equity, and Inclusion live-virtual workshops for staff**

Have you already attended the [Unconscious Bias](#) workshop? If so, continue your learning journey with our [Active Inclusion](#) workshop.

Active Inclusion is an interactive workshop that will help you build awareness and teach you practical tools to enact change towards fostering inclusive environments at Northwestern. Register for upcoming February workshops via [myHR Learn](#) by visiting our [Learn From Where You Are](#) virtual workshop calendar.

**Mental Health First Aid Trainings**

[Mental Health First Aid](#) (MHFA) is an evidence-based training created by the National Council for Mental Wellbeing, provided by HR, WELL. Participants will learn skills to identify, destigmatize, understand and respond to signs of mental illnesses and substance use disorder, enabling those trained to offer immediate, concrete support. [Learn more](#).

**Request an EAP Work/Life Seminar for Your Team**

Host a free one hour seminar on a work/life or social/emotional topic at an upcoming meeting for your school, department or affinity group this year. Seminars are provided through our Employee Assistance Program (EAP) provider, Humana. [View available seminars](#) and [submit an online request](#).
Virtual Culinary Class | Nourishing Snacks

How can you get the biggest nutrition bang from your daily snacks? Join Vicki Shanta Retelny, RDN, for a 30-minute class exploring the wonderful world of snacks and how to whip up simple, balanced snacks that can make a healthy impact in your day. You can also schedule a 1:1 nutrition consultation with Vicki.

February 17, 12:30 p.m. – 1 p.m.
Register to Attend

Your Daily: Winter Schedule

Your Daily well-being breaks are back! Taking regularly scheduled 15-30 minute breaks can help reduce stress, boost energy and improve health and performance. Class recordings are shared with participants the proceeding week, each week.

Note: Yoga Pilates Fusion, a new format, has been added to the schedule!

View Schedule and Register

Summer Camp Registration

Northwestern summer camps and many of our affiliated summer camps including McGaw YMCA and JCC as well as Chicagoland area park districts are beginning to accept applications for this year’s summer camps. For more information, please visit the Summer Camps webpage.

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.

COVID-19 and Campus Updates

We all play a critical role in keeping each other healthy and safe. Be sure to stay updated on community guidelines and campus announcements by frequenting the COVID-19 and Campus Updates website.

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, 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](#).