



MI Work Share (UIA) HR Email Communication

Below, you'll find email communication that was previously sent out to all Team members regarding the UIA Work Share program. If you haven't already, please review these emails carefully.

6/26/20

- If you are a participant of the Work Share program, you should receive your first Work Share benefit payment from the Unemployment Insurance Agency (UIA) by now. You may disregard this email if you have already received your UIA payment.
- If you did not set up your direct deposit with the Unemployment Insurance Agency (UIA), then you should receive a Bank of America debit card in the mail within 7-10 business days. If you would like to set up direct deposit with the UIA, instructions can be found on jirehmetal.com/hot (Michigan Work Share Direct Deposit Instructions).
- If you did not receive your debit card, visit this link: https://www.michigan.gov/leo/0,5863,7-336-78421_97241_98585_98650-527739--,00.html
- If you need assistance with your MiWAM account, call 1-866-500-0017 or email MiWAMSupport@michigan.gov.
- Please note that Jireh is only responsible for certifying (reporting) your weekly benefits eligibility with the UIA. All issues/inquiries with your MiWAM account or payment issues will need to be directed to the UIA. If you're not sure who to reach out to, please contact Jireh's Human Resources department for assistance.

6/24/20

I want to provide a few updates on the Work Share benefits, please read carefully:

- Some Team members received Work Share UIA payments today, the rest should receive their payments by Friday.
- You SHOULD receive **Form UIA 1054, Notice to Employees of Approved Work Share Plan** from the unemployment agency by now, if not let me know.
 - Please note that if you've had a prior unemployment claim and an old address was used, you will need to update that by logging into your MiWAM account. If an old address was used on this prior claim, the 1054 and Bank of America debit card will be mailed to the old address. The address I provided to the UIA recently doesn't override your old address in their system.
- If you had previously set up a direct deposit with the UIA, your payments will be sent to the bank you had set up with the UIA.
- Work Share benefits are paid WEEKLY. It takes the State 2-3 days to process the payments after each certification. Payments should be received by Thursday or Friday.
- If you don't have your direct deposit set-up, please keep an eye out for a Bank of America debit card (should arrive in the mail shortly after your UIA Work Share letter)
- If you want to set up direct deposit with the UIA, instructions are on the Jireh's Hot Issues Page (jirehmetal.com/hot).
 - THE UIA DIRECT DEPOSIT IS **SEPARATE** FROM JIREH'S PAYROLL DIRECT DEPOSIT. YOU WILL NEED TO SET IT UP WITH THE UIA IF YOU WANT THE UIA TO DIRECT DEPOSIT YOUR PAYMENTS TO YOUR BANK. Jireh CANNOT set this up for you.
- Please be reminded that State and Federal taxes WILL NOT be taken out from your benefits, that is not an option

06/26/2020



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6/17/20

You may change your unemployment payment method online through your MiWAM account or telephone. Previously, the UIA only allowed this to be done over the phone. Please visit Jireh's Hot Issues Page (jirehmetal.com/hot) to view the **Michigan Work Share Direct Deposit Instructions** and **Michigan Work Share Employee FAQs**. These were previously combined into one document, but are separated now.

6/12/20

By now, all of you are aware that Jireh will be implementing a Work Share program through the State of Michigan effective 6/15/20. Your reduced work hours and work schedules should have already been communicated to you. Although our hours/pay are temporarily reduced by 10%, we will receive more from Unemployment weekly! This is a great program to take advantage of and we want to make sure all Team members will benefit from it. Your continued dedication and support to Jireh is greatly appreciated, especially during this challenging time. THANK YOU!

A few important items to note:

- It is your responsibility to let me know if you have another job outside of Jireh. Your unemployment benefits will be affected if you work a second job.
- It is important that applicable Team members don't work over (or under) the scheduled hours. It may disqualify you from receiving your weekly unemployment benefit.
- Please do not file a claim, because I will do this for you. Your weekly payments may be delayed if you do file.
- You will receive a letter in the mail from the Unemployment Agency (UIA), please review this letter carefully.
- If you don't have your direct deposit set-up, please keep an eye out for a Bank of America debit card (should arrive in the mail within the next 7 days)

06/26/2020