



E-Verify Brought to Miami University

On February 1, 2023 Miami University became an E-verify employer. E-Verify is used in conjunction with the I-9 process to electronically confirm an applicant's eligibility to work in the United States. All members of the HR and Academic Personnel teams are trained users of the system. No applicant can start work for Miami prior to completing the E-verify process.

The E-Verify program is operated by the U.S. Citizenship and Immigration Services (USCIS) under the U.S. Department of Homeland Security (DHS). Information entered into the system is automatically shared with the U.S. Government to track compliance with immigration rules, regulations, and deadlines. Participation in E-Verify is a stipulation of many federally funded grants and programs which offers the university greater flexibility and greater transparency.

REMEMBER: The I-9 form must be completed **ON** or **BEFORE** starting to work at Miami University — there are **NO** exceptions. Original documentation must be presented by the applicant in order to complete the I-9. Photos, photocopies, and images are not accepted. All student applicants will receive a work authorization notification from the HR office when they are approved to begin working. Staff receive an offer letter of employment. When communicating with applicants, please refer them to this [link](#) or the QR code on the left for the complete list of accepted documents to prove work eligibility. It is unlawful to request a specific item(s) from the list.



2023 Healthy Miami Premium Discount Plan (PDP)

The Healthy Miami Premium Discount Program (PDP) is a voluntary wellness program for benefit-eligible employees and their spouses covered by the Miami health plan. The program provides an increased health personal awareness and for participants, who complete certain preventive health steps (based on screenings recommended by the U.S. Preventive Services Task Force and the U.S. Dept. of Health and Human Services) by November 15, 2023, can reduce the cost of their future health insurance premiums in 2024. Click [here](#) to see the complete list of PDP steps to fulfill the 2023 campaign.



Steps to help you complete your 2023 Healthy Miami PDP Campaign:

1. Sign in to your Healthy Miami Account
2. Electronically sign your 2023 Health Plan Provider Consent
 - Schedule your Annual PCP Wellness Visit and complete this step prior to November 15, 2023
3. Electronically sign your 2023 Tobacco Free Certification
 - Or register for telephonic tobacco cessation coaching with Impact Solutions Employee Assistance Program
4. Schedule your biometric screening appointment for Oxford, Hamilton, or Middletown through your Healthy Miami Account or work with your PCP to go to an independent lab
5. Schedule and complete your Healthy Miami PDP preventive screenings associated with your age and gender
 - 2023 Mobile Mammography dates, times, and locations available [here](#)

Additional Information or Need Assistance?

- [Healthy Miami Premium Discount Program](#) website
- Contact Miami Benefits & Wellness Team at 513-529-3926 or email benefits@MiamiOH.edu
- Call 1-888-252-8150 for 24/7 Support from Cerner Wellness partners for your Healthy Miami account

Classified Personal Leave Conversion

As a reminder, one of the many benefits of working at Miami University, Classified personnel are able to convert sick time into personal leave to be able to use it when they need it! If you have personal leave hours available, be sure and use them up before June 23, 2023 when this conversion occurs and they revert back to sick.

Personal leave hours are determined each year at the beginning of the payroll period that includes July 1. These converted personal leave hours are available for one year, and then they revert back to sick leave time. You never lose the hours — you just get to use them more freely for a year. The other accrued sick leave hours remain as sick leave.

Accrued Sick Leave Hours	Hours Eligible for Conversion to Personal Leave
0-79	0
80-359	10
360-719	14
720-959	18
960-1,199	22
1,200+	26



Did You Know?

Do you want to learn more about our Employee Assistance Program (EAP) at Miami? There are many resources available for you to explore! Find answers and opportunities by scanning the QR code.

You're Invited!

Join us for these March events

- March 3 - [Faculty & Staff Appreciation Day at the Rec Center](#)
- March 9 - [Symphony Orchestra](#)
- March 13 - [Seventh Annual Women's Journeys, Women's Voices: The Refugee Experience](#)

For more university events, check [Localist](#).

Upcoming Staff Development Workshops

- March 3 - Setting Goals and Reviewing Results (VOA)
- March 7 - Setting Goals and Reviewing Results (Oxford)
- March 8 - Driving Change (Oxford)
- March 10 - Driving Change (Oxford)
- March 16 - Driving Change (Oxford)
- March 21 - Microsoft Excel Basic (Oxford)
- March 21 - DiSC in the Workplace (Oxford)
- March 24 Coaching for Peak Performance (VOA)



Scan here to learn more and register to attend in Miami Learn!