

## Minimum Wage Changes

Effective July 1, 2009, pay will increase for hourly employees in grades 1 through 4 currently paid less than \$7.25 per hour. The official Federal minimum wage will be raised to \$7.25 later in the month. These changes will be made automatically for those employees who are affected.

Effective July 1, 2009		
Grade	Minimum	Maximum
1	7.25	9.29
2	7.25	9.92
3	7.25	10.60
4	7.25	11.35
5	7.52	11.59
6	7.79	11.83
7	8.23	12.83
8	8.84	13.95
9	9.47	15.15
10	10.20	16.56
11	11.01	18.24
12	11.92	19.98

## Retirement Plan Update

Several of Murray State's Retirement Plan vendors have provided public statements about their companies' position in the current financial climate. All of them are posted at <http://www.murraystate.edu/indir/hr/bencinfo.htm>

## Plans for Retiring

Please provide at least 3 months' notice to the HR benefits staff and your Department Head if you are planning to retire. Many items must be addressed, including a lengthy application process. This notice is especially important for retirements beginning on January 1 and June 1.

## New Forms for Temporary Employment

In order to begin employment at Murray State, new temporary employees should complete the full set of documents available online at [http://www.murraystate.edu/indir/hr/form\\_1st.htm](http://www.murraystate.edu/indir/hr/form_1st.htm). Instructions are included. A similar form will be done for regular employees soon.

## ORP & Supplemental 403(b) Update

A new Supplemental 403(b) provider has been added. The Hartford 403(b) Cornerstone program is now available for all faculty and staff. Please see the entire list of MSU's tax-shelter companies at [http://www.murraystate.edu/indir/hr/ben\\_inf.htm](http://www.murraystate.edu/indir/hr/ben_inf.htm).

A note about our investment plans: The MSU ORP & Supplemental 403(b) plans allow only a few ways to access funds before retirement: Financial hardship, termination of employment, reaching age 59½, disability, & death. Loans are available for Supplemental 403(b) participants only. If you have any questions about these provisions or anything else in these plans, please contact Mary Armstrong.

## Flex Spending Card Use

Your WageWorks card is now available for use at more locations. Please visit [www.sigis.com](http://www.sigis.com) for the most up-to-date list of approved merchants and [www.wageworks.com/card](http://www.wageworks.com/card) for tips and guidance on using the Card.

Also, for persons terminating employment with a flexible spending account, WageWorks cards expire at the end of the month of the last day of work. Any expense incurred while employed must be submitted for reimbursement within 3 months of the termination date. The forms and instructions for reimbursement are available online at [www.WageWorks.com](http://www.WageWorks.com) or in the Human Resources Department.

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