

PersonnelMatters

News & Notes for Faculty & Staff from Human Resources
October 2009

Benefits Changes & Open Enrollment "Your Benefits to Explore"

Several major improvements will be made to Murray State's benefits plan Jan. 1, 2010.

- No change in medical plan monthly premiums for all 3 plans.
- The Basic PPO Plan has changed to a High Deductible Health Plan with an available Health Savings Account (HSA). MSU will contribute \$300 (single coverage) & \$600 (single plus dependent) to an HSA in 2010 if a member opens an account and contributes \$5 per bi-weekly pay or \$11 per monthly pay.
- Student Health Services will provide free service to all regular, full-time employees.
- A wellness incentive plan for all regular, full-time employees will pay cash for reaching certain health goals.
- No change for dental plan monthly premiums.
- Supplemental life insurance rates drop to \$0.26 per month per \$1,000 coverage.
- Special one-time-only \$100,000 life opt in.

Information Sessions will be held...

Tuesday, Oct. 20

9:30 a.m. - BVC

11:00 a.m. - BVC

7:00 p.m. - Wrather Auditorium

Wednesday, Oct. 21

10:00 a.m. - Wrather Auditorium

4:00 p.m. - Wrather Auditorium

Thursday, Oct. 22

9:00 a.m. - Wrather Auditorium

10:30 a.m. - Wrather Auditorium

3:00 p.m. - Wrather Auditorium

Monday, Oct. 26

2:00 p.m. - Alexander Hall, room 240

7:00 p.m. - Alexander Hall, room 240

Tuesday, Oct. 27

9:00 a.m. - Alexander Hall, room 240

Paper copies of your current benefits selections will NOT be sent with info packets.

To see all the plans in which you are currently enrolled, login to myGate, then

1. Click "Employee" tab (at top of page), then
2. Click "Benefits" link on top left), then
3. Ensure "As of date" is "Current" & click "Select" button.

- Information packets will be sent prior to Open Enrollment, which is Oct. 30 to Nov. 6.
- All employees must return forms, including those who choose to opt out of medical plan.
- Open enrollment forms are due in HR from all regular, full-time employees by **Friday, Nov. 6.**

Flu shots Wednesday, Oct. 14

Seasonal flu shots will be offered on a first come, first served basis to MSU employees Wednesday, Oct. 14, from 9:00 a.m. to noon in Room 100 in the Carr Health Bldg. Cost will be \$20. For more information, contact Amelia Dodd.

Monthly Employee Leave Time Entry Training

Uncertain about how to report leave time off in myGate? HR and Payroll staff will be available to walk you through the steps using your own account. The training will be in the CTLT Classroom, 304 North Applied Science building for Nov. 2-5. This will not be a formal presentation. Just drop by anytime during these times:

Monday, Nov. 2 - 1 p.m. to 3 p.m.

Tuesday, Nov. 3 - 10 a.m. to 12 p.m.

Wednesday, Nov. 4 - 1 p.m. to 3 p.m.

Thursday, Nov. 5 - 1 p.m. to 3 p.m.

Please be sure to bring your myGate Login User Name and Password.

On-line Non-Exempt Applications Start

Effective Friday, Oct. 16, persons applying for future non-exempt (hourly staff) job vacancies at Murray State will use MSU's new employment website at www.murraystatejobs.com. Persons who have applied for currently vacant non-exempt jobs will receive "Transition" letters describing the new site and encouraging them to apply for future positions on-line.

Any hourly job postings currently on our MSU jobs page will remain there through the posting dates and those positions will be filled through our active paper applications.

Notary Service

HR provides Notary service for any *MSU-related* documentation. Just bring a valid photo ID to HR and sign the document in front of our staff who are Notary Publics.

How to keep up-to-date with HR projects

Roundabout Murray, myGate, PersonnelMatters newsletter, and murraystate.edu/hr will have the latest details about projects in benefits, compensation, and employment.

Serving you in HR

Benefits

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