

HR HAPPENINGS

What's new and what's important for faculty and staff right now.



REVIEW: The staff end of year evaluation begins

We're nearing the end of our annual Performance & Development cycle, which means it's time for managers to connect with their teams and talk through the progress they've made toward goals for the year.

It's important for managers and staff to be clear on their roles in this process. These new e-learning modules are excellent opportunities for you to brush up on what's important in making this process work effectively for everyone.

Individuals

[Writing a Self-Assessment](#)

Receiving Feedback (Coming Soon)

Managers of Staff

[Writing an Evaluation](#)

Delivering a Review (Coming Soon)

The end of year evaluation deadline is May 13, 2021, but you'll want to get started sooner rather than later. Read more about the Performance & Development cycle [here](#).



WATCH: Take your nutrition to the next level

March is National Nutrition Month! Continuing on with our video series partnership with Blue Cross Blue Shield of MA, this month we bring you:

Healthy Hygiene & Home Cooking

Join us for this deep dive into building your food safety skills and kitchen hygiene. Learn how to safely prepare and store your delicious meals so they do not go to waste.

Cholesterol Counts

Part of keeping your heart healthy begins in the kitchen. Learn how to make smart choices that will keep your cholesterol in check. This video will cover what you need to build a heart-healthy pantry.

For more information about the Healthy You program, including more videos, [click here](#).



TAKE CARE: Mental health resources available

Whether in good times or bad, we can all use a little help along the way. When challenging mental moments strike, we've got resources to support you or family members when you need it.

This [Taking Care guide](#) offers benefits-eligible employees resources that can help them and their families feel better at any time.

Whether it's sharing your worries with a licensed clinician in a moment of stress, accessing help with an elderly parent, to connecting with health and wellness experts to help your new year start right, we have you covered.



REMEMBER: Take your vacation time—vacation rollover deadline approaches

In June of 2020, with the challenges of COVID-19 in full force, we were glad to offer vacation rollover of up to 10 days from fiscal year 2019-20. Please be sure to take advantage of these days and use that time between now and June 30, 2021.

Any time remaining from 2019 will not carry over into fiscal year 2022. However, there is no change to our normal vacation [carryover policy](#), any vacation accrued from July 1, 2020 – June 30, 2021 which remains unused as of June 30, 2021 will carry over into fiscal year 2022.



MEET: The face behind the function

Nish Yoganand Thuljaram
HRIT Ops Analyst

Some people spend their entire careers looking for work they are passionate about. Others, like Nish, are thrilled to have already found it.

As an Ops Analyst in charge of tracking Data Analytics in HR, Nish sets her skills at building systems that compile and report streamlined, accessible data related to retention, diversity, and other important metrics vital to the success of Northeastern.

Nish is one of the many HR experts who are here making things happen for employees across the University, and there is more to this story. [Find out about Nish](#) and the data she delivers to enable leaders and managers to make informed decisions.



GAME ON: Join in on Husky hysteria!

Play along with Northeastern's own version of the hoop brackets.

We'll be hosting our own LIVE, selection show at which 64 different Northeastern departments, colleges, and divisions will be assigned to schools in this year's men's and women's basketball tournaments. Follow your department, college, division, or regional campus as you compete from the first rounds of the tournaments to the championships. The prize? Watching your assigned team win! Even better? Ultimate bragging rights.

Date: Wednesday, March 17

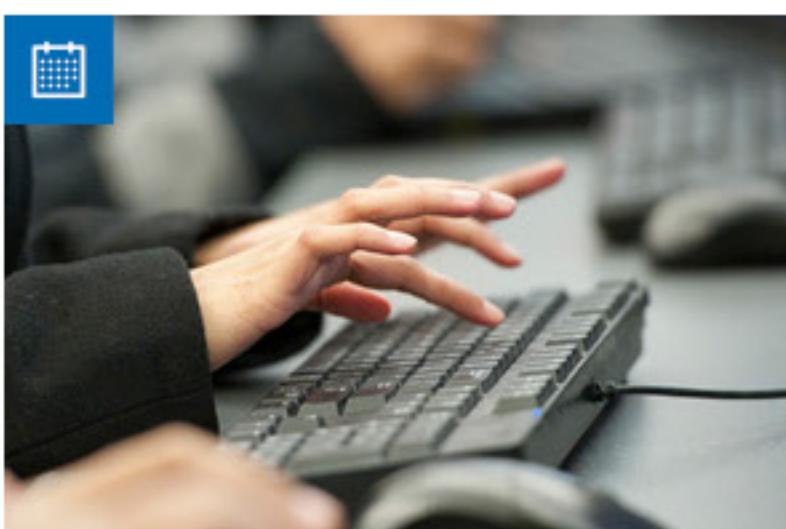
Time: 12:00 PM ET

Add the event to your calendar and visit [this](#) Virtual Watercooler Teams channel to learn more.



CONNECT: Gather around the virtual water cooler

Northeastern is packed with interesting people and perspectives. Whether you're yearning for conversations on your passion for yoga, your plant obsession, or movie trivia, the Faculty and Staff [Virtual Water Cooler](#) site on Teams gives faculty and staff a place to meet colleagues, connect with information, and hear what's happening across the university. Check it out!



LEARN: Great Learning & Performance Programs

Whether you want to be more productive, become a better leader, or even a more nuanced communicator, our Professional Development programs are designed to get you closer to where you want to be. We're adding new programs all the time, so login to the HR Service Center, and connect to [this](#) calendar to stay up to date.

What's on the plate soon?

March 30: [Lessons in Leadership: Hoosiers](#)

March 31: [Wellbeing While Working from Home](#)

April 13: [The Indispensable Assistant](#)



KNOW: Household testing kits are here

Interested in getting the people you live with tested? Northeastern is now making COVID-19 pool testing kits available to our Boston-based Northeastern faculty and staff at a below market cost.

Tests are available from the Cabot Testing Center and require employees to test on pick-up and drop-off of the testing kits. [Want to know more?](#)



VOLUNTEER: Giving beyond campus

[City and Community Engagement](#) (CCE) is expanding opportunities for [faculty](#) and [staff](#) to lend their time and skills to community projects. Facilities has already [dived into](#) many of these community efforts, and D'Amore-McKim School of Business is following suit with its Community Engagement Task Force. If you're looking for ways to serve your community, CCE is [here to help](#).



DISCOVER: We're creating a New Day for Northeastern employees

HR is transforming to be better for you every day.

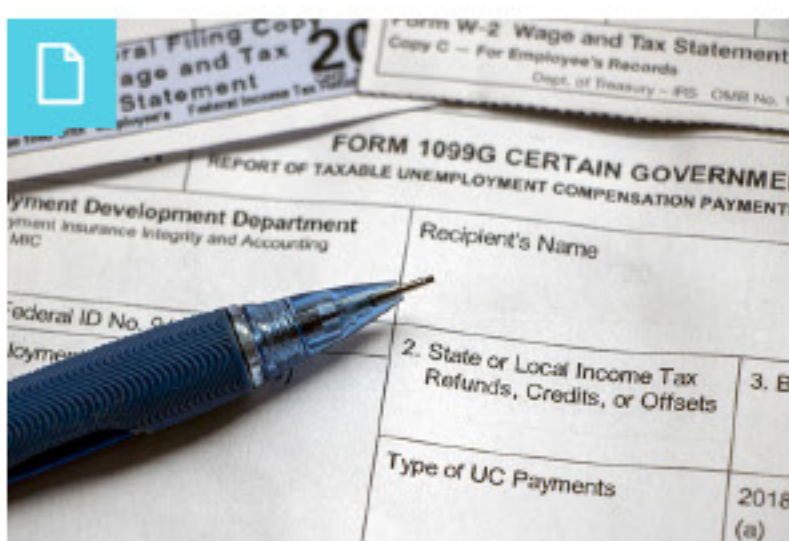
We've been connecting with Northeastern employees at all levels to help us reimagine and redesign our employee experience with Human Resources to offer more consistency, efficiency, and opportunity—supporting you, empowering you, throughout your career. Find out [what more to expect](#).



TRAIN: Preventing harassment and discrimination

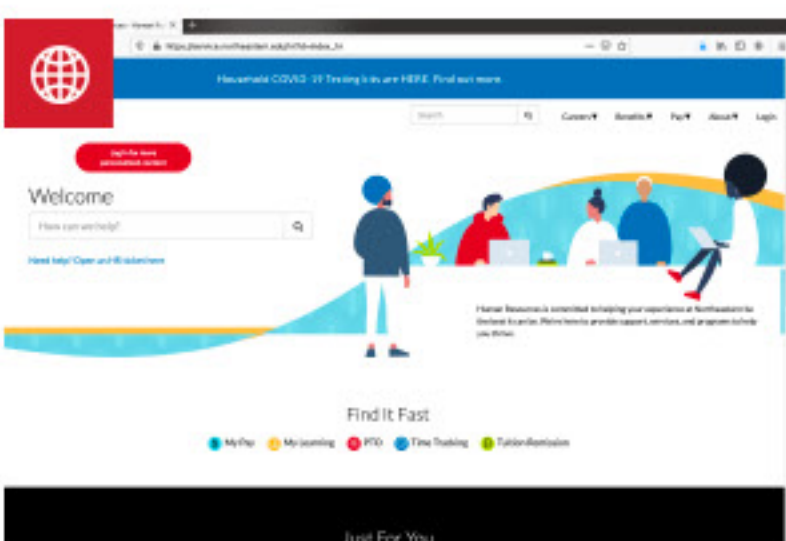
Harassment and discrimination can happen to anyone.

To strengthen our workplace culture, increase knowledge, and provide specific information about resources and reporting procedures, some faculty and staff, both full-time and part-time, are required to complete the online [Preventing Harassment and Discrimination training](#) by March 28th.



REGISTER: The April tax deadline is coming. Access your tax documents online.

With April around the corner, make sure you're registered to access your eW-2s or eT4s online at [my.adp.com](#) or [registerme.adp.ca](#). Got yours by mail? You can always register for next year's now. Then, no matter where you are, you'll know your wage and tax statement information is safe, secure, and accessible to you. Visit our [Service Center](#) to learn more.



DOUBLE CHECK: Making sure you are logged in on the HR Service Center

Have you ever searched for, or been referred to, an article or resource in the HR Service Center that you did not seem to have access to? It could be that the answer is as simple as logging in. [Make sure you have access](#) to all that the Service Center has to offer. Look for either your personal Welcome message in the [home page](#) banner or your name on the top right.