

# HR Connect

Together, WE WILL



## Meet the Employee Services Team!



(Left to right) Mike Webster, Kelly Stewart, Craig Martin

We are excited to introduce our newly-formed Employee Services team, a dynamic group dedicated to fostering positive relationships between Miami and its employees, ensuring a fair and supportive work environment for all.

Mike Webster, Director of Employee Services, brings a wealth of experience with 24 years in HR, many of those years working with labor unions. He is committed to promoting a harmonious workplace culture. Kelly Stewart, Senior HR Generalist, is an expert with 20+ years in the private sector as a Director of Human Resources, and her keen insights will help us address employee concerns and maintain a healthy work atmosphere. Craig Martin, Senior Personnel Technician and long-term Miami employee, has a lot of Miami knowledge and a little over two years of experience in HR. Craig is dedicated to ensuring that our labor relations policies align with industry best practices and legal standards.

Please don't hesitate to contact Employee Services with any questions you may have, the Employee Services Team is here to assist you. If you need to reach out to them, email [hrlabor@MiamiOH.edu](mailto:hrlabor@MiamiOH.edu). They are here to support you and contribute to making Miami University a great place to work.

### Unclassified Staff - Leave Reporting December 2023

Unclassified Staff must report two vacation days during winter break when the university is closed, unless you are required to work (sick and/or parental leave can only be used if on approved leave.) The university will be closed on the following days during the 2023 winter break:

Dec. 28 and 29 - Report vacation day (sick or parental leave if applicable)

Do NOT report vacation for these days, as they are paid holidays:

- Dec. 25 - Christmas Day
- Dec. 26 - Observance of President's Day
- Dec. 27 - Observance of Veteran's Day

If you are approved or required to work one or more of these days, do not report vacation and add a comment to the leave report indicating which days you did work.

Questions? Contact [Academic Personnel](#) or [Human Resources](#).

### Classified Staff Longevity Bonus

Once again the annual University Service Supplement (Longevity Bonus) recognizes the efforts of classified employees (not including temporary or intermittent positions) who have completed five or more years of continuous service. Qualifying employees must be in active pay status and will receive a lump sum payment based on the employee's annual salary as of December 1 of the current year. A payment will be made on December 15 according to the chart below.

5-9 years	- 1%
10-14 years	- 1.5%
15-19 years	- 2%
20-24 years	- 2.5%
25 or more years	- 3%

*Did You Know?* **December 29 is a "free" pay for Classified Staff!**  
Voluntary deductions will not come out of the check dated Dec. 29, 2023.

### Next up for Workday - Customer Confirmation Sessions!

Miami University is in the process of replacing our current legacy Banner system with Workday, a cloud-based enterprise resource planning (ERP) system. HR, Payroll, and Finance will go live in July 2024, followed by a phased Student implementation slated for completion in 2026.

Members of the Workday Implementation project recently **completed unit testing**, and will be conducting Customer Confirmation Sessions (CCS) during the last part of November and early December. These sessions are a time for the Miami functional team leads and sub-leads to "get into the driver's seat" and present a few of the high-impact Business Processes to key resources in their areas, and will provide a high-level showcase of their work to date, as well as provide visualization to end users.

Throughout the duration of CCS, the project team will document any key configuration changes. Participants will be asked to submit feedback on the sessions which will be collected and reviewed by members of the Organizational Change Management team, and processes demonstrated during the sessions will be revised based on the feedback received. After CCS is complete, the Workday teams will move into the End-to-End Testing phase of the project, beginning in January.

To learn more about the Workday implementation, visit the project website at [MiamiOH.edu/WorkdayInfo](https://MiamiOH.edu/WorkdayInfo).

### December Events!

- Dec 1 - *Candlelit Voices: Chamber Singers and Choraliars*
- Dec 2 and 3 - *Dance Theatre Winter Concerts*
- Dec 5 and 12 - *Omelette Tuesday*
- Dec 6 - *Swing Dance Lessons and Activities*
- Dec - *MUAA Upcoming Webinars*
- Dec 25 - Jan 1 - *Winter Break - Campus Closed*

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

### Upcoming Staff Development Workshops

- Dec 5 - *Developing Yourself and Others*
- Dec 7 - *Driving Change*
- Dec 14 - *Myers-Briggs: Introduction to Type*
- Jan 9 - *Disability Awareness and Accessibility*
- Jan 9 - *Getting on Board with Inclusive Hiring*

Register to attend in [Miami Learn!](#)



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