

# Northwestern | HUMAN RESOURCES

## Employee Matters

March 2026

### Benefits Spotlight



#### Staff Parental Leave 101 – Information Session

Join the HR Benefits team on **March 24 at noon** for a [Staff Parental Leave 101 session](#) designed to help you understand the parental leave process and related benefits available. The session will provide an overview of eligibility, FMLA, Birth and Adoption Parental Leave, and Dependent Care FSA coverage.

#### Leave of Absence for Managers – Information Session

Join the HR Benefits team on **March 26 at noon** for a [Leave of Absence for Managers session](#) designed specifically for managers and supervisors of staff members. This session will provide an overview of medical, maternity, and parental leaves, including FMLA, types of leaves available, filing claims, and the EST reimbursement process.

#### Health Care Form 1095-C

Anyone employed by Northwestern in calendar year 2025 who was eligible for employee health insurance receives Form 1095-C, including faculty, staff, postdocs, and retirees. The forms were mailed by post in February. Have questions? [Read the FAQs](#). You can also [email askHR](#) if you need a copy of your 1095-C.

Retirement

## Don't Leave Money on the Table: Turn 5% into a 15% Investment

Employees eligible for the Retirement Plan who elect to **contribute 5%** will have their contributions matched **dollar-for-dollar** by Northwestern during each pay period. In 2026, faculty and staff can contribute up to \$24,500 to Northwestern's 403(b) plans, and those age 50 and older are allowed an additional catch-up contribution. See the IRS annual dollar limits chart on the [Benefits website](#) for more information.



You can [access, review and update your contribution amounts](#) at any time throughout the year to ensure it matches what you intended. For those who want to reach the IRS limits in 2026, a [calculator](#) is available to help you determine what your contribution should be to the Voluntary Savings Plan to reach your annual limit.

## Well-being



### Emotional Well-being and Work-life Resources

Full-time faculty and staff **along with their household members**, have access to Northwestern's Employee Assistance Program (EAP) SupportLinc.

The EAP provides 24/7/365 free and confidential access to a variety of mental health and well-being services and resources, including **10 free and confidential short-term counseling sessions per life issue that arises**. Visit the [EAP website](#) for a list of resources available including Financial and Legal consultations, textcoach therapy, and more.

### 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. The MHFA virtual workshop will take place over two half days (9 a.m.–noon) on **April 14 and April 15**. 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](#).

## Caregiving

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



## Summer Explorations at Bright Horizons Evanston: Discounts and Preferred Tuition

Give your child a summer full of exploration! Bright Horizons Evanston offers a variety of spaces for learning and playing like the Movement Matters Zone, STEM Lab, art room, yoga studio, and a rooftop playground. Kids take part in age-appropriate themes, hands-on STEM, art activities, and opportunities to explore nature. Care is available for school-aged children as well. Learn about [discounted registration and preferred tuition](#) for Northwestern families.

## Summer 2026 Ensemble Music Camp Registration

Northwestern's [Music Academy](#) is offering a weeklong summer camp for kids (all ages) from **June 22 through June 27**. Parents have two options for enrollment: Chamber Music for Strings and Piano Ensembles. The camp will run daily, Monday–Friday, from 4:00–7:00 p.m., with a final performance on Saturday. Tuition is \$490. Please contact Dr. Susan Osborn at [sro@northwestern.edu](mailto:sro@northwestern.edu) for more information and registration.

## Learn & Grow



### myHR Learn Admin Connect: Assessments

Open to all myHR Learn Administrators, join the HR Talent Development team on **March 24** at Norris for a lunch & learn session. Come ready for a thoughtful and practical conversation about creating learning assessments for programs. Explore how aligning assessments to learning goals and training improves the learner experience and strengthens long-term program effectiveness. [Register](#) for the session.

## On Your Radar

## W-2 Electronic Consent – Go Green!



April 15 is coming. If you haven't already, log into myHR and download a copy of your W-2 ([myHR Self-Service](#) > My W-2). While you're there, **consider opting out of receiving a paper copy of your W-2 for 2026 to help reduce our carbon footprint on campus!**

Here's how:

1. Log in to [myHR Self Service](#)
2. Click on the Pay Tile
3. Select the "W-2 Electronic Consent" option
4. Check the box "I consent to opt out of receiving paper copies of my annual W-2 Tax Forms."

## Connect at NU Bridges

Save the date for NU Bridges on **Friday, April 3 from 10:00–11:30 am** in the **Block Museum**. Formerly known as Coffee & Connections, this HR event strives to build bridges between staff across the institution as well as between new staff and those more established at NU. We hope to see you there! [Registration is encouraged](#) but not required.

## Celebrate Your Colleagues by Posting to Northwestern's Gratitude Wall

Being appreciated for who we are and recognized for what we do is an important part of feeling valued at work. While National Employee Appreciation Day took place on Friday, March 6, the Gratitude Wall is available year-round to help us recognize the people behind the work that we do. This spring, consider submitting an appreciation post to the [Gratitude Wall](#) in recognition of a colleague.

## Engagement



### Celebrating Women's History Month

The [Women's Center](#) at Northwestern celebrated International Women's Day on Friday, March 6 with Laurin Mayeno, author of *One of a Kind Like Me/Único Como Yo*.

Continue celebrating Women's History Month by exploring the Women's Center [40th anniversary commemorative calendar](#). Attend the Women's Center Virtual Keynote Address

on **Thursday, April 16 at 4:30 p.m.** featuring keynote speaker Tourmaline, author of *Marsha: The Joy and Defiance of Marsha P. Johnson*. [Reserve your seat](#).

### **ANUW & Kellogg IGNITE: Stronger Together – A Women’s Networking Event**

Connect with fellow Northwestern staff and network in a rotating small group setting on **Wednesday, March 18, from 11:45 a.m.–1:15 p.m.**, at the Kellogg Global Hub, White Auditorium. [Register for the event](#) and don't forget to bring business cards, printed contact information, and/or your LinkedIn information to share with fellow attendees.

### **Constructing Conflict: Skills for Having Hard Conversations**

Hosted by the [Office of Community Enrichment](#), the [Constructive Conflict workshop](#) is happening on **Wednesday March 25, from 2:00–3:30 p.m.** This workshop creates space for participants to examine challenging scenarios they may encounter in the workplace. Participants will practice strategies for navigating hard conversations and approaching moments that require discomfort, curiosity, and care.

### **Annual Campus Arbor Day Tree Planting**

Leave your mark on the Evanston campus! Join Facilities Planning & Sustainability and the Northwestern Grounds Crew for a tree planting event in celebration of Arbor Day on **Friday, April 24**. [Register for one of the tree planting shifts](#): 10 a.m.–noon and noon–2 p.m. If you've never planted a tree or even a sprout of any kind, no worries, the NU Grounds crew pros will be on site providing guidance and support!

## **Manager's Tip**

### **Check in with Your Teams**

Every staff member should meet with their supervisor at least once a quarter to discuss their performance. This is a simple and proactive best practice for ensuring year-end performance evaluations are as transparent and productive as possible. [Learn how to use the Check-ins feature](#) in myHR Learn to help prepare an agenda and conduct the check in.



## Manager Foundations Manager Meet Up

The HR Talent Development team will be hosting in-person companion events for current and past participants of the Manager Foundations program. This is an opportunity for managers to connect with peers across the University as they engage with the curriculum. The first Manager Foundations Meet up is **Thursday, April 23, from 10:00–11:30 a.m.**, on the Evanston campus. Participants can [register for the session](#) and begin or continue the self-paced Manager Foundations curriculum: [Northwestern Manager Foundations: Level 1](#)

### Inside HR



Missed a past issue of the *Employee Matters* newsletter? Check out our [newsletter webpage](#) for an archive of issues dating back 6 months.

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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