

******IMPORANT NEWS******

Time to Update Workplace Posters

Time to Complete Payroll Documents

State of AZ Minimum Wage Increase, Effective January 1, 2012

Workplace Posters

Because the State of Arizona will increase its state minimum wage all workplace posters currently posted at locations throughout MCCCDC must be updated on or before January 1, 2012. The new minimum wage is \$7.65, an increase of \$0.30 per hour.

MCCCDC HR has provided each college with 1 laminated poster. Your college can print State of Arizona minimum wage act posters, please visit http://www.ica.state.az.us/Labor/Forms/Labor_MinWag_MinimumWagePoster_2012_English.pdf.

Payroll

Departments should submit Payroll documents to increase their employees' hourly rates to the new State of Arizona minimum wage. Payroll will email the colleges for every employee who is currently making less than the new State of Arizona minimum wage to ensure their hourly rate is increased to \$7.65, effective January 1, 2012.

This increase will be reflected in the pay check of January 13, 2012.

Please be sure to use the hourly rate of \$7.65 for pay actions with an effective date on or after January 1, 2012.

Questions

Contact your College Human Resources employee services liaison.

If you have questions for Human Resources District, please contact Human Resources at 480-731-8468 or 480-731-8658.