The University of Mississippi

Form 9 – Permission to Engage in Outside Employment
Frequently Asked Questions

1. **Who needs to submit an HR Form 9?**
   All full-time university employees need to submit a Form 9 if they receive pay or compensation from an entity other than the University of Mississippi.

2. **How often do I need to submit a Form 9?**
   All full-time employees need to submit a Form 9 each year that they receive pay or compensation from an entity other than the University of Mississippi. Employees also need to re-submit a Form 9 any time that their employment status changes if they will still receive externally provided compensation or pay during the remainder of the year.

3. **Do I need to submit a Form 9 for volunteer work?**
   No, unless you are a paid volunteer. If you receive compensation, you should submit a Form 9.

4. **Is there a minimum threshold of pay that determines if I need to submit a Form 9?**
   No. If you are paid or receive compensation in any amount, you should submit a Form 9.

5. **What if I volunteer and am simply reimbursed for expenses?**
   You do **not** need to submit a Form 9 if an entity reimburses you for expenses.

6. **Does this include honoraria?**
   Yes, it includes honoraria for lectures, presentations, review panel service, board service, etc. If you are paid an honorarium, you should submit a Form 9.

7. **Do I need to submit a Form 9 if I receive passive income from investments or interest?**
   No. Passive income (as opposed to earned income) as defined by the IRS tax code would not require completion of a Form 9. Examples of passive income are dividends from investments, capital gains from real estate, retirement benefits, gifts, etc. These would not require an employee to submit a Form 9.
8. **Do I need to submit a separate Form 9 for each honorarium I receive?**
   You can file one form 9 that covers all honoraria that are received throughout the year. This should be done annually and any time that your employment status changes.

9. **Does this include book royalties?**
   Yes. If you are paid royalties on a book, you should submit a Form 9.

10. **Do I need to submit the Form 9 for summer work or compensation from an entity other than the University of Mississippi if I am a 9-month contract employee?**
    Yes. The university still considers you an employee during the summer months, and benefits generally continue during the summer as a result of this ongoing employment relationship.

11. **Do I need to submit a Form 9 if I receive alimony, child support, or retirement pay from another organization?**
    No. These types of payments or compensation would not require a Form 9.

12. **Do I need to submit a Form 9 if I receive profits from gambling?**
    No. You do not need to submit a Form 9 for monies received from recreational gambling. If you are a professional gambler or pursue this as a line of work, you should submit a Form 9.

13. **Do I need to submit a Form 9 if I receive stock or stock options from serving on the board of a company?**
    Stocks and/or stock options for serving on a board would be considered compensation and you should submit a Form 9.

14. **Do I need to submit a Form 9 for Jury Duty?**
    No because jury duty is reported on a timesheet. All faculty and staff can indicate their jury duty service on a timesheet, which is the same form used to report medical and sick leave.