

Northwestern | HUMAN RESOURCES

Employee Matters

January 2026

Benefits Spotlight



Info Session: Invest in Your Health Savings Account

Faculty and staff eligible for an HSA are invited to [register for an information session](#) with Inspira, on Wednesday, January 28 at noon. The webinar will cover how to review your HSA balance, understand the tax benefits of investing, and explore your options for investing amounts over \$1,000

Enhanced Dental Benefits for Health Conditions

Delta Dental's [Enhanced Benefit Program](#) offers additional coverage for individuals who have specific health conditions that can be positively affected by additional oral health care, including pregnancy, diabetes, high-risk cardiac conditions, suppressed immune systems, and special needs. Contact Delta Dental directly at 800-323-1743 for more information, or [review the enrollment flyer](#).

HMO Rewards Program

Faculty and staff enrolled in the HMO plan with UHC have access to an optional, no-cost rewards program. See the [program flyer](#) for information on how to access the program.

Reminder: Important Information About Your UHC plan

On January 7, 2026, faculty and staff enrolled in a UHC medical plan received important information about how their plan will work during the transition period. If you haven't already, please [review the notice](#) to learn about Transition of Care options, Behavioral Health coverage, and Prior Authorizations for the prescription drug plan.

Note: Information above applies to the faculty and staff UHC plans. Individuals covered under the Postdoctoral Scholars plans should contact Gallagher at (844) 315-4550 for information about their benefits.

Retirement

SECURE 2.0 Act: Roth Catch-up Provision Webinars

Employees aged 50 and older who meet high-earner criteria* can learn more about how a new rule for 2026 may affect their 403(b) retirement plan contributions. Register for one of two upcoming webinars in February hosted by Fidelity. Bookmark the NU [retirement plans website](#) to stay informed.



- Register for [February 13, 2026, at 12:00 p.m. CST](#)
- Register for [February 18, 2026, at 12:00 p.m. CST](#)

*High earner criteria is defined as 2025 FICA wages exceeding \$150,000, Form W-2, Box 3.

Well-being



Employee Assistance Program

Something on your mind? Would it help to discuss it? Through NU's EAP SupportLinc, you have access to **10 free and confidential consultations** per issue. Visit the [EAP website](#).

Mental Health First Aid Virtual Training Workshop

Mental Health First Aid (MHFA) teaches participants how to identify, understand, and respond to signs of mental health and substance use challenges among adults. MHFA

will take place virtually over two half days on **February 25 & February 26** and has a 2-hour pre-work requirement. Participants who successfully complete the MHFA training will become certified Mental Health First Aiders. [Register for the workshop](#).

UHC Members: Access the Calm Health App

NU UHC members can download the Calm Health App at no cost. The Calm Health App provides programs and tools to support your mental health and well-being. [Learn more](#) about this benefit and download the app.

UHC Members: Explore One Pass Select

NU UHC members can enroll in the **OnePass Select** discounted gym program and choose a membership tier (fees apply) to access a nationwide network of gym brands and local fitness studios. Please note, One Pass Select does not prorate mid-month enrollments, so it's best to sign up at the beginning of a month. Explore this add-on discount program through your UHC profile or the [One Pass Select website](#).

Caregiving

Visit the [Caregiving webpage](#) to find resources and programs to support your caregiving journey. Whether you need childcare, elder care assistance, or connection with other caregivers, the University is here to help.



University Children's Center Open House Today 1/21

Looking for childcare near the Chicago campus? Visit University Children's Center in Chicago (UCC) for a tour of their recently remodeled center during their open house on Wednesday, January 21, from 9:00 a.m.- 5:00 p.m. UCC offers a tuition discount to the Northwestern community. [Learn more](#).

2026 Summer Camp

Mapping out summer camp schedules for your children? It's never too early to start planning. See a list of camp options, learn about discounts, resources and more. To help you get organized, visit the [summer camps website](#).

Learn & Grow



Navigating Cultures in the Global Workplace Workshop

For benefits-eligible staff members, this interactive virtual workshop series provides tools for greater self-awareness and practical knowledge to increase intercultural sensitivity and effective communication in the workplace. This workshop series is offered at no cost by the [Office of the Vice President for International Relations](#). The winter quarter sessions will run from February 12 through March 5, 2026. [Learn more and apply](#).

Performance Excellence

Goal Setting: Things to Keep in Mind

Did you know that goal setting is a separate process from the performance review? Goals can be entered into myHR Learn at any time throughout the year. Winter quarter is a great time to schedule a performance goals check-in with your manager.

Access the [PEx Check-in Guide](#) or navigate to the [PEx website](#) for staff to explore more resources. If you have any questions about the process, feel free to email us at askhr@northwestern.edu.

Reminder: PEx Administrators Workshop on January 27!

PEx Administrators can join the virtual winter 2026 community of practice workshop on **Tuesday January 27 at 1:30 p.m.** The workshop recording and slides will be shared for those who cannot attend. Please contact us at pex@northwestern.edu with any questions. PEx Administrators can also join the [MS Teams PEx Admin channel](#).



On Your Radar



W-2 Forms Coming Soon

It's that time of year! W-2 forms for tax year 2025 are almost ready and will be available for download in myHR by Friday, January 30. If you opted to receive an electronic-only W-2, your form will only be available in myHR. If you did not opt for electronic-only, you can still download a copy from myHR, and a paper copy will be mailed to your home address.

Reminder: New Timesheet Submission Deadlines

The Workforce Timesheet Entry and Approval deadlines are changing for exempt staff and their supervisors starting with the January 2026 pay period. Here's what is changing! Exempt staff will need to submit their monthly timesheets earlier, by 5:00 p.m., on the last business day of each month, and supervisors will need to approve the timesheets by 1:00 p.m. on the second business day of the following month. [Visit the webpage](#) to access resources.

Annual Conflict of Interest Disclosure Launches on February 2

Northwestern's [Policy on Conflict of Interest and Conflict of Commitment](#) requires that staff members provide information on the nature and extent of their outside professional activities and financial interests through the annual conflict of interest (COI) disclosure process. Staff members will receive an e-mail on February 2 with a direct link to access and complete the disclosure in eDisclosure. Completed disclosures are reviewed by staff member supervisors. Please complete the disclosure by March 1. Please email NUCOI at nucoi@northwestern.edu with any questions.

Engagement

Martin Luther King Commemoration

Northwestern's 2026 MLK Commemoration Keynote took place on Tuesday, January 20. Moderated by NU Professor Sylvester Johnson, the event brought together the Northwestern community for a panel examining the meaning and possibilities of "Beloved Community."



[Visit the webpage](#) to learn about the monthlong events and projects happening at Northwestern to inspire reflection on Dr. King's life and legacy.

NU Cares Fund

The Northwestern University Staff Advisory Council (NUSAC) is holding a donation drive benefiting the [NU Cares Fund](#). NU Cares provides faculty and staff the opportunity to support colleagues experiencing financial hardship due to medical or catastrophic events. Access the [NU Cares Contribution Form](#).

In-Person Winter Activities with AHEAD

AHEAD is hosting three upcoming events for staff this winter, all happening at noon! Cross-stitch connections. Unwind and connect with colleagues for a hands-on social, all skill levels welcome. [Reserve your spot](#).

- Monday January 26, Chicago campus
- Tuesday, January 27, Evanston campus

Treasures of Deering Library exhibit tour. Join the group on Thursday, February 5, for a 40-minute guided tour of the Deering Library and the Treasures II exhibit. [Save your seat](#).

Virtual Winter Speaker Panel with ANUW

ANUW's 2026 winter speaker panel is themed "Shaping Tomorrow, Together". Featuring a panel of NU women from across the University, the discussion will delve into how to build vibrant careers and networks at Northwestern while enhancing personal and community wellness. [Register for the webinar](#).

The Block Museum of Art

Celebrate the opening of Teresa Montoya's Tó Łisto (Yellow Water): Ten Years after the Gold King Mine Spill on Saturday, February 7, at 2 p.m. Featuring a keynote by

Teresa Montoya, the exhibition explores the impact of the 2015 Gold King Mine spill on Diné (Navajo) communities in the Animas and San Juan watersheds. [RSVP](#).

Manager's Tip



Build Your Management Skills

Whether you're a new manager or looking to refresh your management approach, the [Manager Foundations Program](#) is a great place to start!

This asynchronous program is designed to help you build awareness of essential management skills at your own pace, wherever you are in your leadership journey. Completing Level 1 will strengthen your foundation and prepare you for the launch of Level 2 training later this year.

Inside HR

Please join us in welcoming **Megan Redfearn** to Human Resources as the new **Talent Development Program Manager**. Megan has over 18 years of experience at Northwestern, primarily at the School of Education and Social Policy (SESP). Megan's deep institutional knowledge, experience, and passion in this area will be invaluable as she leads key initiatives in Talent Development.



The mission of [Human Resources](#) is to promote an innovative and inclusive workplace where all individuals thrive and collaborate to advance our Northwestern directions.

Northwestern University



Northwestern University | Human Resources | 1800 Sherman Ave | Evanston, IL
60201 US

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