



Employment Eligibility Verification

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9

OMB No.1615-0047
Expires 07/31/2026

START HERE: Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply with the requirements for completing this form. See below and the [Instructions](#).

ANTI-DISCRIMINATION NOTICE: All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information in **Section 1**, or specify which acceptable documentation employees must present for **Section 2** or Supplement B, Reverification and Rehire. Treating employees differently based on their citizenship, immigration status, or national origin may be illegal.

Section 1. Employee Information and Attestation: Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.

| | | | | | | | | | | | |
|---|-----------------------------|----------------------------|--------------------------|---|--------------------------------|-----------------------------|----------------|----|----------------------------|----|---|
| Last Name (Family Name) | | First Name (Given Name) | | Middle Initial (if any) | Other Last Names Used (if any) | | | | | | |
| Address (Street Number and Name) | | | Apt. Number (if any) | City or Town | | State ZIP Code | | | | | |
| Date of Birth (mm/dd/yyyy) | U.S. Social Security Number | | Employee's Email Address | | | Employee's Telephone Number | | | | | |
| <p>I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.</p> | | | | | | | | | | | |
| <p>Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.):</p> <p><input type="checkbox"/> 1. A citizen of the United States</p> <p><input type="checkbox"/> 2. A noncitizen national of the United States (See Instructions.)</p> <p><input type="checkbox"/> 3. A lawful permanent resident (Enter USCIS or A-Number.)</p> <p><input type="checkbox"/> 4. A noncitizen (other than Item Numbers 2, and 3, above) authorized to work until (exp. date, if any)</p> | | | | | | | | | | | |
| <p>If you check Item Number 4, enter one of these:</p> <table border="1"><tr><td>USCIS A-Number</td><td>OR</td><td>Form I-94 Admission Number</td><td>OR</td><td>Foreign Passport Number and Country of Issuance</td></tr></table> | | | | | | | USCIS A-Number | OR | Form I-94 Admission Number | OR | Foreign Passport Number and Country of Issuance |
| USCIS A-Number | OR | Form I-94 Admission Number | OR | Foreign Passport Number and Country of Issuance | | | | | | | |
| Signature of Employee | | | | | Today's Date (mm/dd/yyyy) | | | | | | |

If a preparer and/or translator assisted you in completing Section 1, that person MUST complete the [Preparer and/or Translator Certification](#) on Page 3.

Section 2. Employer Review and Verification: Employers or their authorized representative must complete and sign Section 2 within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box; see Instructions.

| List A | | OR | List B | AND | List C |
|--|--|------------------------|--|-----|---------------------------------------|
| Document Title 1 | | | | | |
| Issuing Authority | | | | | |
| Document Number (if any) | | | | | |
| Expiration Date (if any) | | | | | |
| Document Title 2 (if any) | | Additional Information | | | |
| Issuing Authority | | | | | |
| Document Number (if any) | | | | | |
| Expiration Date (if any) | | | | | |
| Document Title 3 (if any) | | | | | |
| Issuing Authority | | | | | |
| Document Number (if any) | | | | | |
| Expiration Date (if any) | | | | | |
| <input type="checkbox"/> Check here if you used an alternative procedure authorized by DHS to examine documents. | | | | | |
| Certification: I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed documentation appears to be genuine and to relate to the employee named, and (3) to the best of my knowledge, the employee is authorized to work in the United States. | | | | | First Day of Employment (mm/dd/yyyy): |
| Last Name, First Name and Title of Employer or Authorized Representative | | | Signature of Employer or Authorized Representative | | Today's Date (mm/dd/yyyy) |
| Employer's Business or Organization Name | | | Employer's Business or Organization Address, City or Town, State, ZIP Code | | |

For reverification or rehire, complete [Supplement B, Reverification and Rehire](#) on Page 4.

LISTS OF ACCEPTABLE DOCUMENTS

All documents containing an expiration date must be unexpired.

* Documents extended by the issuing authority are considered unexpired.

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

Examples of many of these documents appear in the Handbook for Employers (M-274).

| LIST A Documents that Establish Both Identity and Employment Authorization | OR | LIST B Documents that Establish Identity | AND | LIST C Documents that Establish Employment Authorization |
|---|----|--|-----|--|
| <ol style="list-style-type: none"> U.S. Passport or U.S. Passport Card Permanent Resident Card or Alien Registration Receipt Card (Form I-551) Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa Employment Authorization Document that contains a photograph (Form I-766) For an individual temporarily authorized to work for a specific employer because of his or her status or parole: <ol style="list-style-type: none"> Foreign passport; and Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> The same name as the passport; and An endorsement of the individual's status or parole as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI | | <ol style="list-style-type: none"> Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address School ID card with a photograph Voter's registration card U.S. Military card or draft record Military dependent's ID card U.S. Coast Guard Merchant Mariner Card Native American tribal document Driver's license issued by a Canadian government authority For persons under age 18 who are unable to present a document listed above: School record or report card Clinic, doctor, or hospital record Day-care or nursery school record | | <ol style="list-style-type: none"> A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> NOT VALID FOR EMPLOYMENT VALID FOR WORK ONLY WITH INS AUTHORIZATION VALID FOR WORK ONLY WITH DHS AUTHORIZATION Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal Native American tribal document U.S. Citizen ID Card (Form I-197) Identification Card for Use of Resident Citizen in the United States (Form I-179) Employment authorization document issued by the Department of Homeland Security For examples, see Section 7 and Section 13 of the M-274 on uscis.gov/i-9-central. The Form I-766, Employment Authorization Document, is a List A, Item Number 4. document, not a List C document. |
| <p style="text-align: center;">Acceptable Receipts</p> <p style="text-align: center;">May be presented in lieu of a document listed above for a temporary period.</p> <p style="text-align: center;">For receipt validity dates, see the M-274.</p> | | | | |
| <ul style="list-style-type: none"> Receipt for a replacement of a lost, stolen, or damaged List A document. Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual. Form I-94 with "RE" notation or refugee stamp issued to a refugee. | OR | <ul style="list-style-type: none"> Receipt for a replacement of a lost, stolen, or damaged List B document. | | <ul style="list-style-type: none"> Receipt for a replacement of a lost, stolen, or damaged List C document. |

*Refer to the Employment Authorization Extensions page on [I-9 Central](#) for more information.



**Supplement A,
Preparer and/or Translator Certification for Section 1**

**Department of Homeland Security
U.S. Citizenship and Immigration Services**

**USCIS
Form I-9
Supplement A
OMB No. 1615-0047
Expires 07/31/2026**

| | | |
|---|---|---|
| Last Name (Family Name) from Section 1. | First Name (Given Name) from Section 1. | Middle Initial (if any) from Section 1. |
|---|---|---|

Instructions: This supplement must be completed by any preparer and/or translator who assists an employee in completing Section 1 of Form I-9. The preparer and/or translator must enter the employee's name in the spaces provided above. Each preparer or translator must complete, sign, and date a separate certification area. Employers must retain completed supplement sheets with the employee's completed Form I-9.

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

| | | | |
|-------------------------------------|-------------------------|-------------------|-------------------------|
| Signature of Preparer or Translator | | Date (mm/dd/yyyy) | |
| Last Name (Family Name) | First Name (Given Name) | | Middle Initial (if any) |
| Address (Street Number and Name) | City or Town | State | ZIP Code |

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

| | | | |
|-------------------------------------|-------------------------|-------------------|-------------------------|
| Signature of Preparer or Translator | | Date (mm/dd/yyyy) | |
| Last Name (Family Name) | First Name (Given Name) | | Middle Initial (if any) |
| Address (Street Number and Name) | City or Town | State | ZIP Code |

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

| | | | |
|-------------------------------------|-------------------------|-------------------|-------------------------|
| Signature of Preparer or Translator | | Date (mm/dd/yyyy) | |
| Last Name (Family Name) | First Name (Given Name) | | Middle Initial (if any) |
| Address (Street Number and Name) | City or Town | State | ZIP Code |

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

| | | | |
|-------------------------------------|-------------------------|-------------------|-------------------------|
| Signature of Preparer or Translator | | Date (mm/dd/yyyy) | |
| Last Name (Family Name) | First Name (Given Name) | | Middle Initial (if any) |
| Address (Street Number and Name) | City or Town | State | ZIP Code |



**Supplement B,
Reverification and Rehire (formerly Section 3)**

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
Supplement B
OMB No. 1615-0047
Expires 07/31/2026

| | | |
|---|---|---|
| Last Name (Family Name) from Section 1. | First Name (Given Name) from Section 1. | Middle initial (if any) from Section 1. |
|---|---|---|

Instructions: This supplement replaces Section 3 on the previous version of Form I-9. Only use this page if your employee requires reverification, is rehired within three years of the date the original Form I-9 was completed, or provides proof of a legal name change. Enter the employee's name in the fields above. Use a new section for each reverification or rehire. Review the Form I-9 instructions before completing this page. Keep this page as part of the employee's Form I-9 record. Additional guidance can be found in the [Handbook for Employers: Guidance for Completing Form I-9 \(M-274\)](#)

| | | | |
|---|---|---------------------------------------|--|
| Date of Rehire (if applicable) Date (mm/dd/yyyy) | New Name (if applicable) Last Name (Family Name) | First Name (Given Name) | Middle Initial |
| Reverification: If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below. | | | |
| Document Title | Document Number (if any) | Expiration Date (if any) (mm/dd/yyyy) | |
| I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it. | | | |
| Name of Employer or Authorized Representative | Signature of Employer or Authorized Representative | | Today's Date (mm/dd/yyyy) |
| Additional Information (Initial and date each notation.) | | | <input type="checkbox"/> Check here if you used an alternative procedure authorized by DHS to examine documents. |

| | | | |
|---|---|---------------------------------------|--|
| Date of Rehire (if applicable) Date (mm/dd/yyyy) | New Name (if applicable) Last Name (Family Name) | First Name (Given Name) | Middle Initial |
| Reverification: If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below. | | | |
| Document Title | Document Number (if any) | Expiration Date (if any) (mm/dd/yyyy) | |
| I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it. | | | |
| Name of Employer or Authorized Representative | Signature of Employer or Authorized Representative | | Today's Date (mm/dd/yyyy) |
| Additional Information (Initial and date each notation.) | | | <input type="checkbox"/> Check here if you used an alternative procedure authorized by DHS to examine documents. |

| | | | |
|---|---|---------------------------------------|--|
| Date of Rehire (if applicable) Date (mm/dd/yyyy) | New Name (if applicable) Last Name (Family Name) | First Name (Given Name) | Middle Initial |
| Reverification: If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below. | | | |
| Document Title | Document Number (if any) | Expiration Date (if any) (mm/dd/yyyy) | |
| I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it. | | | |
| Name of Employer or Authorized Representative | Signature of Employer or Authorized Representative | | Today's Date (mm/dd/yyyy) |
| Additional Information (Initial and date each notation.) | | | <input type="checkbox"/> Check here if you used an alternative procedure authorized by DHS to examine documents. |

Employee's Withholding Certificate

OMB No. 1545-0074

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.

Give Form W-4 to your employer.

Your withholding is subject to review by the IRS.

2025

| | | | |
|---|---|-----------|---|
| Step 1: Enter Personal Information | (a) First name and middle initial | Last name | (b) Social security number |
| | Address | | Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov . |
| | City or town, state, and ZIP code | | |
| | (c) <input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly or Qualifying surviving spouse <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.) | | |

TIP: Consider using the estimator at www.irs.gov/W4App to determine the most accurate withholding for the rest of the year if: you are completing this form after the beginning of the year; expect to work only part of the year; or have changes during the year in your marital status, number of jobs for you (and/or your spouse if married filing jointly), dependents, other income (not from jobs), deductions, or credits. Have your most recent pay stub(s) from this year available when using the estimator. At the beginning of next year, use the estimator again to recheck your withholding.

Complete Steps 2–4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, and when to use the estimator at www.irs.gov/W4App.

| | |
|--|---|
| Step 2: Multiple Jobs or Spouse Works | <p>Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.</p> <p>Do only one of the following.</p> <p>(a) Use the estimator at www.irs.gov/W4App for the most accurate withholding for this step (and Steps 3–4). If you or your spouse have self-employment income, use this option; or</p> <p>(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; or</p> <p>(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is generally more accurate than (b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, (b) is more accurate <input type="checkbox"/></p> |
|--|---|

Complete Steps 3–4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3–4(b) on the Form W-4 for the highest paying job.)

| | | | |
|--|---|-------------|----|
| Step 3: Claim Dependent and Other Credits | <p>If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):</p> <p>Multiply the number of qualifying children under age 17 by \$2,000 \$ _____</p> <p>Multiply the number of other dependents by \$500 \$ _____</p> <p>Add the amounts above for qualifying children and other dependents. You may add to this the amount of any other credits. Enter the total here</p> | 3 | \$ |
| Step 4 (optional): Other Adjustments | (a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income | 4(a) | \$ |
| | (b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here | 4(b) | \$ |
| | (c) Extra withholding. Enter any additional tax you want withheld each pay period | 4(c) | \$ |

| | | | |
|------------------------------------|--|--------------------------|--------------------------------------|
| Step 5: Sign Here | Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete. | | |
| | Employee's signature (This form is not valid unless you sign it.) | | Date |
| Employers Only | Employer's name and address | First date of employment | Employer identification number (EIN) |

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future Developments

For the latest information about developments related to Form W-4, such as legislation enacted after it was published, go to www.irs.gov/FormW4.

Purpose of Form

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. If too little is withheld, you will generally owe tax when you file your tax return and may owe a penalty. If too much is withheld, you will generally be due a refund. Complete a new Form W-4 when changes to your personal or financial situation would change the entries on the form. For more information on withholding and when you must furnish a new Form W-4, see Pub. 505, Tax Withholding and Estimated Tax.

Exemption from withholding. You may claim exemption from withholding for 2025 if you meet both of the following conditions: you had no federal income tax liability in 2024 and you expect to have no federal income tax liability in 2025. You had no federal income tax liability in 2024 if (1) your total tax on line 24 on your 2024 Form 1040 or 1040-SR is zero (or less than the sum of lines 27, 28, and 29), or (2) you were not required to file a return because your income was below the filing threshold for your correct filing status. If you claim exemption, you will have no income tax withheld from your paycheck and may owe taxes and penalties when you file your 2025 tax return. To claim exemption from withholding, certify that you meet both of the conditions above by writing "Exempt" on Form W-4 in the space below Step 4(c). Then, complete Steps 1(a), 1(b), and 5. Do not complete any other steps. You will need to submit a new Form W-4 by February 17, 2026.

Your privacy. Steps 2(c) and 4(a) ask for information regarding income you received from sources other than the job associated with this Form W-4. If you have concerns with providing the information asked for in Step 2(c), you may choose Step 2(b) as an alternative; if you have concerns with providing the information asked for in Step 4(a), you may enter an additional amount you want withheld per pay period in Step 4(c) as an alternative.

When to use the estimator. Consider using the estimator at www.irs.gov/W4App if you:

1. Are submitting this form after the beginning of the year;
2. Expect to work only part of the year;
3. Have changes during the year in your marital status, number of jobs for you (and/or your spouse if married filing jointly), or number of dependents, or changes in your deductions or credits;
4. Receive dividends, capital gains, social security, bonuses, or business income, or are subject to the Additional Medicare Tax or Net Investment Income Tax; or
5. Prefer the most accurate withholding for multiple job situations.

TIP: Have your most recent pay stub(s) from this year available when using the estimator to account for federal income tax that has already been withheld this year. At the beginning of next year, use the estimator again to recheck your withholding.

Self-employment. Generally, you will owe both income and self-employment taxes on any self-employment income you receive separate from the wages you receive as an employee. If you want to pay these taxes through withholding from your wages, use the estimator at www.irs.gov/W4App to figure the amount to have withheld.

Nonresident alien. If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Specific Instructions

Step 1(c). Check your anticipated filing status. This will determine the standard deduction and tax rates used to compute your withholding.

Step 2. Use this step if you (1) have more than one job at the same time, or (2) are married filing jointly and you and your spouse both work. Submit a separate Form W-4 for each job.

Option (a) most accurately calculates the additional tax you need to have withheld, while option (b) does so with a little less accuracy.

Instead, if you (and your spouse) have a total of only two jobs, you may check the box in option (c). The box must also be checked on the Form W-4 for the other job. If the box is checked, the standard deduction and tax brackets will be cut in half for each job to calculate withholding. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld, and this extra amount will be larger the greater the difference in pay is between the two jobs.



Multiple jobs. Complete Steps 3 through 4(b) on only one Form W-4. Withholding will be most accurate if you do this on the Form W-4 for the highest paying job.

Step 3. This step provides instructions for determining the amount of the child tax credit and the credit for other dependents that you may be able to claim when you file your tax return. To qualify for the child tax credit, the child must be under age 17 as of December 31, must be your dependent who generally lives with you for more than half the year, and must have the required social security number. You may be able to claim a credit for other dependents for whom a child tax credit can't be claimed, such as an older child or a qualifying relative. For additional eligibility requirements for these credits, see Pub. 501, Dependents, Standard Deduction, and Filing Information. You can also include **other tax credits** for which you are eligible in this step, such as the foreign tax credit and the education tax credits. To do so, add an estimate of the amount for the year to your credits for dependents and enter the total amount in Step 3. Including these credits will increase your paycheck and reduce the amount of any refund you may receive when you file your tax return.

Step 4 (optional).

Step 4(a). Enter in this step the total of your other estimated income for the year, if any. You shouldn't include income from any jobs or self-employment. If you complete Step 4(a), you likely won't have to make estimated tax payments for that income. If you prefer to pay estimated tax rather than having tax on other income withheld from your paycheck, see Form 1040-ES, Estimated Tax for Individuals.

Step 4(b). Enter in this step the amount from the Deductions Worksheet, line 5, if you expect to claim deductions other than the basic standard deduction on your 2025 tax return and want to reduce your withholding to account for these deductions. This includes both itemized deductions and other deductions such as for student loan interest and IRAs.

Step 4(c). Enter in this step any additional tax you want withheld from your pay **each pay period**, including any amounts from the Multiple Jobs Worksheet, line 4. Entering an amount here will reduce your paycheck and will either increase your refund or reduce any amount of tax that you owe.

Step 2(b)—Multiple Jobs Worksheet (Keep for your records.)

If you choose the option in Step 2(b) on Form W-4, complete this worksheet (which calculates the total extra tax for all jobs) on **only ONE** Form W-4. Withholding will be most accurate if you complete the worksheet and enter the result on the Form W-4 for the highest paying job. To be accurate, submit a new Form W-4 for all other jobs if you have not updated your withholding since 2019.

Note: If more than one job has annual wages of more than \$120,000 or there are more than three jobs, see Pub. 505 for additional tables; or, you can use the online withholding estimator at www.irs.gov/W4App.

- 1 **Two jobs.** If you have two jobs or you're married filing jointly and you and your spouse each have one job, find the amount from the appropriate table on page 4. Using the "Higher Paying Job" row and the "Lower Paying Job" column, find the value at the intersection of the two household salaries and enter that value on line 1. Then, skip to line 3 1 \$ _____
- 2 **Three jobs.** If you and/or your spouse have three jobs at the same time, complete lines 2a, 2b, and 2c below. Otherwise, skip to line 3.
 - a Find the amount from the appropriate table on page 4 using the annual wages from the highest paying job in the "Higher Paying Job" row and the annual wages for your next highest paying job in the "Lower Paying Job" column. Find the value at the intersection of the two household salaries and enter that value on line 2a 2a \$ _____
 - b Add the annual wages of the two highest paying jobs from line 2a together and use the total as the wages in the "Higher Paying Job" row and use the annual wages for your third job in the "Lower Paying Job" column to find the amount from the appropriate table on page 4 and enter this amount on line 2b 2b \$ _____
 - c Add the amounts from lines 2a and 2b and enter the result on line 2c 2c \$ _____
- 3 Enter the number of pay periods per year for the highest paying job. For example, if that job pays weekly, enter 52; if it pays every other week, enter 26; if it pays monthly, enter 12, etc. 3 _____
- 4 **Divide** the annual amount on line 1 or line 2c by the number of pay periods on line 3. Enter this amount here and in **Step 4(c)** of Form W-4 for the highest paying job (along with any other additional amount you want withheld) 4 \$ _____

Step 4(b)—Deductions Worksheet (Keep for your records.)

- 1 Enter an estimate of your 2025 itemized deductions (from Schedule A (Form 1040)). Such deductions may include qualifying home mortgage interest, charitable contributions, state and local taxes (up to \$10,000), and medical expenses in excess of 7.5% of your income 1 \$ _____
- 2 Enter: $\left\{ \begin{array}{l} \bullet \$30,000 \text{ if you're married filing jointly or a qualifying surviving spouse} \\ \bullet \$22,500 \text{ if you're head of household} \\ \bullet \$15,000 \text{ if you're single or married filing separately} \end{array} \right\}$ 2 \$ _____
- 3 If line 1 is greater than line 2, subtract line 2 from line 1 and enter the result here. If line 2 is greater than line 1, enter "-0-" 3 \$ _____
- 4 Enter an estimate of your student loan interest, deductible IRA contributions, and certain other adjustments (from Part II of Schedule 1 (Form 1040)). See Pub. 505 for more information 4 \$ _____
- 5 **Add** lines 3 and 4. Enter the result here and in **Step 4(b)** of Form W-4 5 \$ _____

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. Internal Revenue Code sections 3402(f)(2) and 6109 and their regulations require you to provide this information; your employer uses it to determine your federal income tax withholding. Failure to provide a properly completed form will result in your being treated as a single person with no other entries on the form; providing fraudulent information may subject you to penalties. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation; to cities, states, the District of Columbia, and U.S. commonwealths and territories for use in administering their tax laws; and to the Department of Health and Human Services for use in the National Directory of New Hires. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.

Married Filing Jointly or Qualifying Surviving Spouse

| Higher Paying Job Annual Taxable Wage & Salary | Lower Paying Job Annual Taxable Wage & Salary | | | | | | | | | | | |
|--|---|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|------------------------|------------------------|
| | \$0 - 9,999 | \$10,000 - 19,999 | \$20,000 - 29,999 | \$30,000 - 39,999 | \$40,000 - 49,999 | \$50,000 - 59,999 | \$60,000 - 69,999 | \$70,000 - 79,999 | \$80,000 - 89,999 | \$90,000 - 99,999 | \$100,000 - 109,999 | \$110,000 - 120,000 |
| \$0 - 9,999 | \$0 | \$0 | \$700 | \$850 | \$910 | \$1,020 | \$1,020 | \$1,020 | \$1,020 | \$1,020 | \$1,020 | \$1,020 |
| \$10,000 - 19,999 | 0 | 700 | 1,700 | 1,910 | 2,110 | 2,220 | 2,220 | 2,220 | 2,220 | 2,220 | 2,220 | 3,220 |
| \$20,000 - 29,999 | 700 | 1,700 | 2,760 | 3,110 | 3,310 | 3,420 | 3,420 | 3,420 | 3,420 | 3,420 | 4,420 | 5,420 |
| \$30,000 - 39,999 | 850 | 1,910 | 3,110 | 3,460 | 3,660 | 3,770 | 3,770 | 3,770 | 3,770 | 4,770 | 5,770 | 6,770 |
| \$40,000 - 49,999 | 910 | 2,110 | 3,310 | 3,660 | 3,860 | 3,970 | 3,970 | 3,970 | 4,970 | 5,970 | 6,970 | 7,970 |
| \$50,000 - 59,999 | 1,020 | 2,220 | 3,420 | 3,770 | 3,970 | 4,080 | 4,080 | 5,080 | 6,080 | 7,080 | 8,080 | 9,080 |
| \$60,000 - 69,999 | 1,020 | 2,220 | 3,420 | 3,770 | 3,970 | 4,080 | 5,080 | 6,080 | 7,080 | 8,080 | 9,080 | 10,080 |
| \$70,000 - 79,999 | 1,020 | 2,220 | 3,420 | 3,770 | 3,970 | 5,080 | 6,080 | 7,080 | 8,080 | 9,080 | 10,080 | 11,080 |
| \$80,000 - 99,999 | 1,020 | 2,220 | 3,420 | 4,620 | 5,820 | 6,930 | 7,930 | 8,930 | 9,930 | 10,930 | 11,930 | 12,930 |
| \$100,000 - 149,999 | 1,870 | 4,070 | 6,270 | 7,620 | 8,820 | 9,930 | 10,930 | 11,930 | 12,930 | 14,010 | 15,210 | 16,410 |
| \$150,000 - 239,999 | 1,870 | 4,240 | 6,640 | 8,190 | 9,590 | 10,890 | 12,090 | 13,290 | 14,490 | 15,690 | 16,890 | 18,090 |
| \$240,000 - 259,999 | 2,040 | 4,440 | 6,840 | 8,390 | 9,790 | 11,100 | 12,300 | 13,500 | 14,700 | 15,900 | 17,100 | 18,300 |
| \$260,000 - 279,999 | 2,040 | 4,440 | 6,840 | 8,390 | 9,790 | 11,100 | 12,300 | 13,500 | 14,700 | 15,900 | 17,100 | 18,300 |
| \$280,000 - 299,999 | 2,040 | 4,440 | 6,840 | 8,390 | 9,790 | 11,100 | 12,300 | 13,500 | 14,700 | 15,900 | 17,100 | 18,300 |
| \$300,000 - 319,999 | 2,040 | 4,440 | 6,840 | 8,390 | 9,790 | 11,100 | 12,300 | 13,500 | 14,700 | 15,900 | 17,170 | 19,170 |
| \$320,000 - 364,999 | 2,040 | 4,440 | 6,840 | 8,390 | 9,790 | 11,100 | 12,470 | 14,470 | 16,470 | 18,470 | 20,470 | 22,470 |
| \$365,000 - 524,999 | 2,790 | 6,290 | 9,790 | 12,440 | 14,940 | 17,350 | 19,650 | 21,950 | 24,250 | 26,550 | 28,850 | 31,150 |
| \$525,000 and over | 3,140 | 6,840 | 10,540 | 13,390 | 16,090 | 18,700 | 21,200 | 23,700 | 26,200 | 28,700 | 31,200 | 33,700 |

Single or Married Filing Separately

| Higher Paying Job Annual Taxable Wage & Salary | Lower Paying Job Annual Taxable Wage & Salary | | | | | | | | | | | |
|--|---|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|------------------------|------------------------|
| | \$0 - 9,999 | \$10,000 - 19,999 | \$20,000 - 29,999 | \$30,000 - 39,999 | \$40,000 - 49,999 | \$50,000 - 59,999 | \$60,000 - 69,999 | \$70,000 - 79,999 | \$80,000 - 89,999 | \$90,000 - 99,999 | \$100,000 - 109,999 | \$110,000 - 120,000 |
| \$0 - 9,999 | \$200 | \$850 | \$1,020 | \$1,020 | \$1,020 | \$1,370 | \$1,870 | \$1,870 | \$1,870 | \$1,870 | \$1,870 | \$2,040 |
| \$10,000 - 19,999 | 850 | 1,700 | 1,870 | 1,870 | 2,220 | 3,220 | 3,720 | 3,720 | 3,720 | 3,720 | 3,890 | 4,090 |
| \$20,000 - 29,999 | 1,020 | 1,870 | 2,040 | 2,390 | 3,390 | 4,390 | 4,890 | 4,890 | 4,890 | 5,060 | 5,260 | 5,460 |
| \$30,000 - 39,999 | 1,020 | 1,870 | 2,390 | 3,390 | 4,390 | 5,390 | 5,890 | 5,890 | 6,060 | 6,260 | 6,460 | 6,660 |
| \$40,000 - 59,999 | 1,220 | 3,070 | 4,240 | 5,240 | 6,240 | 7,240 | 7,880 | 8,080 | 8,280 | 8,480 | 8,680 | 8,880 |
| \$60,000 - 79,999 | 1,870 | 3,720 | 4,890 | 5,890 | 7,030 | 8,230 | 8,930 | 9,130 | 9,330 | 9,530 | 9,730 | 9,930 |
| \$80,000 - 99,999 | 1,870 | 3,720 | 5,030 | 6,230 | 7,430 | 8,630 | 9,330 | 9,530 | 9,730 | 9,930 | 10,130 | 10,580 |
| \$100,000 - 124,999 | 2,040 | 4,090 | 5,460 | 6,660 | 7,860 | 9,060 | 9,760 | 9,960 | 10,160 | 10,950 | 11,950 | 12,950 |
| \$125,000 - 149,999 | 2,040 | 4,090 | 5,460 | 6,660 | 7,860 | 9,060 | 9,950 | 10,950 | 11,950 | 12,950 | 13,950 | 14,950 |
| \$150,000 - 174,999 | 2,040 | 4,090 | 5,460 | 6,660 | 8,450 | 10,450 | 11,950 | 12,950 | 13,950 | 15,080 | 16,380 | 17,680 |
| \$175,000 - 199,999 | 2,040 | 4,290 | 6,450 | 8,450 | 10,450 | 12,450 | 13,950 | 15,230 | 16,530 | 17,830 | 19,130 | 20,430 |
| \$200,000 - 249,999 | 2,720 | 5,570 | 7,900 | 10,200 | 12,500 | 14,800 | 16,600 | 17,900 | 19,200 | 20,500 | 21,800 | 23,100 |
| \$250,000 - 399,999 | 2,970 | 6,120 | 8,590 | 10,890 | 13,190 | 15,490 | 17,290 | 18,590 | 19,890 | 21,190 | 22,490 | 23,790 |
| \$400,000 - 449,999 | 2,970 | 6,120 | 8,590 | 10,890 | 13,190 | 15,490 | 17,290 | 18,590 | 19,890 | 21,190 | 22,490 | 23,790 |
| \$450,000 and over | 3,140 | 6,490 | 9,160 | 11,660 | 14,160 | 16,660 | 18,660 | 20,160 | 21,660 | 23,160 | 24,660 | 26,160 |

Head of Household

| Higher Paying Job Annual Taxable Wage & Salary | Lower Paying Job Annual Taxable Wage & Salary | | | | | | | | | | | |
|--|---|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|------------------------|------------------------|
| | \$0 - 9,999 | \$10,000 - 19,999 | \$20,000 - 29,999 | \$30,000 - 39,999 | \$40,000 - 49,999 | \$50,000 - 59,999 | \$60,000 - 69,999 | \$70,000 - 79,999 | \$80,000 - 89,999 | \$90,000 - 99,999 | \$100,000 - 109,999 | \$110,000 - 120,000 |
| \$0 - 9,999 | \$0 | \$450 | \$850 | \$1,000 | \$1,020 | \$1,020 | \$1,020 | \$1,020 | \$1,870 | \$1,870 | \$1,870 | \$1,890 |
| \$10,000 - 19,999 | 450 | 1,450 | 2,000 | 2,200 | 2,220 | 2,220 | 2,220 | 3,180 | 4,070 | 4,070 | 4,090 | 4,290 |
| \$20,000 - 29,999 | 850 | 2,000 | 2,600 | 2,800 | 2,820 | 2,820 | 3,780 | 4,780 | 5,670 | 5,690 | 5,890 | 6,090 |
| \$30,000 - 39,999 | 1,000 | 2,200 | 2,800 | 3,000 | 3,020 | 3,980 | 4,980 | 5,980 | 6,890 | 7,090 | 7,290 | 7,490 |
| \$40,000 - 59,999 | 1,020 | 2,220 | 2,820 | 3,830 | 4,850 | 5,850 | 6,850 | 8,050 | 9,130 | 9,330 | 9,530 | 9,730 |
| \$60,000 - 79,999 | 1,020 | 3,030 | 4,630 | 5,830 | 6,850 | 8,050 | 9,250 | 10,450 | 11,530 | 11,730 | 11,930 | 12,130 |
| \$80,000 - 99,999 | 1,870 | 4,070 | 5,670 | 7,060 | 8,280 | 9,480 | 10,680 | 11,880 | 12,970 | 13,170 | 13,370 | 13,570 |
| \$100,000 - 124,999 | 1,950 | 4,350 | 6,150 | 7,550 | 8,770 | 9,970 | 11,170 | 12,370 | 13,450 | 13,650 | 14,650 | 15,650 |
| \$125,000 - 149,999 | 2,040 | 4,440 | 6,240 | 7,640 | 8,860 | 10,060 | 11,260 | 12,860 | 14,740 | 15,740 | 16,740 | 17,740 |
| \$150,000 - 174,999 | 2,040 | 4,440 | 6,240 | 7,640 | 8,860 | 10,860 | 12,860 | 14,860 | 16,740 | 17,740 | 18,940 | 20,240 |
| \$175,000 - 199,999 | 2,040 | 4,440 | 6,640 | 8,840 | 10,860 | 12,860 | 14,860 | 16,910 | 19,090 | 20,390 | 21,690 | 22,990 |
| \$200,000 - 249,999 | 2,720 | 5,920 | 8,520 | 10,960 | 13,280 | 15,580 | 17,880 | 20,180 | 22,360 | 23,660 | 24,960 | 26,260 |
| \$250,000 - 449,999 | 2,970 | 6,470 | 9,370 | 11,870 | 14,190 | 16,490 | 18,790 | 21,090 | 23,280 | 24,580 | 25,880 | 27,180 |
| \$450,000 and over | 3,140 | 6,840 | 9,940 | 12,640 | 15,160 | 17,660 | 20,160 | 22,660 | 25,050 | 26,550 | 28,050 | 29,550 |



Mississippi Department of Revenue
P.O. Box 960
Jackson, MS 39205

MISSISSIPPI EMPLOYEE'S WITHHOLDING EXEMPTION CERTIFICATE

Employee's Name _____

SSN _____

Employee's Residence
Address _____

Number and Street _____

City or Town _____

State _____

Zip Code _____

CLAIM YOUR WITHHOLDING PERSONAL EXEMPTION

| | Marital Status | Personal Exemption Allowed | Amount Claimed |
|---|--|---|----------------|
| EMPLOYEE: File this form with your employer. Otherwise, you must withhold Mississippi income tax from the full amount of your wages. | 1. Single | <input type="checkbox"/> Enter \$6,000 as exemption ▶ | \$ |
| | 2. Marital Status (Check One) | (a) <input type="checkbox"/> Spouse NOT employed: Enter \$12,000 ▶ | \$ |
| | | (b) <input type="checkbox"/> Spouse IS employed: Enter that part of \$12,000 claimed by you in multiples of \$500. See instructions 2(b) below . ▶ | \$ |
| | 3. Head of Family | <input type="checkbox"/> Enter \$9,500 as exemption. To qualify as head of family, you must be single and have a dependent living in the home with you. See instructions 2(c) and 2(d) below ▶ | \$ |
| EMPLOYER: Keep this certificate with your records. If the employee is believed to have claimed excess exemption, the Department of Revenue should be advised. | 4. Dependents <div style="border: 1px solid black; width: 50px; height: 20px; margin: 5px;"></div> | You may claim \$1,500 for each dependent*, other than for taxpayer and spouse, who receives chief support from you and who qualifies as a dependent for Federal income tax purposes. * A head of family may claim \$1,500 for each dependents excluding the one which qualifies you as head of family. Multiply number of dependents claimed by you by \$1,500. Enter amount claimed . . ▶ | \$ |
| | 5. Age and Blindness | • Age 65 or older <input type="checkbox"/> Husband <input type="checkbox"/> Wife <input type="checkbox"/> Single • Blind <input type="checkbox"/> Husband <input type="checkbox"/> Wife <input type="checkbox"/> Single Multiply the number of blocks checked by \$1,500. Enter the amount claimed ▶ * Note: No exemption allowed for age or blindness for dependents. | \$ |
| | 6. TOTAL AMOUNT OF EXEMPTION CLAIMED - Lines 1 through 5 . . ▶ | | \$ |
| | 7. Additional dollar amount of withholding per pay period if agreed to by your employer ▶ | | \$ |
| | 8. If you meet the conditions set forth under the Service Member Civil Relief, as amended by the Military Spouses Residency Relief Act, and have no Mississippi tax liability, write "Exempt" on Line 8. You must attach a copy of the Federal Form DD-2058 and a copy of your Military Spouse ID Card to this form so your employer can validate the exemption claim. ▶ | | |

I declare under the penalties imposed for filing false reports that the amount of exemption claimed on this certificate does not exceed the amount to which I am entitled or I am entitled to claim exempt status.

Employee's Signature: _____

Date: _____

INSTRUCTIONS

1. The personal exemptions allowed:

- | | | | |
|-----------------------------------|----------|---------------------|---------|
| (a) Single individuals | \$6,000 | (d) Dependents | \$1,500 |
| (b) Married individuals (jointly) | \$12,000 | (e) Age 65 and Over | \$1,500 |
| (c) Head of family | \$9,500 | (f) Blindness | \$1,500 |

2. Claiming personal exemptions:

- (a) Single individuals enter \$6,000 on Line 1.
- (b) Married individuals are allowed a joint exemption of \$12,000.
If the spouse is not employed, enter \$12,000 on Line 2(a). If the spouse is employed, the exemption of \$12,000 may be divided between taxpayer and spouse in any manner they choose - in multiples of \$500. For example, the taxpayer may claim \$6,000 and the spouse claims \$6,000; or the taxpayer may claim \$3,500 and the spouse claims \$8,500. The total claimed by the taxpayer and spouse may not exceed \$12,000. Enter amount claimed by you on Line 2(b).
- (c) Head of Family
A head of family is a single individual who maintains a home which is the principal place of abode for himself and at least one other dependent. Single individuals qualifying as a head of family enter \$9,500 on Line 3. If the taxpayer has more than one dependent, additional exemptions are applicable. See item (d).
- (d) An additional exemption of \$1,500 may generally be claimed for each dependent of the taxpayer. A dependent is any relative who receives chief support from the taxpayer and who qualifies as a dependent for Federal income tax purposes. Head of family individuals may claim an additional exemption for each dependent excluding the one which is required for head of family status. For example, a head of family taxpayer has 2 dependent children and his dependent mother living with him. The taxpayer may claim 2 additional exemptions. Married or single individuals may claim an additional exemption for each dependent, but

should not include themselves or their spouse. Married taxpayers may divide the number of their dependents between them in any manner they choose; for example, a married couple has 3 children who qualify as dependents. The taxpayer may claim 2 dependents and the spouse 1; or the taxpayer may claim 3 dependents and the spouse none. Enter the amount of dependent exemption on Line 4.

- (e) An additional exemption of \$1,500 may be claimed by either taxpayer or spouse or both if either or both have reached the age of 65 before the close of the taxable year. No additional exemption is authorized for dependents by reason of age. Check applicable blocks on Line 5.
- (f) An additional exemption of \$1,500 may be claimed by either taxpayer or spouse or both if either or both are blind. No additional exemption is authorized for dependents by reason of blindness. Check applicable blocks on Line 5. Multiply number of blocks checked on Line 5 by \$1,500 and enter amount of exemption claimed.
3. Total Exemption Claimed:
Add the amount of exemptions claimed in each category and enter the total on Line 6. This amount will be used as a basis for withholding income tax under the appropriate withholding tables.
4. A NEW EXEMPTION CERTIFICATE MUST BE FILED WITH YOUR EMPLOYER WITHIN 30 DAYS AFTER ANY CHANGE IN YOUR EXEMPTION STATUS.
5. PENALTIES ARE IMPOSED FOR WILLFULLY SUPPLYING FALSE INFORMATION.
6. IF THE EMPLOYEE FAILS TO FILE AN EXEMPTION CERTIFICATE WITH HIS EMPLOYER, INCOME TAX MUST BE WITHHELD BY THE EMPLOYER ON TOTAL WAGES WITHOUT THE BENEFIT OF EXEMPTION.
7. To comply with the Military Spouse Residency Relief Act (PL111-97) signed on November 11, 2009.

Mississippi New Hire Reporting Form

Mail completed form to: Mississippi State Directory of New Hires
P.O. Box 312
Holbrook, MA 02343



Or fax completed form to: 1-800-937-8668

Effective October 1, 1997, all Mississippi employers (or independent contractors) are required to report certain information about personnel who have been newly hired, rehired, or have returned to work. Reports must be made within 15 calendar days from date of hire. Employers must either (1) complete this form, or (2) submit a copy of the worker's IRS W-4 form with the "other information section" completed on this form, or (3) submit the information by magnetic tape or floppy diskette. To submit new hire reports electronically, call 1-800-241-1330 to obtain information.

Below, please complete all employer information

EMPLOYER INFORMATION

*Federal Employer Identification Number (FEIN): -
(Please use the same FEIN for which listed employee(s) quarterly wages will be reported under)

State Employer Identification Number (SEIN): -

*Employer Name: Mississippi Delta Community College DBA: _____

*Address: Business Office
P. O. Box 668

(Please indicate the address where the Income Withholding Order will be sent)

*City: Moorhead *State: MS *Zip Code: 38761 +4: 0668

Contact Name: Sarah Hanson Phone: 662-246-6313

Email: shanson@msdelta.edu

Below, please complete one entry for each new employee

EMPLOYEE INFORMATION

*Social Security Number: - - Gender (circle one): Male Female

*First Name: _____ Middle: _____

*Last Name: _____

*Employee Address: _____

*City: _____ *State: _____ *Zip Code: _____ +4: _____

Date of Birth: ____/____/____ *Date of Hire: ____/____/____ State of Hire: _____

Employee Salary: _____ Payment Frequency (circle one): Weekly Bi-weekly Monthly Annually

Is this employee eligible for medical insurance (circle one)? Yes No

For information please visit our website at www.ms-newhire.com or call us toll-free at 1-800-241-1330



MISSISSIPPI DELTA

Direct Deposit Agreement Form

Authorization Agreement

I hereby authorize **Mississippi Delta Community College** to initiate automatic deposits to my account at the financial institution named below. I also authorize **Mississippi Delta Community College** to make withdrawals from this account in the event that a credit entry is made in error.

Further, I agree not to hold **Mississippi Delta Community College** responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account. I also understand that it is my responsibility to make sure that Human Resources has a valid mailing address on file to ensure delivery of my first payroll check, which will be mailed if account information is not received in time to implement direct deposit. Every check thereafter, will be deposited into my account.

This agreement will remain in effect until **Mississippi Delta Community College** receives a written notice of change from me or my financial institution, or until I submit a new direct deposit form to Human Resources.

Account Information

Name of Financial Institution: _____

Routing Number: _____

Account Number: _____ ☐ Checking ☐ Savings
% or \$ _____ Amount

Name of Financial Institution: _____

Routing Number: _____

Account Number: _____ ☐ Checking ☐ Savings
% or \$ _____ Amount

Signature

Authorized Signature: _____ Date: _____

Employee Name (Print): _____ ID #: *

* Leave ID # blank if you are a new employee.

☐ NEW ACCOUNT

☐ ADD ACCOUNT

☐ CHANGE ACCOUNT

☐ CHANGE % or \$ AMOUNT

PLEASE ATTACH A VOIDED CHECK OR OFFICIAL DOCUMENTATION FROM YOUR BANK AND RETURN THIS FORM TO HUMAN RESOURCES; DIRECT DEPOSITS WILL NOT BE PROCESSED WITHOUT THIS INFORMATION.



MISSISSIPPI DELTA

Americans with Disabilities Act (ADA) Accommodations Request Form

Mississippi Delta Community College is committed to equal employment opportunity and affirmative action for the disabled. As a government contractor, the Mississippi Community College Board Executive Office is subject to the Americans with Disabilities Act of 1990 (ADA), and therefore must comply with governmental recordkeeping, reporting, and other requirements.

A disable person is defined as:

1. An individual who has a physical or mental impairment that substantially limits a major life activity;
2. An individual who has a record of a substantially limiting impairment; and
3. An individual who is regarded as having substantially limiting impairment.

Those who believe themselves covered by the Act and who wish to benefit under Mississippi Delta Community College's Affirmative Action Plan are asked to identify themselves. All information will be considered confidential except (1) supervisors may be informed regarding work restrictions or accommodations; (2) emergency response workers may be informed for first aid purposes; (3) governmental officials investigating compliance of the Act will be informed. Choosing not to provide this information will not result in adverse treatment or disciplinary action.

☐ ADA information is not applicable.

Signature _____

Date _____

☐ I choose not to provide ADA status information.

Signature _____

Date _____

DATE: _____

NAME: _____ SEX: M F (Circle One)

MDCC EMPLOYEE ID #: _____ BIRTH DATE: _____

POSITION TITLE: _____

DEPARTMENT/OFFICE: _____

BRIEFLY DESCRIBE YOUR DISABILITY:

Please describe any reasonable accommodations that you request Mississippi Delta Community College to make to enable you to perform your job in a proper and safe manner.

DRUG FREE ENVIRONMENT POLICY

Mississippi Delta Community College has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by its students and employees on school premises as part of its activities in compliance with the Drug-Free Schools and Communities Acts of 1989 Public Law 101-226.

Mississippi Delta Community College is committed to maintaining a drug-free environment in conformity with state and federal laws as set forth in the Uniform Controlled Substances Law of the State of Mississippi.

Illicit drugs are defined in Section 202 of the Controlled Substance Act; and the Mississippi Uniform Controlled Substance Law, Mississippi Code supplement (1989). Alcoholic beverages are defined in Sections 41-29-139, 141, 61-1-37, 81, 97-29-7 of the Mississippi Code Annotated for 1972 (1989 Supplement).

As specified in Section 41-29-142, 41-29-139, 61-1-81, 97-29-47 of the Mississippi Code Supplement, legal sanctions are applied to the following actions: possession of alcohol on college property; public drunk on college property; utilization of false ID to obtain alcohol; driving under the influence of alcohol; possession of illicit drugs, sale of illicit drugs near schools; possession of paraphernalia; and sale of paraphernalia. Sanctions range from fines of \$25 to \$1 million and jail sentences of 30 days in the county jail to 30 years in the state penitentiary.

Mississippi Delta Community College strictly prohibits the unlawful possession, use, or distribution of illicit drugs including drug paraphernalia, and alcohol on campus and during any college sponsored activities.

Employees who are guilty of violating the above stated policy can expect to face disciplinary action, which may include:

- a) Suspension as an employee from the college.
- b) Referral to law enforcement agency.
- c) Termination from employment.
- d) Any other disciplinary action deemed appropriate by the college president or the Board of Trustees.

Employee Signature

Date

EMPLOYMENT INFORMATION
FOR
PART-TIME EMPLOYEES

Mississippi Delta Community College is required to withhold retirement from all employees that are active members (not retired) with PERS. Please read the following statements, check the appropriate statement, and sign the form.

_____ I am **NOT** a member of the MS Public Employees' Retirement System.

_____ I am an **INACTIVE** member of the MS Public Employees' Retirement System.

_____ I am a **RETIRED** member of the MS Public Employees' Retirement System.
If you checked the **RETIRED** member statement then answer the following:

Date of Retirement: _____

If you are employed **part-time** with another PERS covered agency other than MDCC, please provide the following:

Name of Employer: _____

Contact Person: _____

Address/Phone number: _____

_____ I am a **CURRENT ACTIVE** member of the MS Public Employees' Retirement System
Please provide name of current FULL-TIME employer:

PRINT NAME

SIGNATURE

DATE

IMPORTANT:

If you are employed with more than one covered agency, it is your responsibility to fill in form 4B with each employer. You cannot earn more than your allowed amount (combined total from both employers) listed in the employer certification section 'A or 'B on form 4B. Violation could result in loss of PERS benefits and repayment of all benefits drawn to date plus interest. (PERS Website: www.pers.state.ms.us / Click Member Services / Forms Library.

PRINT NAME

SIGNATURE

DATE

MISS. CODE ANN. §25-1-113
EMPLOYEE CERTIFICATION AND AUTHORIZATION STATEMENT

NOTICE

Section 25-1-113, Mississippi Code of 1972, as amended, prohibits the hiring for public employment of individuals who have been convicted of or plead guilty to the unlawful taking or misappropriation of public funds effective July 1, 2013. Effective July 1, 2014, the State cannot continue to employ a person who has been convicted or pled guilty to the unlawful misappropriation of public funds. Specifically, Section 25-1-113, has been amended to read as follows:

The State and any county, municipality, or any other political subdivision may not employ or continue to employ a person who has been convicted or pled guilty in any court of this state, another state, or in federal court of any felony in which public funds were unlawfully taken, obtained or misappropriated in the abuse or misuse of the person's office or employment or money coming into the person's hands by virtue of the person's office or employment.

EMPLOYEE CERTIFICATION AND AUTHORIZATION

I have been notified that as an employee of the State of Mississippi I cannot have been convicted of or pled guilty in any court of this state, another state, or in federal court of any felony in which public funds were unlawfully taken, obtained or misappropriated in the abuse or misuse of my office or employment or money coming into my hands by virtue of my office or employment. I understand that any conviction of embezzlement will disqualify me from employment with the State of Mississippi and result in my termination.

I swear or affirm that I have never been convicted or pled guilty in any court of this state, another state, or in federal court of any felony in which public funds were unlawfully taken, obtained or misappropriated by the abuse or misuse of any office or employment or money coming into my hands by virtue of my office or employment.

I hereby authorize the Mississippi Community College Board to conduct a background check of my criminal history at any time as a condition of and/or subsequent to my employment. I understand and acknowledge that I may revoke my permission for such background check. In such case, no background check investigation will be done and my employment may be terminated. *I further understand and acknowledge that should the criminal background check occur and it establishes that I have been convicted or pled guilty to misuse of public funds in violation of Section 25-1-113, my employment will terminate and I will have no recourse against the Mississippi Community College Board. In addition, I agree to hold harmless and indemnify Mississippi Community College Board, its members and employees, for any loss due to my employment being found to be in violation of Section 25-1-113.*

Signature of Employee

Date

Employee's Name – Printed

Date of Birth

Social Security Number

Signature of Witness

Date

Name of Witness - Printed



Membership Application

Form 1 - Revised 07/01/2016

Please print or type in black ink. Completed form should be mailed or faxed to PERS. See bottom of form for contact information.

1 Member Information - ☐ Attach a copy of the member's Social Security card.

First Name: _____ MI: _____ Last Name: _____ Gender: ☐ M ☐ F

Provide previous name, if applicable. First Name: _____ MI: _____ Last Name: _____

Social Security No.: _____ Birth Date mm/dd/ccyy: _____ E-Mail: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ ☐ Cellular ☐ Home ☐ Work Phone: _____ ☐ Cellular ☐ Home ☐ Work

Have you previously served on active duty in the U.S. Armed Forces? If yes, ☐ attach Form(s) DD214 ☐ Yes ☐ No

Have you ever been a member of the Optional Retirement Plan (ORP) for Institutions of Higher Learning in the State of Mississippi? ☐ Yes ☐ No

2 Retirement Plan - Plans are governmental defined benefit plans qualified under Section 401(a) of the Internal Revenue Code. Select applicable plan.

☐ Public Employees' Retirement System of Mississippi (PERS) ☐ Mississippi Highway Safety Patrol Retirement System (MHSFRS)

☐ Supplemental Legislative Retirement Plan (SLRP)

3 Family Information - Use additional Membership Applications if listing more than four dependent children. Information is for determining statutory benefits only. Use Form 18, Beneficiary Designation, to officially designate any and all beneficiaries.

Marital Status - Select one. Add date for last three. ☐ Single ☐ Married ☐ Divorced ☐ Widowed Effective Date mm/dd/ccyy: _____

| Spouse's Full Name | Social Security No. | Birth Date mm/dd/ccyy | Wedding Date mm/dd/ccyy | Gender |
|--------------------|---------------------|-----------------------|-------------------------|---|
| _____ | _____ | _____ | _____ | <input type="checkbox"/> M <input type="checkbox"/> F |

| Dependent Child's Full Name - Up to age 19, or 23 if unmarried and a full-time student | Social Security No. | Birth Date mm/dd/ccyy | Relationship | Gender |
|--|---------------------|-----------------------|--------------|---|
| _____ | _____ | _____ | _____ | <input type="checkbox"/> M <input type="checkbox"/> F |
| _____ | _____ | _____ | _____ | <input type="checkbox"/> M <input type="checkbox"/> F |
| _____ | _____ | _____ | _____ | <input type="checkbox"/> M <input type="checkbox"/> F |
| _____ | _____ | _____ | _____ | <input type="checkbox"/> M <input type="checkbox"/> F |

4 Member Certification - If an authorized representative signs this form, ☐ attach a copy of the durable power of attorney, conservatorship or guardianship papers, or other legal documents as proof of authority to sign this form.

Member's Signature: _____ Date mm/dd/ccyy: _____

5 Employer Certification - This section must be completed by an authorized employer representative, not the member.

Member's Position Held/Job Title: _____ Member's Hire Date mm/dd/ccyy: _____

Member's Status: Elected Official: ☐ Yes ☐ No Fee Paid Official: ☐ Yes ☐ No Public Safety Employee: ☐ Yes ☐ No

Employer Name: Mississippi Delta Community College Employer No.: 0620 - 000

Employer Representative's Name: Sarah Hanson Employer Representative's Title: Personnel Coordinator

Employer Representative's Phone: (662) 246-6313 Fax: (662) 246-6324 E-Mail: shanson@msdelta.edu

As employer representative, I certify that employment in this position meets the eligibility requirements of PERS Board of Trustees Regulation 25, Eligibility of Part-time Employees for State Retirement Annuity Service Credit, and PERS Board of Trustees Regulation 36, Eligibility for Membership in the Public Employees' Retirement System of Mississippi (PERS).

Employer Representative's Signature: _____ Date mm/dd/ccyy: _____

Public Employees' Retirement System of Mississippi

429 Mississippi Street, Jackson, MS 39201-1005 800.444.7377 601.359.3589 601.359.5262, fax www.pers.ms.gov



Beneficiary Designation

Form 1B - Revised 07/01/2018

Please print or type in black ink. Completed form should be mailed or faxed to PERS. See bottom of form for contact information.

1 Member/Retiree Information

First Name: _____ MI: _____ Last Name: _____ ☐ Member ☐ Retiree
Social Security No.: _____ Birth Date mm/dd/ccyy: _____ Gender: ☐ M ☐ F

2 Retirement Plan - Plans are governmental defined benefit plans qualified under Section 401(a) of the Internal Revenue Code. Select applicable plan.

- ☐ Public Employees' Retirement System of Mississippi (PERS) ☐ Mississippi Highway Safety Patrol Retirement System (MHSPRS)
☐ Supplemental Legislative Retirement Plan (SLRP)

3 Beneficiary Information - Use additional Form 1B, Beneficiary Designation, to designate additional beneficiaries. If more than one primary beneficiary is named, the primary beneficiaries shall share equally unless otherwise indicated. Likewise, if more than one secondary beneficiary is named, the secondary beneficiaries shall share equally unless otherwise indicated. Total primary and secondary beneficiary percentages must equal 100 percent.

| Beneficiary Name | Social Security No. | Birth Date mm/dd/ccyy | Relationship | Beneficiary Percentage P=Primary, S=Secondary Use whole numbers | Gender |
|------------------|---------------------|--------------------------|--------------|---|---|
| _____ | _____ | _____ | _____ | <input type="checkbox"/> P <input type="checkbox"/> S _____ % | <input type="checkbox"/> M <input type="checkbox"/> F |
| _____ | _____ | _____ | _____ | <input type="checkbox"/> P <input type="checkbox"/> S _____ % | <input type="checkbox"/> M <input type="checkbox"/> F |
| _____ | _____ | _____ | _____ | <input type="checkbox"/> P <input type="checkbox"/> S _____ % | <input type="checkbox"/> M <input type="checkbox"/> F |
| _____ | _____ | _____ | _____ | <input type="checkbox"/> P <input type="checkbox"/> S _____ % | <input type="checkbox"/> M <input type="checkbox"/> F |
| _____ | _____ | _____ | _____ | <input type="checkbox"/> P <input type="checkbox"/> S _____ % | <input type="checkbox"/> M <input type="checkbox"/> F |

4 Member/Retiree Certification - Check applicable acknowledgement then sign. If an authorized representative signs this form, attach a copy of the durable power of attorney, conservatorship or guardianship papers, or other legal documents as proof of authority to sign this form.

- ☐ Member - I acknowledge and understand that the PERS Board of Trustees is authorized to pay benefits in accordance with the statutory provisions that govern the retirement system in which I am a member. To the extent permitted by such statutory provisions at the time of my death prior to retirement, I hereby designate the above beneficiary(ies) to receive the payment of my accumulated contributions and any interest relating thereto. I further acknowledge and understand that certain benefits may be required by law to be paid that may limit, partially or totally, any payment to my designated beneficiary(ies).
- ☐ Retiree - I hereby designate the above beneficiary(ies) to receive any residual amount payable by reason of my death and the death of my joint annuitant(s), if applicable.

Member/Retiree's Signature: _____ Date mm/dd/ccyy: _____

5 Employer Certification - This section must be completed by an authorized employer representative, not the member. Only complete for active members.

Employer Name: Mississippi Delta Community College Employer No.: 0620 - 000
Employer Representative's Name: Sarah Hanson Employer Representative's Title: Personnel Coordinator
Employer Representative's Phone: (662) 246-6313 Fax: (662) 246-6324 E-Mail: shanson@msdelta.edu

Employer Representative's Signature: _____ Date mm/dd/ccyy: _____



Non-Covered Employment Acknowledgment

Form 4A – Revised 12/1/2013

Complete only if employee is not receiving PERS service retirement benefits and is not contributing to PERS through another employer. Please print or type in black ink. Completed form should be mailed or faxed to PERS. See bottom of form for contact information.

1 Employee Information

First Name: _____ MI: _____ Last Name: _____ Gender: ☐ M ☐ F

Social Security No.: _____ Birth Date mm/dd/ccyy: _____ E-Mail: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ ☐ Cellular ☐ Home ☐ Work Phone: _____ ☐ Cellular ☐ Home ☐ Work

2 Employee Acknowledgment

I hereby acknowledge that I am not receiving service retirement benefits from PERS and that my employment does not meet the eligibility requirements of PERS Board of Trustees Regulation 25, *Eligibility of Part-time Employees for State Retirement Annuity Service Credit*, and PERS Board of Trustees Regulation 38, *Eligibility for Membership in the Public Employees' Retirement System of Mississippi (PERS)*, and that I, therefore, am not eligible for coverage for this employment under the provisions of PERS. ☐ If an authorized representative signs this form, attach a copy of the durable power of attorney, conservatorship or guardianship papers, or other legal documents as proof of authority to sign this form.

Employee's Signature: _____ Date mm/dd/ccyy: _____

3 Employer Certification – This section must be completed by an authorized employer representative, not the employee.

Employee's Position Held/Job Title: _____

Employee's Hire Date mm/dd/ccyy: _____ Employee's Termination Date mm/dd/ccyy: _____

Employer Name: Mississippi Delta Community College Employer No.: 0620 - 000

Employer Representative's Name: Sarah Hanson Employer Representative's Title: Personnel Coordinator

Employer Representative's Phone: (662) 246-6313 Fax: (662) 246-6324 E-Mail: shanson@msdelta.edu

As employer representative, I understand that wages earned and paid to the above named individual during this period of employment will not be subject to withholding for state retirement. I further understand that any person who makes a false statement or shall falsify or permit to be falsified any record of a retirement plan administered by PERS in an attempt to defraud the plan may be subject to criminal prosecution. With that understanding, I certify that the above information is true and correct and that employment in this position does not meet the eligibility requirements of PERS Board of Trustees Regulation 25, *Eligibility of Part-time Employees for State Retirement Annuity Service Credit*, and PERS Board of Trustees Regulation 38, *Eligibility for Membership in the Public Employees' Retirement System of Mississippi (PERS)*.

Employer Representative's Signature: _____ Date mm/dd/ccyy: _____



Reemployment of PERS Service Retiree Certification/Acknowledgement Form 4B – Revised 11/17/2017

Please print or type in black ink. A Form 4B, Reemployment of PERS Service Retiree Certification/Acknowledgement, should be submitted each fiscal year (July 1 – June 30) of reemployment. See Regulation 34, Reemployment after Retirement, for rules governing reemployment. Completed form should be mailed or faxed to PERS. See bottom of form for contact information.

1 Retiree Information

First Name: _____ MI: _____ Last Name: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Social Security No.: _____ E-Mail: _____

Phone: _____ ☐ Cellular ☐ Home ☐ Work Phone: _____ ☐ Cellular ☐ Home ☐ Work

Position/Agency from which Retired: _____ Retirement Date mm/dd/ccyy: _____

2 Annual Retiree Acknowledgement and Election – Please check one.

I hereby acknowledge that I have read, understand, and agree to comply with the provisions for reemployment as outlined in PERS Board Regulation 34, *Reemployment after Retirement*, which stipulates that I must be retired at least 90 days or I forfeit my retirement benefit. With that understanding, I make the following annual election in accordance with Miss. Code Ann. § 25-11-127 (1972, as amended):

A. ☐ I hereby elect to be employed by a covered employer for a period of time not to exceed one-half of the normal working days or hours for the full-time equivalent position during the state fiscal year indicated in Section 3, and I will receive no more than one-half of the salary in effect for the position at the time of employment. The normal working days or hours for the full-time equivalent position are _____ days or _____ hours and I will work no more than _____ days or _____ hours during the state fiscal year indicated in Section 3. The full-time annual salary authorized for this position is \$ _____ and I will earn no more than \$ _____ during the state fiscal year indicated in Section 3.

B. ☐ I hereby elect to earn an annual salary that will not exceed 26 percent of the final average compensation used in calculating my service retirement allowance. My final average compensation at retirement was \$ _____ and I will earn no more than \$ _____ from all PERS-covered employers during the state fiscal year indicated below.

Retiree's Signature: _____ Date mm/dd/ccyy: _____

3 Employer Certification – This section should be completed by an authorized employer representative, not the retiree.

I hereby certify that the above-named individual, who is a service retiree receiving benefits from PERS, is employed in the below-named position in accordance with the reemployment provisions as authorized in Miss Code Ann. § 25-11-127 (1972 as amended) and in accordance with the provisions of PERS Regulation 34, *Reemployment after Retirement*. I understand that wages earned and paid to the above-named individual during this period of employment will be reported in accordance with reporting requirements prescribed by PERS and the applicable employer contributions on the wages actually paid must be submitted. I further understand that any person who makes a false statement or shall falsify or permit to be falsified any record of a retirement plan administered by PERS in an attempt to defraud the plan may be subject to criminal prosecution, and with that understanding, I certify that the below information is true and correct.

Retiree's Position /Job Title: _____ Fiscal Year of Reemployment (July 1 - June 30): _____

Retiree's Hire Date mm/dd/ccyy: _____ Termination Date mm/dd/ccyy: _____

Retiree Employed through Third Party: ☐ No ☐ Yes Name of Third Party: _____

Employer Name: Mississippi Delta Community College Employer No.: 0620 - 000

Employer Representative's Name: Sarah Hanson Employer Representative's Title: Personnel Coordinator

Employer Representative's Phone: (662) 246-6313 Fax: (662) 246-6324 E-Mail: shanson@msdelta.edu

Employer Representative's Signature: _____ Date mm/dd/ccyy: _____

MISSISSIPPI DELTA COMMUNITY COLLEGE
Office of Information Technology

it@msdelta.edu 662.246.6330 Fax: 662.246.6431

M E M O R A N D U M

TO: New MDCC Employee

FROM: Office of Information Technology

Welcome to the Trojan family!

Attached are several documents: the *Information Network Resources Policies and Procedures* that were approved by the Board of Trustees, an *Employee Use Agreement*, the *User Access Request Form*, and some various instructions and help documents.

Please read carefully & complete the following tasks.

1. **Read the Information Network Resources Policies and Procedures.**
2. **Sign & date the Employee Use Agreement. Also, please neatly print your name under your signature, as some signatures are not very readable.**
3. **Complete the User Access Request Form.**
4. **Return the signed Employee Use Agreement and the completed User Access Request Form to:**

Mississippi Delta Community College
Attn: Brenda Vanlandingham, Human Resources
P.O. Box 668
Moorhead, MS 38761
5. **Keep all other documents for your personal reference.**

We will notify your supervisor of your username, email address, and your employee ID number so they can let you know when your access has been setup.

Please be sure to check your email messages regularly, and keep your message box "cleaned up" as you are limited to space for your e-mail messages.

If you have any questions, feel free to contact our office at 662.246.6330 or by e-mailing it@msdelta.edu.

MISSISSIPPI DELTA COMMUNITY COLLEGE

INFORMATION NETWORK RESOURCES POLICIES & PROCEDURES

I. INTRODUCTION AND PURPOSE

The purpose of the MDCC Information Network is to support the overall educational mission of the college, in accordance with college policies. Access to the network and its resources is a privilege. Network users must respect the rights of others and the integrity of the components of the network.

This policy governs the use of all computers, computer-based networks, and related hardware and software at Mississippi Delta Community College. Under federal statutes and the sections of the Mississippi code that regulates the use of these resources, the college is required to ensure that this equipment and software are used properly, and for the purpose for which state funds were expended. The intent of this policy is to allow maximum freedom of use consistent with state and federal law, college policy and a productive work environment.

II. SCOPE

This policy applies to all college faculty, staff, administrators, students, and members of the community who use the College network resources. It covers all computing hardware that is connected to the network, including microcomputers, printers, etc. It also includes all network infrastructure: data wiring and fiber optic cable, routers, switches, hubs, servers, data connectors, and all other associated hardware and materials.

The following types of software are covered under this policy: operating systems, network software, compilers, and all instructional and application software defined as "supported by the college".

The following categories of data systems are included: the administrative and student information system and data that have been collected or generated by the college. Not covered is software or data that the college does not support, even though such may be stored on college hardware and/or used by individual departments.

III. GENERAL STATEMENTS

- A. Training – Training is provided for administration, faculty and staff as new hardware, software and services are made available. Prior to receiving access to the network, each employee must demonstrate a satisfactory level of proficiency in certain areas such as proper use of passwords, how to access the Internet, e-mail, administrative software, and other application software. Administration, faculty and staff are encouraged to attend workshops and classes at off-site locations provided sufficient funds are available in the departmental budgets.

Training will be made available to the employee at the time of employment.

- B. Network Access – Network access is controlled by passwords, and the level of access granted is determined by a user's job-related or educational requirements.**
- 1. User names and Passwords – Users will be assigned a user name and password which should not be disclosed. User names will follow a naming convention developed by the Office of Information Technology. Passwords must be at least eight positions in length. The *recommended* length is eight to twelve positions. Passwords *must* contain an upper case character, a lower case character and *must* contain at least one number, and *may not* contain spaces. The password should not contain the user's account name or parts of the user's full name. Users will be required to change passwords periodically. The password can not be the same as the last four used passwords. Requests for new user names and passwords should be submitted and approved using the User Access Request Form. Requests for user names and passwords to be deleted from the computer system when an employee is terminated should be submitted and approved using the College's Employee Departure Form.**
 - 2. Accounts – Network accounts for employees are managed by the Office of Information Technology staff. Requests for establishment or modification of employee accounts must be approved at the Dean/Director level or above. Specific access granted to an employee account is subject to approval by the appropriate Dean/Director with the guidance of the Director of Information Technology. Removal of an account occurs when the owner is no longer an employee of the college, or when disciplinary action is indicated. It is the responsibility of the employee's supervisor to notify Information Technology staff within 24 hours of an account holder's separation from service. Student accounts and public accounts must be requested and maintained by the appropriate department under the supervision of Information Technology staff.**
- C. Ethical Use – The network is for official college use only and must not be used for personal business, profit-making ventures, political activities, or to harass or offend anyone. Some employees will be given access to the student information systems and/or other administrative systems. The confidentiality of these records is governed by the federal Family Education Rights and Privacy Act of 1974 (a.k.a. Buckley Amendment, FERPA). All information is confidential, and students have a right to expect that their scholastic records are being properly supervised and maintained. Requests for disclosure of this information must be approved by the appropriate administrative officer.**
- D. Security – All information is property of Mississippi Delta Community College, and use or distribution is prohibited without approval of the appropriate department. Information should be protected against unauthorized access and/or destruction. A backup copy of administrative information is made daily. It is recommended that each user make a backup copy of information on individual personal computers frequently. A disaster recovery plan is maintained by the Office of Information Technology. Users should not leave a terminal/computer unattended while signed on. A secure off-site facility will be provided for storage of backups, user documentation, copies of disaster plan, and critical forms. The college attempts to protect the network from intrusion from within and without. All suspected attempts to violate network security must be reported to the Director of Information Technology as soon as possible. If it is determined that a breach in network security has compromised sensitive information, the President of the college may request the aid of law enforcement to handle the investigation. The Office of Information**

Technology will periodically check for, and follow up on, security violations.

- E. **Disaster Recovery Plan** – The Office of Information Technology maintains a Disaster Recovery Plan. All programs, files, folders, configuration and security information is saved on a daily basis. Backup of individual personal computers is the responsibility of the individual user.
- F. **Software Supported by the College** -- Software standards will be established and distributed by the Office of Information Technology. Only approved software will be supported and maintained. The support and maintenance of other software will be the responsibility of the user. Computer software should be properly registered to obtain updates and protect warranties or other legal rights.
- G. **Computer Hardware** – Computer hardware should not be relocated or have components added or removed without coordination with the Office of Information Technology.
- H. **User requests** – All requests for services which fall within the realm of the Office of Information Technology (telephones, e-mail, hardware, software, programming, network services and support, Internet access) should be submitted by the appropriate supervisor using the Trackit System. The request will be directed to the proper Office of Information Technology personnel for resolution.
- I. **Web Site** – The college will operate a web site for the purposes of recruiting and disseminating college information. This service will be operated and maintained by the Webmaster. All requests concerning this area should be directed to the Webmaster.
- J. **Access to the Internet** - The college provides Internet access through the college network to all employees having a network account. Student Internet access is through the individual instructional departmental laboratories, learning centers, and computer classrooms. Community access is through the learning centers and open labs as approved by the college. Internet access is intended only for official college business. The college discourages personal use of the Internet through the college network, especially during the normal business hours. The college does not condone access to sites which contain pornography and other sexually explicit material. The use of the Internet for political purposes, illegal activity, profit-making ventures, or the harassment of individuals or organizations is considered a violation of college policy. Users should be aware that our system logs all Internet sites which are accessed through the network. This information will be monitored on a regular basis through normal network maintenance and to investigate abuse of the resource.
- K. **E-Mail** – An e-mail account is provided for each employee who has a network account. As with Internet access, e-mail is intended only for official college business and not for illegal activity, personal profit-making ventures, political purposes, or to harass any person or organization. E-mail is, by definition, public, and is subject to review by college officials without prior notification. Users are responsible for maintaining their e-mail accounts and removing old messages.
- L. **Agreement** – Every employee who uses the network is required to read and sign the "Information Network Resources Use Agreement".

M. Sanctions –

- 1. Employees – An employee found guilty of violating the terms of the “Information Network Resources Use Agreement” is subject to sanctions. If misuse of the network by an employee threatens the stability of the network, the Director of Information Technology will suspend network privileges immediately. Additional sanctions could include reprimand by the appropriate supervisor, dismissal, criminal prosecution or any other sanction as outlined in the college’s Policies and Procedures Manual.**
- 2. Students – A student found guilty of misuse of the network is subject to loss of network privileges, criminal prosecution, or any other disciplinary action described in the MDCC Catalog.**
- 3. Public – A member of the public found guilty of misuse of the network is subject to loss of network privileges and/or criminal prosecution.**

SAMPLE FOR YOUR FILES—DO NOT SIGN

MISSISSIPPI DELTA COMMUNITY COLLEGE
INFORMATION NETWORK RESOURCES EMPLOYEE USE AGREEMENT

I hereby agree to use professional judgment with regard to use of the college network resources. Specifically, I *will not*:

1. use the college network or any device connected to the college network for any purpose other than official college business. I will not use the network for illegal purposes, profit-making activities, political activities, or to harass anyone or any organization.
2. access sites which contain pornography and other sexually explicit material.
3. reveal my system password to anyone, or make it possible for anyone to access it by posting it or by the careless handling of it.
4. access, view, alter or attempt to access, view or alter college information except that which is permitted by my password, and only then in the performance of my job.
5. allow or assist any unauthorized individual to access, view or alter college information, or share such information with them except as authorized by appropriate authority.
6. connect any electronic device to, remove any electronic device from, or alter any electronic device which is connected to the college network without the expressed permission of the Director of Information Technology.
7. relocate or disturb any of the network infrastructure (including wiring, hubs, switches, connectors, etc.) without the expressed permission of the Director of Information Technology.
8. move a college network device (microcomputer, printer, etc.) from its assigned location without notifying Computer & Information Services and completing an Inventory Deletion/Relocation Form obtained from the Business Office.
9. share knowledge of the college network infrastructure with anyone except an authorized college employee.
10. load any file which has not been scanned for viruses to a networked computer.
11. install any software on a computer without the approval of the Director of Information Technology, and will not duplicate copyrighted or licensed software or other materials unless specifically permitted to do so by author or publisher agreement.
12. store on college media (disks, tape, etc.) any materials which violate sexual harassment or civil rights policy.

I understand my responsibility with respect to ensuring appropriate security, confidentiality, and use of the college network. I also understand that the college is not responsible for any consequences or legal actions that may result because of my misuse of the college network resources. I have read and do understand the above conditions. I realize that failure to comply with any of the above conditions can result in disciplinary action against me as described in the college's Policies and Procedures Manual.

Signed SAMPLE ONLY—DO NOT SIGN

Date _____

MISSISSIPPI DELTA COMMUNITY COLLEGE INFORMATION NETWORK RESOURCES EMPLOYEE USE AGREEMENT

I hereby agree to use professional judgment with regard to use of the college network resources. Specifically, I *will not*:

1. use the college network or any device connected to the college network for any purpose other than official college business. I will not use the network for illegal purposes, profit-making activities, political activities, or to harass anyone or any organization.
2. access sites which contain pornography and other sexually explicit material.
3. reveal my system password to anyone, or make it possible for anyone to access it by posting it or by the careless handling of it.
4. access, view, alter or attempt to access, view or alter college information except that which is permitted by my password, and only then in the performance of my job.
5. allow or assist any unauthorized individual to access, view or alter college information, or share such information with them except as authorized by appropriate authority.
6. connect any electronic device to, remove any electronic device from, or alter any electronic device which is connected to the college network without the expressed permission of the Director of Information Technology.
7. relocate or disturb any of the network infrastructure (including wiring, hubs, switches, connectors, etc.) without the expressed permission of the Director of Information Technology.
8. move a college network device (microcomputer, printer, etc.) from its assigned location without notifying Computer & Information Services and completing an Inventory Deletion/Relocation Form obtained from the Business Office.
9. share knowledge of the college network infrastructure with anyone except an authorized college employee.
10. load any file which has not been scanned for viruses to a networked computer.
11. install any software on a computer without the approval of the Director of Information Technology, and will not duplicate copyrighted or licensed software or other materials unless specifically permitted to do so by author or publisher agreement.
12. store on college media (disks, tape, etc.) any materials which violate sexual harassment or civil rights policy.

I understand my responsibility with respect to ensuring appropriate security, confidentiality, and use of the college network. I also understand that the college is not responsible for any consequences or legal actions that may result because of my misuse of the college network resources. I have read and do understand the above conditions. I realize that failure to comply with any of the above conditions can result in disciplinary action against me as described in the college's Policies and Procedures Manual.

Signed _____

Date _____

Print Name _____

MISSISSIPPI DELTA COMMUNITY COLLEGE

Office of Information Technology

✉ It@msdelta.edu ☎ 662.246.6330 📠 Fax: 662.246.6431

USER ACCESS REQUEST FORM

This request must be preceded by the signed and dated Information Network Resources Use Agreement.

Date: _____

Please clearly print the following information---

Full Name: _____

Preferred First Name: _____

Last 4 digits of Social Security #: _____ Date of Birth: _____

Title: _____

☐ Full-time ☐ Part-time

Department: _____

For Office of Information Technology use only

Received Signed Employee Use Agreement? ☐ Yes ☐ No

Employee ID #: _____ User Name: _____

Email Address: _____

☐ Setup Active Directory/Network account – Done by: _____

☐ Setup Email account – Done by: _____

☐ Notified Supervisor of Employee – Done by: _____

☐ Sent Welcome Email – Done by: _____

☐ Sent FERPA Email – Done by: _____

☐ Sent Policies & Procedures Email – Done by: _____

MISSISSIPPI DELTA COMMUNITY COLLEGE

Assigning Registration Time Tickets in MyBanner (SSB)

1. Log in to the MyDelta Portal.
2. Click the MyBanner link.
3. Click on Faculty and Advisors menu item OR the Faculty Services tab.
4. Scroll to the bottom of the page and click on Registration Time Ticket.
5. If a term has not been previously selected, click on the down arrow to select the term then click
6. Submit.
7. If a student has not been previously selected, select a student ID by either entering the student's Banner ID OR entering the student's last name, first name and then click Submit.
8. If searching for a student by name, click on the down arrow next to the name then click on
9. the name from the list (NOTE: DO NOT JUST SELECT THE FIRST NAME DISPLAYED - It may not be the student you are searching for).
10. After the student name has been selected, verify the information, and then click Submit.
11. Click on Registration Time Ticket again and the students ID, name and major will display.
12. To assign a time ticket, click on the down arrow next to Select Group.
13. Click on the group based on the major or other instructions you received on assigning time ticket groups for this term.
14. Click on Assign this Group.
15. Verify that the correct group was assigned to this student.
16. To change the time ticket group click on down arrow next to Select Group, select the new group, click on Submit.
17. To remove a student from a group so they will not be able to register in SSB, click on Remove
18. Time Ticket Group at the top of the screen.
19. 17. To proceed with another student click Student ID Selection in brackets at the bottom of the screen and repeat the steps for selecting a student and assigning a group as listed above
20. 18. When finished click on Exit at top of screen.

MISSISSIPPI DELTA COMMUNITY COLLEGE

ATTENDANCE MODULE INTEGRATED WITH BANNER

Please review the following detailed explanation of the Attendance roll integration with Banner.

- LDA = Last Date of Attendance
- When a student registers for a class on the web (SSB/MyBanner), "RW" status code is assigned. When a student is registered directly in Banner (INB) for a class, "RE" status code is assigned. These codes are displayed on the Attendance roll under the Reg column. When a student is dropped from a class the status code will be changed as follows:
 - ◊ The registration status code for any student marked as a no show will be changed to "DD" and the first day of class is used as the status date. Any student marked as Cls WD whose LDA is within the refund period (two weeks) will also be changed to "DD". The student will be removed from the Detail and Summary Class List in SSB/MyBanner but will remain on the Attendance roll. The student will receive a 100% refund for the class.
 - ◊ After the refund period, the registration status code for a student marked as Cls WD will be changed to "DC" and the LDA (last date of attendance) will be used as the status date. A "W" grade will be automatically assigned. The student will not receive a refund for the class.
 - ◊ The registration status code for a student marked as Exc Abs will also be changed to "DC" and the LDA will be used as the status date. An "F" grade will automatically be assigned, but may be changed to "W" using the Final Grade option on the Faculty Services tab in SSB/MyBanner using established.
 - ◊ If a student is readmitted (reinstated) to a class, the "DC" status code will be changed back to "RE". The LDA and grade will also be removed.
 - ◊ If a student is withdrawn from school (ALL classes) in Banner, "WS" enrollment status code is assigned to the student term record in Banner. If all classes have been recorded as no shows or dropped within the refund period "WD" is assigned to the student term record.
- Currently VCC class withdrawals are processed directly in Banner (INB).
- **ATTENDANCE REMINDERS:**
 - ◊ All attendance (absences, class withdrawals, no shows) should be up-to-date and complete prior to entering final grades!
 - ◊ Please do not wait to assign a W grade at grade entry time! If a student has "cut out" or withdrawn, you should go through the proper steps in the attendance module to record that prior to grade entry time! If you do give a W grade at grade entry time, you MUST enter an LDA!
 - ◊ When finished with marking absences for the class, be sure to click on Save Audit Roll or you will lose attendance entered. ****NOTE: You MUST save attendance before changing weeks. For example, if you enter attendance for Weeks 1-4, and want to then record attendance for Weeks 5-8, you must save Weeks 1-4 before proceeding to the Weeks 5-8 screen.***
- The information in the Attendance roll will be updated in Banner each afternoon (5:00 pm).
- The information for a dropped class will only be updated in Banner once. If LDA has been entered incorrectly, the Final Grade option on the Faculty Services tab may be used to make a correction. A correct LDA is essential for financial aid and state board auditing purposes.

Contact The Office of Information Technology if you have technical issues.

Recording Attendance

- Click on **MyBanner** link from the MDCC web site at www.msdelta.edu
- Click on **MyBanner Log In**.
- Click on **Enter Secure Area** on the initial Self Service Banner (SSB/MyBanner) page.
- Enter your User ID (Banner ID or SSN) and your PIN (Password).
- Click on **Log In**.
- Click on **Faculty and Advisors** menu item OR the **Faculty Services** tab.
- Scroll to the bottom of the page and click on **Attendance Roll Form**.
- Click on the **down arrow** next to the Class(es) heading, then click on a class to enter attendance.
- Click on the Week in the semester for which attendance is to be entered (Weeks 1-4, 5-8, etc.), if not already selected.
- To mark a student absent, click on the box under the correct class meeting (NOTE: hovering over box will display date).
- After clicking once an "A" will be inserted in the box.
- To remove an absence, click on "A" and it will be removed.
- If the box is blank, it is assumed that the student was present.
- Continue marking students absent.
- **IMPORTANT!** When finished with marking absences for the class, be sure to click on **Save Audit Roll** or you will lose attendance entered. **NOTE: You MUST save attendance before changing weeks. For example, if you enter attendance for Weeks 1-4, and want to then record attendance for Weeks 5-8, you must save Weeks 1-4 before proceeding to the Weeks 5-8 screen.*
- Your initials and date of birth will be automatically saved in the database indicating you certify the attendance entered.

Recording No Shows

- When instructed to record no shows for the semester, click on the down arrow under the Status column for the student.
- Click on **No Show**.
- Boxes will be grayed out and will be automatically marked as absences for the remainder of the semester when saved.
- When finished marking no shows click on **Save Audit Roll**.
- When transferred to Banner, the Reg status will be changed to "DD" and the first day of class is used as the status date. The student will be removed from the Detail and Summary Class List in Banner but will remain on the Attendance roll. The student will receive a 100% refund for the class.

Recording Class withdrawals

- Click on the down arrow under the Status column for the student.
- To officially withdraw a student from class, click on the **Cls WD** in the list.
- Click on the down arrow next to the date box under **Cls WD**, and select the LDA from the list.
- Boxes after the LDA will be grayed out and will be automatically marked as absences for the remainder of the semester when saved.
- When finished, click on **Save Audit Roll**.
- When transferred to Banner and the LDA is after the refund period, the Reg status will be changed to "DC" and the LDA will be used as the status date. A "W" grade will be automatically assigned. The students will not receive a refund.
- If the LDA is within the refund period, "DD" will be assigned. The student will be removed from the Detail and Summary Class List in Banner but will remain on the Attendance roll. The student will receive a 100% refund for the class.

Recording Excessive Absences (Cut Outs)

- Click on the down arrow under the Status column for the student.
- To officially withdraw a student from class due to excessive absences, click on **Exc Abs** in the list.
- Click on the down arrow next to the date box under **Exc Abs**, and select the LDA from the list.
- Boxes after the LDA will be grayed out and will be automatically marked as absences for the remainder of the semester when saved.
- When finished click on **Save Audit Roll**.
- When transferred to Banner and the LDA is after the refund period, the Reg status will be changed to "DC" and the LDA will be used as the status date. An "F" grade will automatically be assigned, but may be changed to "W" on the Final Grade option under the Faculty Services tab using established grading policies.
- If the LDA is within the refund period, "DD" will be assigned. The student will be removed from the Detail and Summary Class List in Banner, but will remain on the Attendance roll. The student will receive a 100% refund for the class.

Readmitting (Reinstate) a student

- Click on the down arrow under the Status column for the student to be readmitted to class.
- Click on **Readmit**.
- Students LDA will be removed and all absences will be retained.
- Click on absences from date readmitted to end of semester (through Week 17 - 18) to remove absences.
- When finished, click on **Save Audit Roll**.
- When transferred to Banner, the Reg status will be changed back to "RE". The LDA and "W" grade will also be removed.

MISSISSIPPI DELTA COMMUNITY COLLEGE

BANNER – Final Grade Entry

MDCC does not record mid-term grades

- **IMPORTANT!** All attendance records should be updated before proceeding with final grades!

*****Please do not wait to assign a W grade at grade entry time! If a student has "cut out" or withdrawn, you should go through the proper steps in the attendance module to record that prior to grade entry time!***

- Click on **MyBanner** link from the MDCC web site at www.msdelta.edu
- Click on **MyBanner Log In**.
- Click on **Enter Secure Area** on the initial Self Service Banner (SSB/MyBanner) page.
- Enter your User ID (Banner ID or SSN) and your PIN (Password).
- Click on **Log In**.
- Click on **Faculty and Advisors** menu item OR the **Faculty Services** tab.
- Click on **Final Grades**.
- If a term has not been previously selected, click on the down arrow to select the term then click **Submit**.
- Click on the down arrow to select the CRN for class, and then click **Submit**.
- Click on the down arrow under the grade column and select a grade.
 - **NOTE:** For class withdrawals leave the grade as "W". For excessive absences the grade may be left as "F" or changed to "W" based on school policy.
 - **NOTE:** Instructors **cannot** enter an "I" grade in MyBanner. If you need to assign an "I" grade, please contact the Office of Instruction at 662.246.6317. If an "I" grade for incomplete is assigned, please remember that according to college policy, the "I" grade will be changed to "F" within one year if you do not submit a change of grade form to the Office of Admissions before the incomplete extension date.
- **Last Attend Date should be blank for students completing the class.** If a student has a class withdrawal or excessive absences, check the last attend date and correct if necessary. The date should be entered in MM/DD/YYYY format (include the slashes).
 - **NOTE:** Students that show "non-gradable" in the final grade column should **NOT** have a date in the LDA field. If there is a date in that field, grades for other students **will not** post.
 - **NOTE:** If you give a "W" grade, a LDA **MUST** be entered. Also, if an "F" grade was assigned to a cut-out, a LDA **MUST** be entered. An **EARNED** "F" grade should **NOT** have an LDA.
- ☐ Also – there seems to be some confusion about this -- "Last Attend Date should be blank for students **completing** the class with a grade." You only enter an LDA if the student cut out or withdrew from the class. The date should be entered in MM/DD/YYYY format (include the slashes)." To explain – According to policy, at some point in the semester, you have the option to give a student a W or F grade if a student cuts out or withdraws from your class. **If you decide to give an F grade, you still must put an LDA because the student either cut out or withdrew & did not complete the class.** The key word in the statement above is "**completing**". If a student cuts out or withdraws from your class, this is not considered completing the course with a grade, although you may choose to give an F grade.

ALL CUT OUTS & CLASS WITHDRAWALS MUST HAVE EITHER A W OR F GRADE AND MUST HAVE AN LDA!

- Leave Attend Hours blank.
- A reminder message will display at the bottom of the page that you have **20 minutes** to finish entering grades for this class.
- When finished entering all grades, click **Submit**. A message will be displayed at the top of the screen indicating the changes were successfully saved or error messages will inform you of any errors.
- If the Rolled column contains an N you may update the grade. When all grades for the term have been received, they will be rolled (updated) in history and any grade changes will need to be made by the Admissions office.
- To enter grades for another class click on CRN selection at the bottom of the screen, select the CRN for the class, select **Final Grades**, and then repeat steps above.
- Verify that all grades have been entered correctly.
- Click on Exit when finished.

Mississippi Delta Community College

Frequently Asked Questions

Employees and students *must* know how to log on to the MyDelta portal, Email, MyBanner, and Canvas (students & faculty) and should be checking them frequently.

Detailed instructions for use of MyDelta Portal, etc. can be found on the Office of Information Technology section of the MDCC website -- <http://www.msdelta.edu/information-technology/>

Student problems or questions related to admission status, grades, or transcripts?

- Contact the **Office of Admissions & Records** at 662.246.6306 or email admissions@msdelta.edu

Student problems or questions about Financial Aid?

- Contact the **Office of Financial Aid** at 662.246.6263 or 662.246.6310

Student problems or questions about student accounts, financial aid refunds?

- Contact the **Office of Business Services** at 662.246.6312.

Student or Employee problems or questions concerning online classes or Canvas?

- Contact the **Office of eLearning** at 662.246.6319 or email vccdlc@msdelta.edu

Student or Employee problems or questions concerning MyDelta Portal, Banner, Argos, MyBanner or Email?

- Contact **Office of Information Technology** at 662.246.6330 or by emailing it@msdelta.edu