

## Understanding your Total Compensation Statement

The Total Compensation Statement shows that your compensation consists of more than just your paycheck. 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. It is a personalized statement that reflects your current enrollment options.

To access your Total Compensation Statement, log in to [myHR](#), select the Benefits Tile, then click Total Compensation Statement on the left-hand menu.

The information reflected in the statement is updated on a regular basis. Review the "As of" dates noted in the statement.

This guide is meant to help you understand the personalized information found on your Total Compensation Statement. If you have any questions about the tool itself, contact [askHR](#) at [askHR@northwestern.edu](mailto:askHR@northwestern.edu) or 847-491-4700. If you are a faculty member and have questions about your individual compensation structure, including administrative commitments, overload courses, summer salary, or other payments, please contact your dean's office/supervisor.



### Additional Resources

If you have questions after you review your Total Compensation Statement and this guide, please review the [FAQs](#) or contact [askHR](#) at [askHR@northwestern.edu](mailto:askHR@northwestern.edu) or 847 491 4700.

### Changing Your Benefits

You can make changes to your health and welfare benefits during [Open Enrollment](#) or within 31 days of a [Qualifying Life Event](#) via the [myHR](#) portal.

You can make changes to your 403(b) Retirement Savings Plans at any time during the year via the [myHR](#) portal. Review the website for tools on how to [make changes to your contribution amounts](#) or contact NetBenefits at 800-642-7131.

## Home Tab

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Hello Carolyn

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Welcome

Review myTotal Compensation Summary | Explore University Contributions | Print My Statement

MY INFORMATION

**\$137,812**  
TOTAL ANNUAL COMPENSATION

**\$115,345**  
RETIREMENT PLANS ACCOUNT BALANCE

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Total Annual Compensation demonstrates the value of your benefits package and time off policies. This includes your:

- Annualized base pay
- Bonuses paid year to date
- Other payments paid year to date
- Annualized University contributions to benefits
- Year-to-date University retirement contributions

See the Total Compensation Summary section on the next page for more information.

The Retirement Plans Account Balance is your total balance held in Northwestern-sponsored accounts at both TIAA and Fidelity. It includes balances in your:

- Retirement Plan
- Voluntary Savings Plan
- Rollovers from other employer accounts

See the Retirement Savings Plans section for more information.

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MY INFORMATION

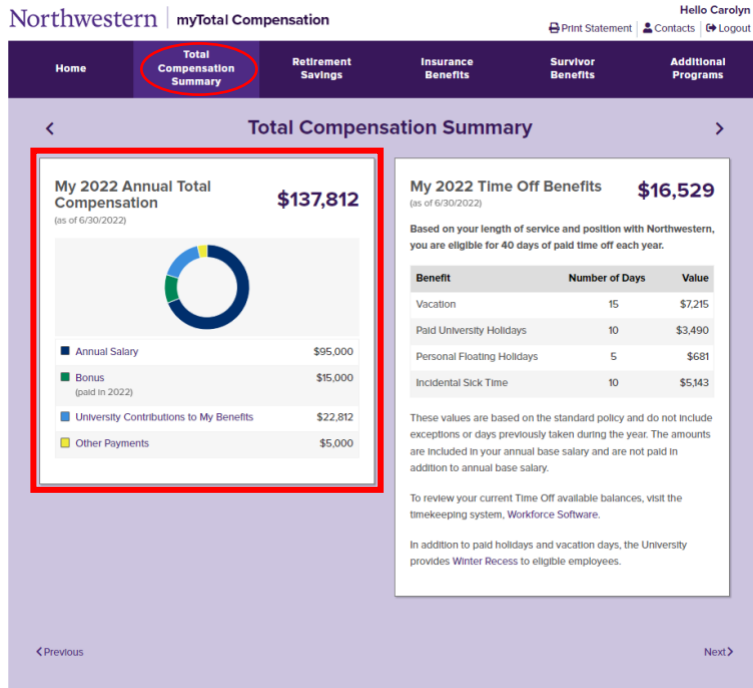
**\$137,812**  
TOTAL ANNUAL COMPENSATION

**\$115,345**  
RETIREMENT PLANS ACCOUNT BALANCE

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## Total Compensation Summary



The My Annual Total Compensation section shows your pay and University contributions to your benefits. It includes your:

- Annualized base pay
- Bonuses paid year to date
- Other payments paid year to date
- Annualized University contributions to health and welfare benefits
- Year-to-date University retirement contributions

On the following page you will find an outline of what types of payments and contributions fall into these categories.

### Annualized Employee Base Pay

This amount includes your annualized salary for your primary role, as well as any additional roles/commitments that are paid every pay period. Payments made as an additional payment or lump sum will be included in this total after they have been paid.

- For **faculty**, this reflects your total annual salary of all paid appointments captured within the University's HR system. *Note:* Compensation for administrative commitments may be reflected as base pay if the payment is typically included in your regular monthly paycheck. If the administrative commitment is paid as lump sums or additional payments, it will be included in this total after they have been paid. Contact your dean's office/supervisor for questions about your individual compensation structure.
- For **exempt staff** (monthly), this reflects the total sum of all active paid roles. It is your monthly regular pay multiplied by 12 pay periods.
- For **non-exempt staff** (bi-weekly), this reflects your hourly rate multiplied by your scheduled number of hours per pay period (typically 75 or 80), multiplied by 26.1 pay periods.

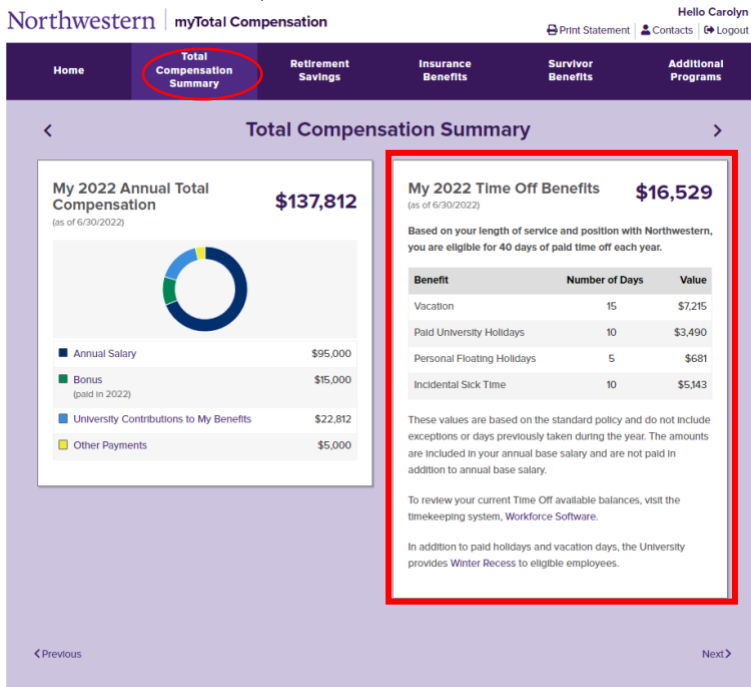
# Total Compensation Summary

## Other Pay & Bonuses

This category includes any additional payments you have received year to date. This includes bonuses, back-up care benefits, tuition benefits, living allowances, mobile phone expenses, NU Cares grants, relocation expenses, adoption benefits, or dependent care matching funds.

## University Contributions to Benefits

This category includes the projected annualized amount the University will contribute to your medical, dental, life insurance, health savings account (HSA), and long term disability plans. It also includes year-to-date contributions of University funds to the Retirement Plan as well as Social Security and Medicare employer matches.



The My Time Off Benefits value is a staff member's projected annual accrual for vacation, personal floating holidays, incidental sick time, and scheduled University holidays. This number does not reflect the actual amount of time you have in your time off accrual bank. Please review [Workforce](#) for the most up-to-date accruals.

### Vacation Time (Staff only)

Vacation time is available to staff members for personal business, family sickness, and religious observance. It may also be used as an extension of bereavement time or personal floating holiday time.

- **Non-exempt & part-time staff (Bi-weekly):** Vacation is calculated by multiplying the [vacation factor](#) per accrual base hour by the staff member's accrual base hour. The vacation factor per hour is based on qualified service. A part-time non-exempt staff member accrues vacation time proportionate to hours worked; a dollar amount will not be reflected in the statement. Time is accrued each pay period.

- **Exempt staff (monthly):** Vacation is earned at the [vacation factor](#) per month. Staff members in exempt positions earn vacation time on the 16th of each month at the monthly rate listed in the [vacation factor](#) table. A part-time exempt staff member accrues vacation time proportionate to the percentage of full-time; a dollar amount will not be reflected in the statement.

## Total Compensation Summary

### Incidental Sick Time (Staff only)

Staff members are granted all Incidental Sick Time hours on September 1 each fiscal year. If you are a part-time staff member, you receive hours that reflect your part-time status.

### Personal Floating Holidays (Staff only)

Personal floating holidays are available to staff members for personal business, family sickness, and religious observance, and may also be used as an extension of bereavement time or vacation time. Staff members are granted all Personal Floating Holidays on September 1 each fiscal year.

### University Holidays & Winter Recess

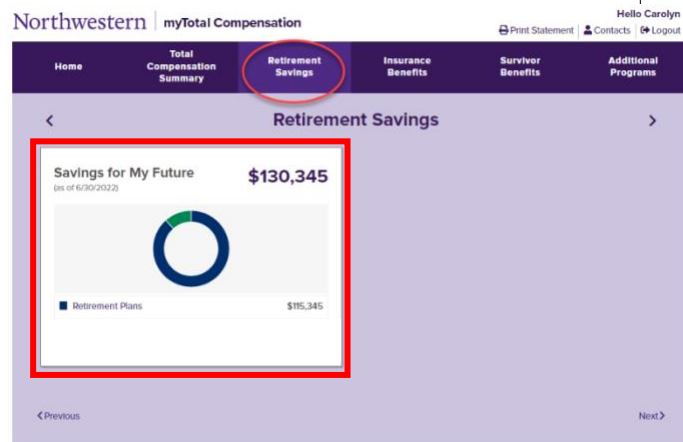
Paid University Holidays are observed according to dates indicated on the [holiday calendar](#). Winter Recess refers to the closing of the University's academic and administrative offices between the scheduled Christmas Day and New Year's Eve holidays. Winter Recess days are not holidays but are provided in addition to the already scheduled University holidays.

## Retirement Savings Plans Tab

The Savings for My Future balance is your total balance held in Northwestern-sponsored retirement accounts at both Fidelity and TIAA. It includes balances in your:

- Retirement Plan
- Voluntary Savings Plan
- Rollovers from other employer accounts

This balance will not include any investments you have at Fidelity and/or TIAA that are not officially part of a Northwestern-sponsored retirement accounts.



## Retirement Savings Plans Tab Cont.

The screenshot displays the 'Retirement Savings Plans' page for a user named Carolyn. The page is titled 'Retirement Savings Plans (as of 6/30/2022)'. It features a 'Retirement Plan Contribution Elections' section with a table showing 'Tax Contributions' at 3% and 'Roth After-Tax Contributions' at 1% of eligible compensation. A note explains that the user is not taking full advantage of the University match and provides instructions on how to maximize it. Below this is a 'My Contributions to the Retirement Plans (Year-to-Date as of 12/31/2021)' section with a donut chart and a table showing: University Automatic Contributions (\$1,575), University Matching Contributions (\$1,500), My Pre-Tax Contributions (\$3,350), My Roth After-Tax Contributions (\$1,000), and My Rollover Contributions (\$1,000). The total is \$8,225. The 'My Retirement Plans Account Balance (as of 6/30/2022)' is \$115,345. A 'For More Information' section provides contact details for Fidelity and TIAA. The page includes navigation buttons for 'Next >' and 'Close'.

Contribution Type	Amount
University Automatic Contributions	\$1,575
University Matching Contributions	\$1,500
My Pre-Tax Contributions	\$3,350
My Roth After-Tax Contributions	\$1,000
My Rollover Contributions	\$1,000
<b>Total</b>	<b>\$8,225</b>

Account Balance	Amount
My Retirement Plans Account Balance (as of 6/30/2022)	\$115,345

### Pop-up Window

Once you click on Retirement Plan or Voluntary Savings Plan, a window will appear that outlines the following:

1. The total amount you are deferring to the plan. This number includes both University contributions and your contributions to both 403(b) plans.
2. This is a breakdown of the type of contributions that were made. For the Retirement Plan, this shows the 5% automatic contributions, Northwestern's match, and your contributions as either pre-tax or Roth after-tax. For the Voluntary Savings Plan, this will be your contributions as either pre-tax or Roth after-tax.
3. For more information about your investments, contact Fidelity and/or TIAA.



## Insurance Benefits Tab

The My Health Benefits window outlines your enrolled health benefits. It also outlines your annual cost and the total University contribution. This includes:

- Medical
- Dental
- Vision
- FSA plans
- HSA plan

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**Insurance Benefits**

Northwestern is committed to providing you with a comprehensive and competitive benefits package that lets you choose the coverage that's right for you and your family. For many of these benefits, if you elect to participate, the University contributes toward the cost of your coverage. Although these benefits are not cash compensation, they make up an important part of your total compensation at Northwestern.

**My Health Benefits**  
(as of 6/30/2022)

Benefit Plan	My Annual Cost	Northwestern's Annual Cost
Medical and Prescription Drug Coverage	\$6,443	\$9,025
Dental Coverage	\$818	\$1,050
Vision Coverage	\$293	\$1,000
Tax-Advantaged Accounts	\$1,500	\$0

[Learn More >](#)

**My Life and Disability Insurance Benefits**  
(as of 6/30/2022)

Benefit Plan	My Annual Cost	Northwestern's Annual Cost
University-Paid Life Insurance	\$0	\$1,100
Employee-Paid Insurance	\$694	\$0
Sick Pay & Long-Term Disability Insurance	\$86	\$100

You may review and update your beneficiary designation any time during the year. Use this step-by-step guide.

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The My Life and Disability Benefits section outlines all life and disability plans you are enrolled in with your annual cost and the total University contribution. This includes:

- Basic Life
- Supplemental Life
- Spouse Life
- Child Life
- Core LTD
- Buy-up LTD

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**My Health Benefits**  
(as of 6/30/2022)

Benefit Plan	My Annual Cost	Northwestern's Annual Cost
Medical and Prescription Drug Coverage	\$6,443	\$9,025
Dental Coverage	\$818	\$1,050
Vision Coverage	\$293	\$1,000
Tax-Advantaged Accounts	\$1,500	\$0

[Learn More >](#)

**My Life and Disability Insurance Benefits**  
(as of 6/30/2022)

Benefit Plan	My Annual Cost	Northwestern's Annual Cost
University-Paid Life Insurance	\$0	\$1,100
Employee-Paid Insurance	\$694	\$0
Sick Pay & Long-Term Disability Insurance	\$86	\$100

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## Survivor Benefits Tab

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Your survivor benefits include all the benefits your designated beneficiary(ies) may receive upon your death. They include benefits from your life insurance coverages while employed at Northwestern as well as benefits from your retirement savings plans.

**My Life Insurance Benefits \$190,000**  
(as of 6/30/2022)

If you die while employed by the University, the following benefits are payable to your beneficiaries:

Basic Term Life Insurance	\$190,000
Supplemental Term Life Insurance	\$0
Condolence Payment	\$0

**Condolence Check**  
Northwestern will provide a Condolence Check equivalent to two months' pay.

**Retirement Savings Survivor Benefits \$130,345**  
(as of 6/30/2022)

Distributions of account balances upon death are payable to your beneficiaries:

Retirement Plans	\$115,345
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**For More Information**  
To learn more, contact the plan administrators:  
• Fidelity: Call 800-642-7631 or visit the website.  
• TIAA: Call 800-732-6353 or visit the website.

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The Survivor Benefits windows outlines all life and retirement savings plans for which you may assign a beneficiary. This includes:

- Basic Life
- Supplemental Life
- Spouse Life
- Child Life
- Basic LTD
- Buy-up LTD
- Retirement Savings plans

You may update your life insurance beneficiaries at any time via [myHR](#). Use the [Update Life Insurance Beneficiary Quick Reference guide](#) for assistance.

You may update your retirement savings plan beneficiaries at any time directly with Fidelity and/or TIAA.

## Additional Programs Tab

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Northwestern offers a wide range of additional programs designed to enhance your total compensation. If you have any questions about these programs, call an HR representative at 847-491-4700 or e-mail at [askHR@northwestern.edu](mailto:askHR@northwestern.edu).

Tuition My Retirement Well-Being Financial Assistance Discounts Time Off & Leaves Career & Learning

Dependent Portable Tuition

Dependent Reduced Tuition

Employee Reduced Tuition

Employee NJ Certificate Tuition

Employee Portable Tuition

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The Additional Programs section outlines all the additional benefits, discounts, programs, and services available to faculty and staff. This includes:

- Tuition Benefits
- Discounts through PerkSpot and Wildcard Advantage
- Well-being programs
- Financial Assistance

These programs are managed by a combination of the Benefits, Well-being, and Talent Development teams.