

**To: PFH Employees**  
**From: Human Resources**  
**Re: Financial and Wellness Resources**  
**Date: May 16, 2025**

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Hello Team,

We all know that financial challenges can be stressful. We wanted to take a moment to share a few resources that are available to you through Miller Industries.

### **Employee Assistance Fund (Financial Assistance)**

The Employee Assistance Fund (EAF) was created as a way for employees to mutually support employees during times of unexpected financial hardship. This fund is administered by a third party called America's Charities and funded by investments from Miller Industries and ongoing donations made by Miller employees.

To apply for assistance, click here:

[Application - Miller Industries Employee Assistance Fund](#)

If you would like to donate to the fund to assist other employees, click here:

[Donate - Miller Industries Employee Assistance Fund](#)

### **Requesting a PTO Payout in Infor**

If you have vacation or incentive time accrued, you can also request a PTO Payout in the Infor HCM Self-Service Portal. On the next page, there are step-by-step instructions that can walk you through the process. (It's different from requesting time off.)

If you need assistance with the process, your HR team will be happy to help!

### **Employee Assistance Program (Mental Health & Wellness Assistance... and more!)**

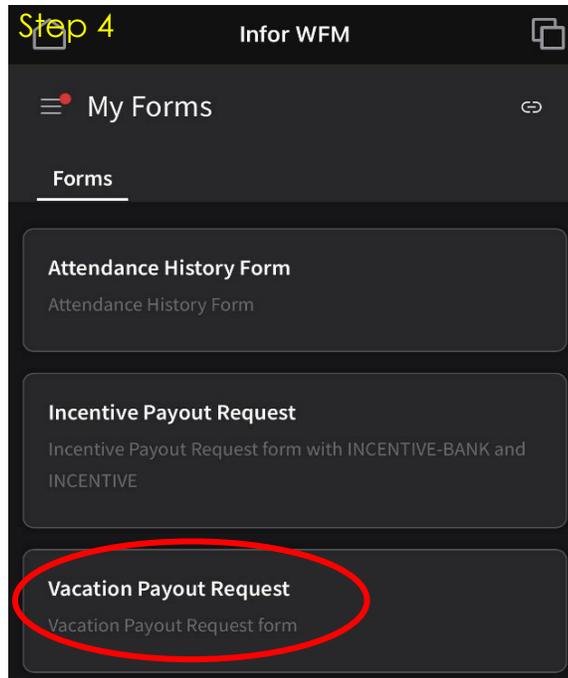
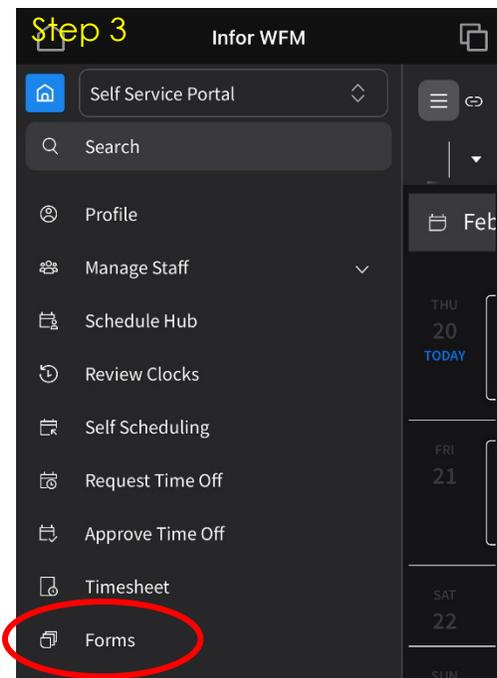
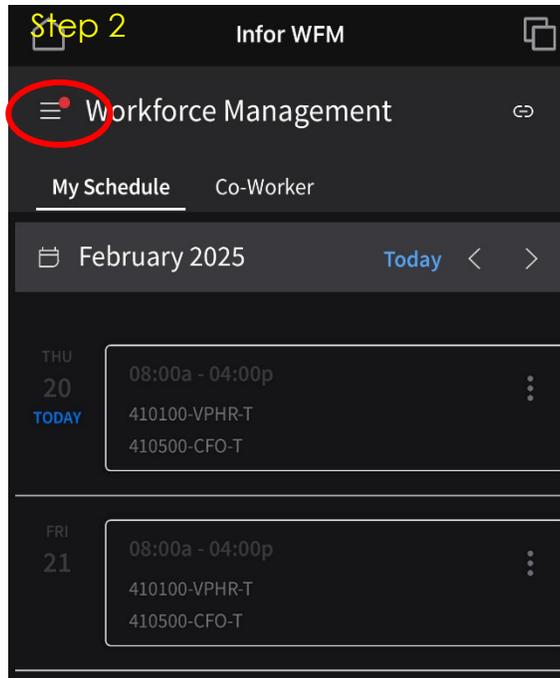
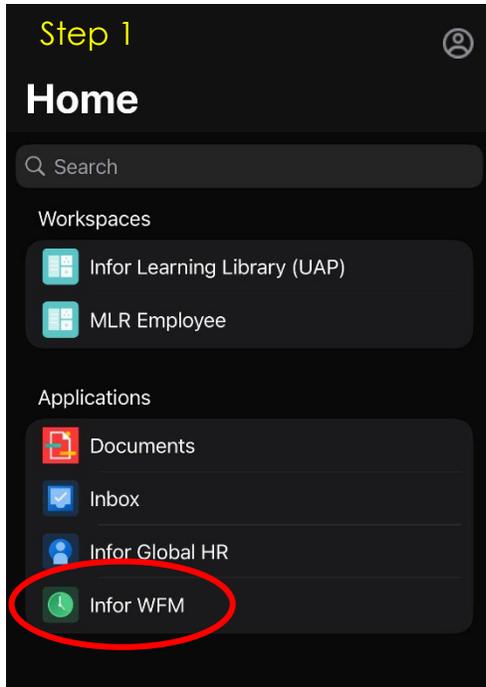
Miller Industries also offers an Employee Assistance Program through New York Life and ComPsych Guidance Resources. After briefly registering, you can access resources related to a variety of topics, ranging from mental health to financial and legal resources.

To register and explore the website, go to [www.guidanceresources.com](http://www.guidanceresources.com) and when prompted to enter the organization Web ID, enter NYLGBS. I will include some screenshots on the following pages to show you a little of what is offered on the site.



### Here are the steps to request a PTO payout in Infor:

1. Open the Infor app or desktop site and go to Infor WFM
2. Click on the “hamburger” icon in the upper left corner.
3. Select Forms
4. Select Vacation Payout Request and submit the form



## Employee Assistance Program

Phone: 800.344.9752 | Website: [www.guidanceresources.com](http://www.guidanceresources.com) | Web ID: NYLGBS



Journey

- Connect Me
- Guide Me
- Assess Me

Resource Library

- Wellness
- Relationships
- Work & Education
- Financial
- Legal
- Lifestyle
- Home & Auto
- Working Abroad