

- Login to [www.murraystate.hrintouch.com](http://www.murraystate.hrintouch.com)
- All change in status entries need to be made within 30 days of the life event.
- You will need to provide supporting documentation either by:
  - Uploading directly into the system (instructions included in in the process).
  - Sending the documentation to Human Resources within 30 days of the life event.
- Select “Change in Status” shown below.
- Complete all steps.
- Human Resources will process the change after you complete the online process.
- Contact Human Resources if you need assistance 270.809.2146.

