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

6. **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.

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?**
   *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.

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?**
    *Yes.* 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 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.

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.