



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 perform services for an entity other than the University of Mississippi.

2. Do I need to submit a Form 9 if I am participating (including serving on a board) in a company, business, or venture, even if I do not receive pay?

Yes. You need to submit a Form 9 if you have any role in a company, business, or venture outside of the university, even if you have not started receiving any pay.

3. How often do I need to submit a Form 9?

Annually. All full-time employees need to submit a Form 9 *each fiscal year* that they receive pay or compensation from an entity other than the University of Mississippi, receive stock or stock options from serving on the board of a company, and/or participating (including serving on a board) in a company, business, or venture, even if they do not receive pay.

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.

4. 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.

5. 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.

6. What if I volunteer and am simply reimbursed for expenses?

No. You do not need to submit a Form 9 if an entity reimburses you for expenses.

7. Does this include honoraria?

Yes. This includes honoraria for lectures, presentations, review panel service, board service, etc. If you are paid an honorarium, you should submit a Form 9.

- 8. 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.
- 9. Do I need to submit a separate Form 9 for each honorarium I receive?**
No. You can *file one form 9* annually that covers all outside employment or honoraria that are received throughout the year. This should be done annually and any time that your employment status changes.
- 10. Does this include book royalties?**
Yes. If you are paid royalties on a book, you should submit a Form 9.
- 11. 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.
- 12. 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.
- 13. 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.
- 14. Do I need to submit a Form 9 if I receive stock or stock options from serving on the board of a company?**
Yes. Stocks and/or stock options for serving on a board would be considered compensation and you should submit a Form 9.
- 15. Do I need to submit a Form 9 if I own property that I rent?**
Yes. Renting property that you own is not necessarily considered passive income, and could be considered a business venture. Therefore, you should complete a Form 9.
- 16. 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.