

# Northwestern | HUMAN RESOURCES

## Employee Matters

June 2026

### Benefits Spotlight



#### Your Benefits Explained

Welcome to our new series where each month, our benefits experts take a deeper dive into common questions -- and how applying your knowledge can go a long way in managing your health care. This month we're featuring [Understanding Your Prescription Drug Formulary](#) and see below for an upcoming Prescription Benefits Info Session.

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#### Important Transition Notice: 90-Day Prescription Refills for Long-Term Medications

Northwestern's Prescription Drug Plan participates in the [CVS Retail 90 Network](#). Starting this month certain [long-term medications](#) must be filled in a 90-day supply instead of a 30-day supply at CVS, Walgreens retail pharmacy or through home delivery from CVS Pharmacy Mail Order.

#### Grace Period

You will have two 30-day grace fills for these medications at any pharmacy. Please note after two 30-day grace fills, certain [long-term medications](#) cannot be filled in a 30-day supply or at pharmacies outside the participating network.

#### Next Steps

Look for a letter from CVS (mailed to your home address) with information on how to locate a participating pharmacy. **Choose a participating pharmacy location and contact the pharmacy directly** to determine what is needed to transfer your prescription. If you have questions about the program, please contact CVS Caremark at (833) 844-5348.

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#### Attend the Prescription Benefits Info Session

The Benefits team and CVS Caremark will co-host an info session on **June 30 from 11:00 a.m. – 12:00 p.m.** to provide an overview of your 2026 prescription drug benefits. Join the session to learn how your prescription plan can help you save money and ensure you can access the medications you need. [Register for the session](#).

### Retirement

#### Boost Your Retirement Savings

We want you to make the most of your retirement contributions by exploring ways to preserve and grow your savings! Join the Benefits team on **July 17 from 11:00 a.m. – 12:00 p.m.** in partnership with Fidelity Investments, to learn how to maximize your retirement savings contributions. [Reserve your seat](#).



## Caregiving



### Care Talks Webinars Schedule

Register for a Care Talks webinar or view previous recordings through your [Care.com membership account](#). Webinars all take place at noon (CDT), upcoming topics are listed below.

#### Caregiving & Well-being Topics

- June 17: Aging & adult care: Senior driving challenges and conversations
- June 18: Succeed at work: Maximizing your time
- June 23: Your healthy lifestyle: Eating right for life
- June 24: Childcare & parenting: Managing fear and anxiety in children
- July 2: Emotional wellness: Loneliness and how to overcome it
- July 8: Financial wellness: Investment basics
- July 14: The role of nutrition and movement in disability health
- July 15: Aging & adult care: Caregiver 911, how to prepare for emergencies

## Well-being

### Attend Northwestern's Employee Assistance Program Overview

Northwestern will be offering a virtual EAP overview presentation on **July 23 from 12:00–12:45 p.m.** which includes resources available to all staff and faculty and their household members through SupportLinc. [Register for the webinar](#) to learn about benefits such as free confidential counseling, free financial and legal consultations, text coaching and more.



### Register for the Mental Health First Aid 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. The MHFA virtual workshop will take place virtually on **July 22 & July 23** (over two half days from 9 a.m.–noon). Please note there is a 2-hour pre-work assignment prior to attending the workshop. Participants who successfully complete the MHFA training will become a certified Mental Health First Aider. [Register for the workshop](#).

## On Your Radar



### Mark Your Calendars for the myHR System Upgrade

We are excited to announce that the myHR website will be upgraded later this month. The upgrade includes a new Home page with Quick Access shortcuts for common tasks and functions, including your personalized

*Favorites* and *Recently Visited* links. For employees with administrative access, all myHR tiles will be combined on a single screen, with no need to switch between the Employee Self Service, Manager Self Service, and Workforce Administrator. However, if you prefer, you can still return to the previous layout each time you log on.

*Plan ahead: The upgrade will start at 5 p.m. on Thursday, June 25 through Saturday, June 27, and myHR will not be available during this time.*

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## Bookmark the AI at Northwestern IT Website

Northwestern IT has recently enhanced the *AI at Northwestern* website. Explore role-based resources, discover available AI tools, and learn best practices for responsible use. [Visit the site](#) to get started and connect with Northwestern's growing AI community.

## Learn & Grow

### Leadership Development for Individual Contributors

Advance your impact and grow your influence in any role. [Advance Your Leadership Skills as an Individual Contributor](#) is a self-paced LinkedIn Learning path designed to strengthen communication, collaboration, and decision-making skills you can use right away. Learning paths are curated collections of courses that focus on specific topics or career tracks. Explore this path and other learning opportunities on [LinkedIn Learning](#).



## Engagement



### Visit the Rooted in Community Garden

Northwestern's [Rooted in Community Garden](#) at 1800 Sherman is now open! Launched by the [Office of Community Enrichment](#) this space is open to all and invites visitors to be in community with one another. This space is perfect for a coffee connection, or simply to stop by and smell the flowers.

## Explore Your Creative Side This Summer

Join [AHEAD](#) for an upcoming workshop over lunchtime hours on the Chicago campus.

- [Melt & Pour Soap Making](#) workshop June 29 & July 13
- [Cross Stitch with Confidence](#) workshop July 1 & July 8

## Attend Conversations with an Executive

The Association of Northwestern University Women ([ANUW](#)) is hosting their annual [Conversations with an Executive](#) event on **July 15, from 12:00–1:00 p.m.** on Zoom. This year's featured speaker is **Seletta Goodall** winner of the [2025 Jean E. Shedd University Citizenship Award](#).

## Save the Date for the Annual Community Movie Night

Northwestern Athletics and Recreation in partnership with the Office of Neighborhood and Community Relations invites guests to attend a free showing of *The Goat* on **July 28** as part of their annual [Community Movie Night](#).

## Manager's Tip

## Manager Meetup: Building Stronger Relationships at Work

Join Human Resources' Talent Development team on **July 16 from 10:00–11:30 a.m.** on the Chicago campus for a **Manager Meetup** session focused on relationship building. This interactive experience will give managers the chance to reflect on their working relationships and practice everyday behaviors that strengthen connections. The session will be engaging and practical, with ideas you can apply right away.



Learn more about Northwestern's **Manager Foundations: Level 1 curriculum** and register for upcoming **Manager Meetup sessions** in myHR Learn.

## Inside HR



Stay up to date on all Benefits related announcements by checking out the **Updates & Announcements webpage** on the Benefits site.

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



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