

IMPORTANT ACTION ITEMS & ANNOUNCEMENTS

42nd Annual Staff Service Recognition Luncheon

Congratulations to all honorees who were recognized at the 42nd Annual Staff Service Recognition Luncheon held in Evanston on June 4, 2019. The honorees included staff members who have reached 20, 25, 30, 35, 40, 45, and 50 years of service, finalists for Employee of the Year and the winners for both the 2019 Employee of the Year and the inaugural Jean E. Shedd University Citizenship award.

2019 Employee of the Year award winner



Joseph Boes (CENTER), of University Research Institutes and Centers, was announced as the 2019 Employee of the Year award winner at the 42nd Annual Staff Service Recognition Luncheon.

2019 Jean E. Shedd University Citizenship award winner



Carol Cahill (RIGHT), Director of Kellogg Community Building Operations was announced as the winner of the first inaugural Jean E. Shedd University Citizenship award.

[VIEW MORE PHOTOS FROM LUNCHEON](#)

HR Operations processing time may extend during busy hiring season

Due to heavy volume during our busy hiring season, June through October, HR Operations' form processing turnaround may extend past our standard 5 day goal. Our commitment is to enter all items received by the cutoff dates in time for their appropriate payroll run.

To check if an appointment has been processed, you may review the myHR's Job Summary page (or Job Data page for future hires), or refer to the "Processed Appointment Transactions" email myHR sends weekly. Please review these sources and allow up to 8 business days before requesting a status update.

- **Direct Deposit and DCFS Attestation:** Please note that employees cannot complete their direct deposit or DCFS attestation until their job information has been entered. You may use the sources above to inform employees when their appointment has been processed.

Please contact Julie Phelan, HR Operations Manager, at 847.491.4860 or j-phenan@northwestern.edu for additional questions.

Summer Salary Payments

Summer Salary requests will be entered into myHR as reflected on the form entered by the department user. Please ensure accuracy as part of your final review before signing and/or uploading.

[SEE MORE ABOUT SUMMER SALARY PAYMENTS](#)



Performance Excellence Reminders

New Goal Entry Process

Please add goals for the 2019-2020 year via the ME tab, and select **Performance Goals** or **Professional Development** as the goal category. [Find goal-entry instructions here.](#)

Remember to Release and Finalize

To complete the Performance Year cycle, supervisors must **RELEASE** reviews to staff, and staff members must **FINALIZE** (indicating review and rating have been received and read).

Performance Year 2019-2020 reviews

Next year's review forms will be released later in the year, to avoid overlap!

FIND PERFORMANCE EXCELLENCE RESOURCES

LEARN MORE

Need myHR Assistance?

Find upcoming open lab sessions currently scheduled through July on [myHR Learn](#). Open lab is a resource for all users and walk-ins are welcome at any time during the session. Bring your questions and examples as new users or experienced administrators with complex cases. Sessions are hosted every week from 1:00 pm - 3:00 pm, rotating between the Chicago and Evanston campuses:

Evanston campus July 16, July 30 1:00 pm - 3:00 pm Rebecca Crown Center 633 Clark Street HR Computer Lab G593	Chicago campus July 9, July 22 1:00 pm - 3:00 pm Tarry Research and Education Building 300 East Superior Street Weinberg Lab 1-731
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Happy summer from the Learning and Organization Development team!



Preview upcoming workshops and webinars [here](#).

Coming soon for Managers:

[Coaching for Development*](#) | July 10 | Chicago campus

Coming soon for contributors at all levels:

[Better Business Grammar and Usage](#) | July 19 | Evanston campus

[LGBTQ Ally Training*](#) | July 30 | Chicago campus

** No additional charge to schools/units*

WELL-BEING

Work/Life & Family Resources

July EAP Monthly Observance: National Minority Mental Health Month

Mental health conditions do not discriminate based on race, color, gender or identity. Anyone can experience the challenges of mental illness regardless of their background. However, background and identity can make access to mental health treatment much more difficult. [National Minority Mental Health Awareness Month](#) was established in 2008 to start changing this. Learn about mental health resources by visiting the [Northwestern EAP website](#). (login: northwestern, password: eap).

[A Consumer's Guide to Mental Health Services](#) (article)

[Choosing the Right Mental Health Therapist](#) (article)

[Mental Health](#) (video)

[Mentalhealth.gov](#) (website)

Northwestern faculty, staff, and household members also have access to free and confidential short-term counseling via the EAP. Call 885.547.1851. [Learn more](#).

School Spotlight: Midwest Montessori Demonstration School

Midwest Montessori School is a not-for-profit institution, established to provide a Montessori School Community for families with programs that promote diversity, self-respect, independence and community responsibility. Midwest Montessori is the Demonstration School for the nationally recognized Midwest Montessori Teacher Training Center (MMTTC) and provides a model Montessori environment for children aged 3 through 6.

Midwest Montessori offers eligible Northwestern faculty, staff and students a 10% tuition discount on full-time pre-k and kindergarten programs. For admissions information or to schedule a school visit, please contact Administrator Linda Bechtle at office@midwestmontessori.com or visit midwestmontessori.com.

Work/Life Workshops for Schools and Departments

The Work/Life & Family Resources Office can assist you with scheduling a free workshop on work/life and/or social/emotional topics at your next school, department or affinity group meeting.

Workshop topics include:

- Resilience and Stress Management
- Strategies for Professional Success
- Workplace Communication & Interpersonal Relationships
- Financial Planning & Saving Strategies
- Parenting, Childcare & Caregiving and much more!

Contact worklife@northwestern.edu to request a catalog of workshops.



Do You Know about the BCBS "Well onTarget" Program?

Well onTarget can give you the support you need to make healthy choices while rewarding you for your hard work. Through Well onTarget you can access a variety of services such as:

- Digital self-management courses
- Health and wellness content
- Tools and trackers
- An online health assessment
- Online wellness challenges and much more!

Well onTarget is available for all employees enrolled in a Northwestern-sponsored BCBS medical plan, as well covered dependents. [Learn more](#).

Summer Wellness Grants: Accepting Proposals

YourLife Wellness Grants are sponsored by Human Resources, Benefits. Wellness grants are intended to help support the well-being of faculty and staff by providing funding for wellness activities, events, and/or space. All faculty and staff are encouraged to submit applications on behalf of their school, department, or unit.

[Apply](#) for a grant this summer! Proposals will be accepted July 8 - August 12, with decisions provided on September 9. Visit [YourLife Wellness Grants](#) to learn more.

Randy Walker Memorial 5k: Sign-up Today!

YourLife has partnered with [Northwestern Athletics](#) to offer faculty and staff a discount for the Randy Walker Memorial 5k on July 28. The event honors the late Northwestern Football head coach, Randy Walker. The 5K run and family walk will lead participants through the Northwestern campus and tree-lined streets of Evanston. **Discounted faculty and staff registration fee is \$30.** [View discount](#)

[and race information](#). Register by July 26 to receive the discount.

Healthy Hearing Open House: July 19

Hearing loss may be an early warning sign of other health conditions such as diabetes and cardiovascular disease. Join the Northwestern Center for Audiology, Speech, Language, and Learning for a FREE hearing screening on July 19 to learn more. Email NUCASLL@northwestern.edu or call 847-491-3165 to make an appointment. [Learn more](#).

YourLife Walking Group

Join YourLife [Wellness Champions](#) for a 30 minute walk each Tuesday through August 27. This no-commitment, no-judgment group is open to all faculty and staff regardless of ability or fitness level. Join the [YourLife Mailing List](#) to receive walking group updates, including weekly location information.

YourLife Summer Fitness Classes

Each quarter YourLife and Northwestern Recreation co-sponsor free exercise classes on the Evanston and Chicago campuses. These on-site group exercise classes support Northwestern's ongoing objective of promoting faculty and staff health and well-being.

[View the Evanston schedule](#)

[View the Chicago schedule](#)

Drop-in Meditation

Tuesdays, 1:30 pm - 1:55 pm, Abbott Hall, Women's Center, Suite 1400

Join YourLife for meditative practices on Tuesdays in Chicago. The benefits of meditation include reducing stress, improving concentration and increasing happiness. No previous experience is necessary. All are welcome. Join the [YourLife Mailing List](#) to receive weekly updates.

Financial Wellness Webinars

Keep your financial goals on track and attend a TIAA webinar this month. Topics include: finances for women, saving for your ideal retirement, debt consolidation & understanding the mortgage process and more. [Learn more](#).

YourLife Mailing List

[Join the YourLife mailing list](#) to stay up-to-date about upcoming events.

Northwestern University



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