

# Northwestern | HUMAN RESOURCES

December 2023

## Employee Matters

### Message from HR Vice President and CHRO Lorraine Goffe



Dear Faculty and Staff,

This is the time of year when we are all rushing to get things done before the Winter Break.

It has been a year of change, innovation, and collaboration -- as well as pain and stress -- as many of us are affected by local and global events. No doubt we are all ready to take a real break and decompress. As I have noted before, taking true breaks from work helps us avoid burnout and facilitates coming back feeling refreshed and inspired. All of us, at all levels of the organization, benefit from stepping away from work.

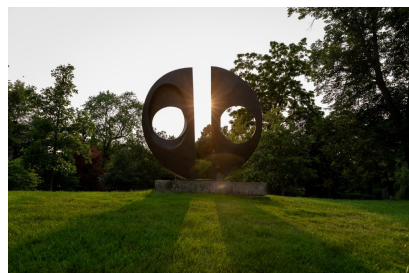
I wish you all the best during this holiday season and a restful break. Here's to another year of partnership in 2024!

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### Benefits Spotlight

#### **Tuition Applications for 2024 Now Available**

Employee and dependent tuition benefit applications are now open for calendar year 2024. For assistance with submitting your application, please review the information on the [website](#).



#### **Winter 2024 Tuition Invoices**

For employees and dependents taking courses at Northwestern, the first invoice for Winter 2024, posted on or around December 1, 2023, will not include the tuition benefit. The January 2024 invoice will include tuition benefits approved before January 1, 2024. You may be required to pay your portion of the tuition before you can register for classes. Contact your school for more information.

#### **New ID Cards for Medical and Vision Plans**

Any participant enrolled in the Select, Value, or Premier PPO medical plan or the EyeMed Vision PPO in 2024 will receive a new ID card from BCBSIL before the start of the new year. New medical cards will include updated customer service phone numbers.

For the Vision Plan, you will receive a new card with the BCBSIL logo and account information. If you currently have an online account with EyeMed or use their mobile app, you will need to **create a new** EyeMed [online](#) and/or [mobile app](#) account **after** you receive the BCBSIL ID card.

Unfortunately, you cannot use the same email address for both accounts and need to use a different email address from your current/past EyeMed account. EyeMed requires this because your old claims information will still be available under the old account and your new claims information will be available with the new account.

The cards you receive will only have the employee's name on them -- it will not list your spouse, partner, or dependent children. If you do not receive your cards on or after 1/1/2024, please reach

out to BCBSIL at 800-892-2803 for medical or 855-362-5539 for vision to request a new card.

### Total Compensation Statements

Most benefits-eligible faculty and staff now have access to a personalized Total Compensation Statement in myHR. The statement visibly demonstrates the value of your benefits package and time off policies while also displaying all the benefits and programs available to you and your family. For info on how to access it and other resources, visit the [website](#).



### Winter Recess Early Biweekly Timecard Approval

Due to Winter Recess, the biweekly pay period ending Saturday, December 23, 2023 will close early. Please take the following steps to ensure accurate payments.

**Employees** should approve their timecard by 5 pm on Tuesday, December 19. 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 pm on Wednesday, December 20. The timecards will close at 1 pm and in/out swipes made at the time clocks after 1 pm on Wednesday through end of day Saturday will not be reflected on the timecard. If you have employees scheduled to work Wednesday-Saturday, please enter their expected in/out times (or elapsed # of hours) directly on the timecard before 1 pm Wednesday.

### Go Green: Opt in to Only Receive Digital W-2 by December 31

Starting this year, you'll be able to opt in to only receive a digital W-2. Do your part for the environment while protecting your personal information. To eliminate receiving your W-2 in the mail, simply sign into [myHR](#), select the "Pay" tile, and choose "W-2 Electronic Consent." Please log in no later than **December 31**; for more information, see [our website](#) or contact askHR at [askhr@northwestern.edu](mailto:askhr@northwestern.edu) or 847-491-4700.

### Special Call to all LatinX-Identifying Employees

Northwestern's LatinX Coalition, Unidos, which has been undergoing revitalization efforts since the pandemic, is seeking more participants. While the website is being revamped, visit this [link](#) to be added to our listserv and Teams channel, where you can connect with others and learn about upcoming events!

Una llamada especial a los empleados LatinX de Northwestern! Estamos buscando más miembros para Unidos, la coalición LatinX de Northwestern, que ha sido revivida después de la pandemia. Mientras nuestro sitio web se renueva, visite esta [página](#) para añadirte a nuestro listserv y grupo de Teams, donde podrás conectarte con otros y aprender más de nuestros eventos!

### Review Your Home Address in myHR

Please make sure your home address and other contact information in myHR is up to date. [Log into myHR](#) and review your Personal Details tile, especially if you will be receiving a 1042 tax form, or if you will not be opting for a digital-only W-2.

## Your Well-Being

### Contribute to NU Cares: A Fund for Employees in Crisis

NU staff and faculty collaborated in 2010 to create [NU Cares](#), a fund built from employee contributions to help colleagues experiencing financial difficulty due to a catastrophic event. Please consider [making a contribution to NU Cares](#) this academic year. Thank you to those who have made or continue to make monthly contributions. It is greatly appreciated by the recipients!



### The Family Institute Webinar: Holiday Stress & Wellness, December 13 Noon-1 p.m.

The holiday season is a time of year associated with joy, but also can be accompanied by stressors

ranging from family dynamics to financial pressures. Join [The Family Institute](#) as they offer practical wellness tips to help you navigate and manage these challenges. Learn valuable strategies and insights on how to maintain your emotional well-being, reduce stress, and foster a healthier, happier holiday season. [Register here for the webinar.](#)

### **EAP Webinar: Dealing with Financial Stress**

This webinar on **Friday, December 15, Noon-1p.m.**, hosted by [Employee Assistance Program SupportLinc](#), will cover some of the most common causes of financial stress, advise on how to recognize the negative effects of financial stress, including practical strategies to reduce or eliminate it. Registrants will receive the webinar recording.

### **Enhanced Employee Assistance Program Digital Experience**

The SupportLinc [website](#) and [app](#) have been updated for a more streamlined and personalized experience. If you don't have an account set up, enter one-time group code: *northwestern* when logging in. You will see program resource recommendations based on your unique needs and interests. [Learn about SupportLinc services](#) available to you and your household members and/or [access their Holiday Toolkit](#) this season!

### **Join us for Well-being Breaks Next Quarter!**

Do you know about the various well-being break options available to you through Northwestern? They range from live virtual stretch breaks to self-help touch therapy Jin Shin Jyutsu, drop-in meditation, white light therapy, and on-demand content. [Check them out](#) and register to get them on your calendar for the new year! Integrating regular breaks into each workday can help you reset, re-energize, and manage your day.

### **Stress Management in the Workplace Support Group Jan. 22-Feb. 12**

Human Resources has partnered with our [Employee Assistance Program \(EAP\) SupportLinc](#) to offer free short-term, four-week, [virtual support groups for Northwestern employees](#). The *Stress Management in the Workplace* group will discuss the impact of workplace stress, practical tips and insight regarding healthy habits, as well as coping skills to help manage stress and build resilience. For complete details, visit the [site](#) or contact [wellbeing@northwestern.edu](mailto:wellbeing@northwestern.edu)

### **Upcoming Care.com Webinars:**

All faculty, staff, and students are entitled to a complimentary [membership to Care.com's online marketplace](#). With this membership, easily access services for childcare, adult & senior care, pet care, and household help. Join an upcoming Care.com webinar, all scheduled at noon:

#### **[December 13: Financial Wellness: Building Good Credit](#)**

Your credit report and your credit score are important factors that influence how you borrow. This webinar will review each of these factors and how you can monitor and improve your credit records.

#### **[December 20: Caring for Aging Loved Ones: How Tech Helps Older Adults and Gives Caregivers Peace of Mind](#)**

This will cover how caregivers can use technology to help reduce stress and gain peace of mind when caring for older adults. Everything from home safety to medication reminders to virtual social activities and more -- let tech take some of the worry out of caregiving.

#### **[December 21: Succeed At Work: The Science of Goal Setting](#)**

This webinar examines goal setting as a brain function. It will look at how the brain works and create an awareness of the mental process, making it easier for us to create new habits in relation to goal setting.

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## **Learn and Grow**

### **Performance Excellence**

In the September issue, we highlighted the power of goals in setting your course for the current fiscal year. Setting and aligning goals is the [first phase of the Performance Excellence process](#) and distinct from Enhance Performance and Review Results. Remember that goal setting is open at any time in myHR Learn. PEX forms for the current year will be assigned to you and



your performance manager in the Winter Quarter and will sweep in any of your goals for the current year. Take note that you can always add goals after the review form has been assigned. For help adding goals into myHR Learn, visit these [job aid resources](#).

### Tis the Season!

As we wrap up another calendar year, take a moment to recognize one of your fellow colleagues who has gone above and beyond! Help spread some holiday cheer by posting a note of appreciation to Northwestern's [Gratitude Wall](#).

## Manager's Tip

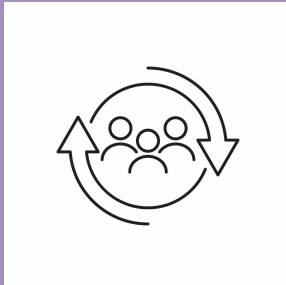
### Why Kindness at Work Pays Off

Kindness at work is good for you, it's good for your team, and it's good for Northwestern as an institution. As a manager, being kind will yield positive outcomes, and Andrew Swinand in the *Harvard Business Review* suggests that there are five things you can do to be kinder at work:

1. Practice radical self-care.
2. Do your job.
3. Reach out with intention.
4. Recognize and acknowledge people.
5. Be conscientious with your feedback.



For more details, read the complete [article](#). And, for more Manager tips and articles, consider [joining the Manager's Corner Team](#) channel where you can discuss and learn about different topics throughout the year.



## Inside HR

### What is a Talent Acquisition Partner?

Talent Acquisition (TA) Partners work closely with schools/units to develop targeted recruitment strategies that help identify applicants for openings. This occurs through intake conversations with hiring managers to determine a successful candidate profile. TA Partners then develop timelines, marketing statements, advertising options, LinkedIn sourcing and a hiring process outline. To ensure only qualified applicants are sent to schools/units, TA Partners do the initial resume screening. They also assist in the interview, offer, negotiation and employment verification process. The goal is always to partner with managers and design a recruitment strategy that best fits their needs. Please reach out to [HRTA@northwestern.edu](mailto:HRTA@northwestern.edu) for any questions.

\*Workplace Strategies photo credit: [Unsplash](#)



*The mission of Human Resources is to promote an innovative and inclusive workplace where individuals thrive and collaborate to advance Northwestern's direction.*



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