



# 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
Date of Birth (mm/dd/yyyy)		U.S. Social Security Number		Employee's Email Address		Employee's Telephone Number

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.

Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.):

1. A citizen of the United States

2. A noncitizen national of the United States (See Instructions.)

3. A lawful permanent resident (Enter USCIS or A-Number.)

4. A noncitizen (other than **Item Numbers 2. and 3.** above) authorized to work until (exp. date, if any)

If you check **Item Number 4.**, enter one of these:

USCIS A-Number	OR	Form I-94 Admission Number	OR	Foreign Passport Number and Country of Issuance
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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)	<b>Additional Information</b>				
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Document Title 3 (if any)	<input type="checkbox"/> Check here if you used an alternative procedure authorized by DHS to examine documents.				
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					

**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"> <li>1. U.S. Passport or U.S. Passport Card</li> <li>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li> <li>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</li> <li>4. Employment Authorization Document that contains a photograph (Form I-766)</li> <li>5. 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"> <li>a. Foreign passport; and</li> <li>b. Form I-94 or Form I-94A that has the following:                                     <ol style="list-style-type: none"> <li>(1) The same name as the passport; and</li> <li>(2) 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.</li> </ol> </li> </ol> </li> <li>6. 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</li> </ol>	OR	<ol style="list-style-type: none"> <li>1. 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</li> <li>2. 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</li> <li>3. School ID card with a photograph</li> <li>4. Voter's registration card</li> <li>5. U.S. Military card or draft record</li> <li>6. Military dependent's ID card</li> <li>7. U.S. Coast Guard Merchant Mariner Card</li> <li>8. Native American tribal document</li> <li>9. Driver's license issued by a Canadian government authority</li> <li style="text-align: center;"><b>For persons under age 18 who are unable to present a document listed above:</b></li> <li>10. School record or report card</li> <li>11. Clinic, doctor, or hospital record</li> <li>12. Day-care or nursery school record</li> </ol>	AND	<ol style="list-style-type: none"> <li>1. A Social Security Account Number card, unless the card includes one of the following restrictions:                             <ol style="list-style-type: none"> <li>(1) NOT VALID FOR EMPLOYMENT</li> <li>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</li> <li>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</li> </ol> </li> <li>2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)</li> <li>3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</li> <li>4. Native American tribal document</li> <li>5. U.S. Citizen ID Card (Form I-197)</li> <li>6. Identification Card for Use of Resident Citizen in the United States (Form I-179)</li> <li>7. Employment authorization document issued by the Department of Homeland Security                             <p style="margin-left: 20px;">For examples, see <a href="#">Section 7</a> and <a href="#">Section 13</a> of the M-274 on <a href="http://uscis.gov/i-9-central">uscis.gov/i-9-central</a>.</p> <p style="margin-left: 20px;">The Form I-766, Employment Authorization Document, is a List A, <b>Item Number 4</b>, document, not a List C document.</p> </li> </ol>
<p><b>Acceptable Receipts</b></p> <p>May be presented in lieu of a document listed above for a temporary period.</p> <p>For receipt validity dates, see the M-274.</p>				
<ul style="list-style-type: none"> <li>• Receipt for a replacement of a lost, stolen, or damaged List A document.</li> <li>• Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual.</li> <li>• Form I-94 with "RE" notation or refugee stamp issued to a refugee.</li> </ul>	OR	<ul style="list-style-type: none"> <li>• Receipt for a replacement of a lost, stolen, or damaged List B document.</li> </ul>	AND	<ul style="list-style-type: none"> <li>• Receipt for a replacement of a lost, stolen, or damaged List C document.</li> </ul>

\*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 ( <i>Family Name</i> ) from Section 1.	First Name ( <i>Given Name</i> ) from Section 1.	Middle initial (if any) from Section 1.
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**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 ( <i>mm/dd/yyyy</i> )	
Last Name ( <i>Family Name</i> )	First Name ( <i>Given Name</i> )		Middle Initial ( <i>if any</i> )
Address ( <i>Street Number and Name</i> )	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 ( <i>mm/dd/yyyy</i> )	
Last Name ( <i>Family Name</i> )	First Name ( <i>Given Name</i> )		Middle Initial ( <i>if any</i> )
Address ( <i>Street Number and Name</i> )	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 ( <i>mm/dd/yyyy</i> )	
Last Name ( <i>Family Name</i> )	First Name ( <i>Given Name</i> )		Middle Initial ( <i>if any</i> )
Address ( <i>Street Number and Name</i> )	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 ( <i>mm/dd/yyyy</i> )	
Last Name ( <i>Family Name</i> )	First Name ( <i>Given Name</i> )		Middle Initial ( <i>if any</i> )
Address ( <i>Street Number and Name</i> )	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 ( <i>Family Name</i> ) from <b>Section 1</b> .	First Name ( <i>Given Name</i> ) from <b>Section 1</b> .	Middle initial (if any) from <b>Section 1</b> .
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**Instructions:** This supplement replaces Section 3 on the previous version of Form I-9. Only use this page if your employee requires reverification, is rehire 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 \(M-274\)](#)

<i>Date of Rehire (if applicable)</i>	<i>New Name (if applicable)</i>		
Date ( <i>mm/dd/yyyy</i> )	Last Name ( <i>Family Name</i> )	First Name ( <i>Given Name</i> )	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) ( <i>mm/dd/yyyy</i> )
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**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 ( <i>mm/dd/yyyy</i> )
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Additional Information (Initial and date each notation.)	<input type="checkbox"/> Check here if you used an alternative procedure authorized by DHS to examine documents.
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<i>Date of Rehire (if applicable)</i>	<i>New Name (if applicable)</i>		
Date ( <i>mm/dd/yyyy</i> )	Last Name ( <i>Family Name</i> )	First Name ( <i>Given Name</i> )	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) ( <i>mm/dd/yyyy</i> )
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**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 ( <i>mm/dd/yyyy</i> )
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Additional Information (Initial and date each notation.)	<input type="checkbox"/> Check here if you used an alternative procedure authorized by DHS to examine documents.
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<i>Date of Rehire (if applicable)</i>	<i>New Name (if applicable)</i>		
Date ( <i>mm/dd/yyyy</i> )	Last Name ( <i>Family Name</i> )	First Name ( <i>Given Name</i> )	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) ( <i>mm/dd/yyyy</i> )
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**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 ( <i>mm/dd/yyyy</i> )
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Additional Information (Initial and date each notation.)	<input type="checkbox"/> Check here if you used an alternative procedure authorized by DHS to examine documents.
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## Employee's Withholding Certificate

▶ 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.

2021

<b>Step 1:</b> <b>Enter Personal Information</b>	(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 <a href="http://www.ssa.gov">www.ssa.gov</a> .
	City or town, state, and ZIP code _____		
	(c) <input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly or Qualifying widow(er) <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.)		

**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, when to use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App), and privacy.

**Step 2: Multiple Jobs or Spouse Works**

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.

Do only one of the following.

(a) Use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App) for most accurate withholding for this step (and Steps 3-4); or

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; or

(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 accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld . . . . . ▶

**TIP:** To be accurate, submit a 2021 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

**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.)

<b>Step 3: Claim Dependents</b>	If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly): Multiply the number of qualifying children under age 17 by \$2,000 ▶ \$ _____  Multiply the number of other dependents by \$500 . . . . . ▶ \$ _____  Add the amounts above and enter the total here . . . . . <b>3</b> \$ _____	
<b>Step 4 (optional): Other Adjustments</b>	(a) <b>Other income (not from jobs).</b> 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 . . . . .	<b>4(a)</b> \$ _____
	(b) <b>Deductions.</b> 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 . . . . .	<b>4(b)</b> \$ _____
	(c) <b>Extra withholding.</b> Enter any additional tax you want withheld each pay period . . . . .	<b>4(c)</b> \$ _____

<b>Step 5: Sign Here</b>	Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.		
	▶ _____ ▶ <b>Employee's signature</b> (This form is not valid unless you sign it.)		Date _____

<b>Employers Only</b>	Employer's name and address _____	First date of employment _____	Employer identification number (EIN) _____
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## General Instructions

### 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](http://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 2021 if you meet both of the following conditions: you had no federal income tax liability in 2020 and you expect to have no federal income tax liability in 2021. You had no federal income tax liability in 2020 if (1) your total tax on line 24 on your 2020 Form 1040 or 1040-SR is zero (or less than the sum of lines 27, 28, 29, and 30), 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 2021 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 15, 2022.

**Your privacy.** If you prefer to limit information provided in Steps 2 through 4, use the online estimator, which will also increase accuracy.

As an alternative to the estimator: if you have concerns with Step 2(c), you may choose Step 2(b); if you have concerns with Step 4(a), you may enter an additional amount you want withheld per pay period in Step 4(c). If this is the only job in your household, you may instead check the box in Step 2(c), which will increase your withholding and significantly reduce your paycheck (often by thousands of dollars over the year).

**When to use the estimator.** Consider using the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App) if you:

1. Expect to work only part of the year;
2. Have dividend or capital gain income, or are subject to additional taxes, such as Additional Medicare Tax;
3. Have self-employment income (see below); or
4. Prefer the most accurate withholding for multiple job situations.

**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](http://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.

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

If you (and your spouse) have a total of only two jobs, you may instead 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 roughly 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. 972, Child Tax Credit and Credit for Other Dependents. You can also include other tax credits in this step, such as education tax credits and the foreign tax credit. 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 2021 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.

**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](http://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 2021 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: { • \$25,100 if you're married filing jointly or qualifying widow(er)  
• \$18,800 if you're head of household  
• \$12,550 if you're single or married filing separately } . . . . . 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 possessions 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 Widow(er)**

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	\$190	\$850	\$890	\$1,020	\$1,020	\$1,020	\$1,020	\$1,020	\$1,100	\$1,870	\$1,870
\$10,000 - 19,999	190	1,190	1,890	2,090	2,220	2,220	2,220	2,220	2,300	3,300	4,070	4,070
\$20,000 - 29,999	850	1,890	2,750	2,950	3,080	3,080	3,080	3,160	4,160	5,160	5,930	5,930
\$30,000 - 39,999	890	2,090	2,950	3,150	3,280	3,280	3,360	4,360	5,360	6,360	7,130	7,130
\$40,000 - 49,999	1,020	2,220	3,080	3,280	3,410	3,490	4,490	5,490	6,490	7,490	8,260	8,260
\$50,000 - 59,999	1,020	2,220	3,080	3,280	3,490	4,490	5,490	6,490	7,490	8,490	9,260	9,260
\$60,000 - 69,999	1,020	2,220	3,080	3,360	4,490	5,490	6,490	7,490	8,490	9,490	10,260	10,260
\$70,000 - 79,999	1,020	2,220	3,160	4,360	5,490	6,490	7,490	8,490	9,490	10,490	11,260	11,260
\$80,000 - 89,999	1,020	3,150	5,010	6,210	7,340	8,340	9,340	10,340	11,340	12,340	13,260	13,460
\$100,000 - 149,999	1,870	4,070	5,930	7,130	8,260	9,320	10,520	11,720	12,920	14,120	15,090	15,290
\$150,000 - 239,999	2,040	4,440	6,500	7,900	9,230	10,430	11,630	12,830	14,030	15,230	16,190	16,400
\$240,000 - 259,999	2,040	4,440	6,500	7,900	9,230	10,430	11,630	12,830	14,030	15,270	17,040	18,040
\$260,000 - 279,999	2,040	4,440	6,500	7,900	9,230	10,430	11,630	12,870	14,870	16,870	18,640	19,640
\$280,000 - 299,999	2,040	4,440	6,500	7,900	9,230	10,470	12,470	14,470	16,470	18,470	20,240	21,240
\$300,000 - 319,999	2,040	4,440	6,500	7,940	10,070	12,070	14,070	16,070	18,070	20,070	21,840	22,840
\$320,000 - 364,999	2,720	5,920	8,780	10,980	13,110	15,110	17,110	19,110	21,190	23,490	25,560	26,860
\$365,000 - 524,999	2,970	6,470	9,630	12,130	14,560	16,860	19,160	21,460	23,760	26,060	28,130	29,430
\$525,000 and over	3,140	6,840	10,200	12,900	15,530	18,030	20,530	23,030	25,530	28,030	30,300	31,800

**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	\$440	\$940	\$1,020	\$1,020	\$1,410	\$1,870	\$1,870	\$1,870	\$1,870	\$2,030	\$2,040	\$2,040
\$10,000 - 19,999	940	1,540	1,620	2,020	3,020	3,470	3,470	3,470	3,640	3,840	3,840	3,840
\$20,000 - 29,999	1,020	1,620	2,100	3,100	4,100	4,550	4,550	4,720	4,920	5,120	5,120	5,120
\$30,000 - 39,999	1,020	2,020	3,100	4,100	5,100	5,550	5,720	5,920	6,120	6,320	6,320	6,320
\$40,000 - 59,999	1,870	3,470	4,550	5,550	6,690	7,340	7,540	7,740	7,940	8,140	8,150	8,150
\$60,000 - 79,999	1,870	3,470	4,690	5,890	7,090	7,740	7,940	8,140	8,340	8,540	9,190	9,990
\$80,000 - 99,999	2,000	3,810	5,090	6,290	7,490	8,140	8,340	8,540	9,390	10,390	11,190	11,990
\$100,000 - 124,999	2,040	3,840	5,120	6,320	7,520	8,360	9,360	10,360	11,360	12,360	13,410	14,510
\$125,000 - 149,999	2,040	3,840	5,120	6,910	8,910	10,360	11,360	12,450	13,750	15,050	16,160	17,260
\$150,000 - 174,999	2,220	4,830	6,910	8,910	10,910	12,600	13,900	15,200	16,500	17,800	18,910	20,010
\$175,000 - 199,999	2,720	5,320	7,490	9,790	12,090	13,850	15,150	16,450	17,750	19,050	20,150	21,250
\$200,000 - 249,999	2,970	5,880	8,260	10,560	12,860	14,620	15,920	17,220	18,520	19,820	20,930	22,030
\$250,000 - 399,999	2,970	5,880	8,260	10,560	12,860	14,620	15,920	17,220	18,520	19,820	20,930	22,030
\$400,000 - 449,999	2,970	5,880	8,260	10,560	12,860	14,620	15,920	17,220	18,520	19,910	21,220	22,520
\$450,000 and over	3,140	6,250	8,830	11,330	13,830	15,790	17,290	18,790	20,290	21,790	23,100	24,400

**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	\$820	\$930	\$1,020	\$1,020	\$1,020	\$1,420	\$1,870	\$1,870	\$1,910	\$2,040	\$2,040
\$10,000 - 19,999	820	1,900	2,130	2,220	2,220	2,620	3,620	4,070	4,110	4,310	4,440	4,440
\$20,000 - 29,999	930	2,130	2,360	2,450	2,850	3,850	4,850	5,340	5,540	5,740	5,870	5,870
\$30,000 - 39,999	1,020	2,220	2,450	2,940	3,940	4,940	5,980	6,630	6,830	7,030	7,160	7,160
\$40,000 - 59,999	1,020	2,470	3,700	4,790	5,800	7,000	8,200	8,850	9,050	9,250	9,380	9,380
\$60,000 - 79,999	1,870	4,070	5,310	6,600	7,800	9,000	10,200	10,850	11,050	11,250	11,520	12,320
\$80,000 - 99,999	1,880	4,280	5,710	7,000	8,200	9,400	10,600	11,250	11,580	12,580	13,520	14,320
\$100,000 - 124,999	2,040	4,440	5,870	7,160	8,360	9,560	11,240	12,690	13,690	14,690	15,670	16,770
\$125,000 - 149,999	2,040	4,440	5,870	7,240	9,240	11,240	13,240	14,690	15,890	17,190	18,420	19,520
\$150,000 - 174,999	2,040	4,920	7,150	9,240	11,240	13,290	15,590	17,340	18,640	19,940	21,170	22,270
\$175,000 - 199,999	2,720	5,920	8,150	10,440	12,740	15,040	17,340	19,090	20,390	21,690	22,920	24,020
\$200,000 - 249,999	2,970	6,470	9,000	11,390	13,690	15,990	18,290	20,040	21,340	22,640	23,880	24,980
\$250,000 - 349,999	2,970	6,470	9,000	11,390	13,690	15,990	18,290	20,040	21,340	22,640	23,880	24,980
\$350,000 - 449,999	2,970	6,470	9,000	11,390	13,690	15,990	18,290	20,040	21,340	22,640	23,900	25,200
\$450,000 and over	3,140	6,840	9,570	12,160	14,660	17,160	19,660	21,610	23,110	24,610	26,050	27,350





# MISSISSIPPI EMPLOYEE'S WITHHOLDING EXEMPTION CERTIFICATE

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

Employee's Name \_\_\_\_\_ SSN 6 \_\_\_\_\_

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
<b>EMPLOYEE:</b> 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 . . . . . ▶		\$ _____
<b>EMPLOYER:</b> 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	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

- |   |                        |                     |                |         |                                   |          |                     |         |                    |         |               |         |  |
|---|------------------------|---------------------|----------------|---------|-----------------------------------|----------|---------------------|---------|--------------------|---------|---------------|---------|--|
| <p><b>1. The personal exemptions allowed:</b></p> <table border="0" style="width: 100%;"> <tr> <td>(a) Single individuals</td> <td>\$6,000</td> <td>(d) Dependents</td> <td>\$1,500</td> </tr> <tr> <td>(b) Married individuals (Jointly)</td> <td>\$12,000</td> <td>(e) Age 65 and Over</td> <td>\$1,500</td> </tr> <tr> <td>(c) Head of family</td> <td>\$9,500</td> <td>(f) Blindness</td> <td>\$1,500</td> </tr> </table> <p><b>2. Claiming personal exemptions:</b></p> <p>(a) Single individuals enter \$6,000 on Line 1.</p> <p>(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 \$6,500 and the spouse claims \$5,500; or the taxpayer may claim \$8,000 and the spouse claims \$4,000. The total claimed by the taxpayer and spouse may not exceed \$12,000. Enter amount claimed by you on Line 2(b).</p> <p>(c) <b>Head of Family</b><br/>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).</p> <p>(d) <b>An additional exemption of \$1,500 may generally be claimed for each dependent of the taxpayer.</b> 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 <u>excluding</u> 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</p> | (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 | <p>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.</p> <p>(e) <b>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.</b> No additional exemption is authorized for dependents by reason of age. Check applicable blocks on Line 5.</p> <p>(f) <b>An additional exemption of \$1,500 may be claimed by either taxpayer or spouse or both if either or both are blind.</b> 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.</p> <p><b>3. Total Exemption Claimed:</b><br/>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.</p> <p><b>4. A NEW EXEMPTION CERTIFICATE MUST BE FILED WITH YOUR EMPLOYER WITHIN 30 DAYS AFTER ANY CHANGE IN YOUR EXEMPTION STATUS.</b></p> <p><b>5. PENALTIES ARE IMPOSED FOR WILLFULLY SUPPLYING FALSE INFORMATION</b></p> <p><b>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.</b></p> <p><b>7. To comply with the Military Spouse Residency Relief Act (PL111-97) signed on November 11, 2009.</b></p> |
| (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        |         |                                   |          |                     |         |                    |         |               |         |  |



# MISSISSIPPI DELTA

COMMUNITY COLLEGE

## Employee Emergency Contact Form

Name: \_\_\_\_\_

Department: \_\_\_\_\_ Date: \_\_\_\_\_

Work Telephone: \_\_\_\_\_ Cellular Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

### Primary Emergency Contact

Contact Name: \_\_\_\_\_

Relationship to Contact: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

### Secondary Emergency Contact

Contact Name: \_\_\_\_\_

Relationship to Contact: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

*Mississippi Delta Community College does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Dr. Steven Jones, Vice President of Administrative and Student Services, Stauffer-Wood Administration Building, Suite 119, Office 123, P. O. Box 668, Moorhead, MS 38761, 662-246-6304; [EEOC@msdelta.edu](mailto:EEOC@msdelta.edu).*

# 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 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](http://www.ms-newhire.com) or call us toll-free at 1-800-241-1330



# MISSISSIPPI DELTA COMMUNITY COLLEGE

## 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 COMMUNITY COLLEGE

## 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.

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Employee Signature

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Date

## EMPLOYEE ACKNOWLEDGEMENT

Mississippi Delta Community College provides qualified, competent administrators, faculty, and staff members who are committed to fulfilling the goals of the institution.

### ***Definitions:***

- “***Contractual***” employee – a full-time administrator, faculty, or staff member who is under written contract. A written contract establishes the terms and conditions of employment.
- An “***at will***” employee (non-contractual full time or part time) serves “at will” of the President. This means that either the college or the employee may terminate the employment relationship at any time, with or without notice and with or without cause.

### ***Probation:***

All faculty and staff members are considered to be hired for a probationary period for the first employment period. Probation also applies when an employee takes a new position. During the course of the probationary period, the employee's performance will be evaluated by his/her supervisor(s); and the appropriate administrator will recommend to the President whether or not a faculty/staff member's employment should be renewed or discontinued.

- **Non-contractual** employee's probationary period is one year from his or her effective date of employment.
- **Contractual** employee's probationary period is anywhere between 9 months to 12 months.

\_\_\_\_\_  
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 (MHSPRS)

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 1B, 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 M 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 M F

Gender M F

Gender M F

Gender M F

Gender M 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 38, Eligibility for Membership in the Public Employees' Retirement System of Mississippi (PERS).

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



# Beneficiary Designation

Form 1B – 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/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 acknowledgment 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: \_\_\_\_\_

**STATE OF MISSISSIPPI  
STATE AND SCHOOL EMPLOYEES' HEALTH INSURANCE PLAN  
APPLICATION FOR COVERAGE**

<b>PLEASE PRINT</b>		Employer Name	
<b>Section A: Enrollee Information (all fields are required)</b>			
Social Security Number	First Name	MI	Last Name
Home Address		City	State ZIP
Primary Telephone Number	Secondary Telephone Number	Personal Email Address	
Marital Status Single Married	Gender Male Female	Date of Birth (mm/dd/yyyy)	Date of Employment/Retirement
Were you ever a full-time employee of a covered entity under the Plan prior to 1/1/2006?		No (Horizon)	Yes (Legacy)
If <b>yes</b> , please list your most recent (pre-1/1/06) employer and dates of employment: _____			
If married, is your spouse a Plan participant? Yes No If yes, Spouse Name and SSN: _____			

**Section B: Health Insurance Membership Agreement Authorization (CHECK ONLY ONE BOX, SIGN AND DATE)**

I hereby apply to **ADD, CONTINUE AND/OR CHANGE COVERAGE** for myself and/or my dependents named on this Application for Coverage form through the State and School Employees' Health Insurance Plan (PLAN). I certify that all information provided by me on this application is complete and accurate, and is the basis for providing coverage herein. I understand that any misrepresentation by me or my dependents may result in the cancellation of my/our coverage under the PLAN. I understand that the coverage applied for is subject to all exclusions, provisions, and limitations set forth by the Plan Document. I agree to be bound by all terms and conditions of the PLAN. I understand and agree that if my application for coverage is approved, any requested coverage changes will be effective the date fixed by the PLAN or its Administrator. I understand that if the requested coverage is approved, I am responsible for payment of the appropriate premiums and hereby authorize for such payments to be payroll deducted, or as appropriate, withheld from my State of Mississippi retirement benefits.

I hereby **WAIVE COVERAGE** in the State and School Employees' Health Insurance Plan. I have been offered coverage (or am eligible for continuation of coverage) through the PLAN, but I elect not to be covered. I understand that by waiving coverage at this time, I may only request coverage for myself or myself and eligible dependents at an Open Enrollment Period or during a Special Enrollment Period. I understand that if I am a retiree and I waive coverage, I will not be allowed to re-enroll or have my coverage reinstated at a later date. If you are waiving coverage because you are currently covered under another health insurance policy, please complete Section D.

Enrollee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Section C: Coverage**

<b>Enrollee Type:</b> Employee - Legacy Employee - Horizon Retiree COBRA Surviving Spouse	<b>Coverage Type:</b> Enrollee Only Enrollee + Spouse Enrollee + Child Enrollee + Children Enrollee + Spouse & Child(ren)	<b>Coverage Option:</b> (Choose Only One)  Select  Base (HIGH DEDUCTIBLE)	<b>Do you have Medicare?</b> Yes No
			Medicare Number: _____ "A" Effective Date: _____ "B" Effective Date: _____ <b>Reason for Entitlement:</b> Age ESRD Disability
Are you a tobacco user? Yes No		If yes, are you interested in participating in the Plan's free cessation program? Yes No	

**Section D: Other Coverage Information**

Do any of the persons listed on this application have other health insurance coverage? Yes No If yes, please provide the following:

<b>Name of Individual Covered:</b>	1. _____	2. _____	3. _____	4. _____
<b>Policyholder's Name:</b>	_____	_____	_____	_____
<b>Policyholder's Date of Birth:</b>	_____	_____	_____	_____
<b>Policyholder's Insurance Effective Date:</b>	_____	_____	_____	_____
<b>Policy Number:</b>	_____	_____	_____	_____
<b>Policyholder's Employment Status:</b>	Active, Retiree or COBRA	Active, Retiree or COBRA	Active, Retiree or COBRA	Active, Retiree or COBRA
<b>Insurance Company Name address &amp; phone #:</b>	_____	_____	_____	_____
<b>Coverage Type:</b>	Group Non-Group	Group Non-Group	Group Non-Group	Group Non-Group

Enrollee Last Name:	First Name:	Enrollee SSN:
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**Section E: Dependents**

Dependents to be Covered (Last Name, First Name, MI)	Relation to Enrollee	Social Security Number	Date of Birth (mm/dd/yyyy)	Address (if different from Enrollee)	Current Status
1.	Spouse Male Female				Employed? Yes No
2.	Son Daughter				Child under 26 Disabled
3.	Son Daughter				Child under 26 Disabled
4.	Son Daughter				Child under 26 Disabled

Are any of the dependents listed above covered by Medicare Part A or Part B?      Yes                  No  
 If yes, please provide the following:

Name	Medicare Number	Part A Effective Date	Part B Effective Date	Medicare Reason
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Section F: Change Information**

**Add Enrollee:**      Open Enrollment    Marriage    Birth    Adoption    Loss of Coverage due to Divorce  
 Other: \_\_\_\_\_ Requested Effective Date: \_\_\_\_\_

**Add Dependent(s):**    Open Enrollment    Marriage    Birth    Adoption    Other: \_\_\_\_\_  
 (List all dependents in Section E.)      Qualifying Event/ Effective Date: \_\_\_\_\_

**Change Coverage:**    Base Coverage    Select Coverage

**Drop Dependent(s):**    Divorce    Deceased    Other: \_\_\_\_\_

Provide information below for dependents to be dropped:

Name	Social Security Number	Requested Termination Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Other Changes (Explain):** \_\_\_\_\_

<b>FOR EMPLOYER / ADMINISTRATOR USE ONLY:</b> GROUP NUMBER: _____ New Legacy Employee, Requested Effective Date: _____ New Horizon Employee, Requested Effective Date: _____ Retiree, Requested Effective Date: _____ COBRA, Requested Effective Date: _____ Surviving Spouse, Requested Effective Date: _____ Change(s), Requested Effective Date: _____	ENTERED BY: _____ DATE: _____  VERIFIED BY: _____ DATE: _____
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**STATE AND SCHOOL EMPLOYEES' HEALTH INSURANCE PLAN  
MONTHLY PREMIUM RATES  
Effective January 1, 2024**

Legacy - Initially hired before 1/1/2006

Horizon - Initially hired on or after 1/1/2006

ACTIVE EMPLOYEE	LEGACY EMPLOYEES				HORIZON EMPLOYEES			
	BASE		SELECT		BASE		SELECT	
	TOTAL PREMIUM	EMPLOYEE PORTION	TOTAL PREMIUM	EMPLOYEE PORTION	TOTAL PREMIUM	EMPLOYEE PORTION	TOTAL PREMIUM	EMPLOYEE PORTION
Employee*	\$459	\$0	\$479	\$20	\$459	\$0	\$507	\$48
Employee + Spouse	\$981	\$502	\$1,050	\$591	\$981	\$502	\$1,078	\$619
Employee + Spouse & Child(ren)	\$1,223	\$764	\$1,313	\$864	\$1,223	\$764	\$1,341	\$882
Employee + Child	\$989	\$130	\$680	\$221	\$599	\$130	\$708	\$249
Employee + Children	\$792	\$333	\$881	\$422	\$792	\$333	\$909	\$490

\*The State pays 100% of the employee's premium for Base Coverage. Active employees enrolling in Select Coverage must pay a portion of the employee premium.

RETIRED EMPLOYEE - NON-MEDICARE ELIGIBLE	LEGACY RETIREES		HORIZON RETIREES	
	BASE	SELECT	BASE	SELECT
Retiree	\$527	\$550	\$842	\$872
Retiree + Spouse (Non-Medicare)	\$1,105	\$1,207	\$1,688	\$1,798
Retiree + Spouse & Child(ren) (Non-Medicare)	\$1,406	\$1,509	\$1,987	\$1,998
Retiree + Child	\$677	\$751	\$992	\$1,073
Retiree + Children	\$909	\$952	\$1,224	\$1,274
Retiree + Spouse (Medicare)	N/A	\$774	N/A	\$1,096
Retiree + Spouse & Child(ren) (One or more Medicare)	N/A	\$975	N/A	\$1,297
RETIRED EMPLOYEE - MEDICARE ELIGIBLE	BASE	SELECT	BASE	SELECT
Retiree	N/A	\$224	N/A	\$224
Retiree + Spouse (Non-Medicare)	N/A	\$981	N/A	\$1,150
Retiree + Spouse & Child(ren) (Non-Medicare)	N/A	\$1,183	N/A	\$1,350
Retiree + Child	N/A	\$425	N/A	\$425
Retiree + Children	N/A	\$626	N/A	\$626
Retiree + Spouse (Medicare)	N/A	\$448	N/A	\$448
Retiree + Spouse & Child(ren) (One or more Medicare)	N/A	\$649	N/A	\$649

COBRA	LEGACY		HORIZON	
	BASE	SELECT	BASE	SELECT
Participant	\$468	\$498	\$468	\$517
Participant + Spouse	\$980	\$1,071	\$980	\$1,099
Participant + Spouse & Child(ren)	\$1,247	\$1,339	\$1,247	\$1,367
Participant + Child	\$600	\$693	\$600	\$722
Participant + Children	\$807	\$898	\$807	\$927
COBRA DISABILITY EXTENSION	BASE	SELECT	BASE	SELECT
Participant	\$688	\$718	\$688	\$760
Participant + Spouse	\$1,441	\$1,575	\$1,441	\$1,617
Participant + Spouse & Child(ren)	\$1,834	\$1,969	\$1,834	\$2,011
Participant + Child	\$883	\$1,020	\$883	\$1,082
Participant + Children	\$1,188	\$1,321	\$1,188	\$1,363

# STATE AND SCHOOL EMPLOYEES' LIFE INSURANCE PLAN ENROLLMENT/CHANGE REQUEST FORM

Underwritten by Minnesota Life Insurance Company, an affiliate of Securian Financial Group, Inc.  
**Policy 33683-G**

## SECTION A: Employee/Employer Information

Employee/Retiree Last Name:	First Name:	MI:	Social Security Number:	Birthdate: (MM/DD/YYYY):
Employee/Retiree Home Address:			Email Address:	Home Phone:
				Alternate Phone:
Employer Name:				Employer Phone:
Employer Address:				

## SECTION B: Coverage (NOTE: For more information on available coverage, contact Minnesota Life toll free at 877-348-9217)

**ACTIVE FULL-TIME EMPLOYEE:** Life benefits and Accidental Death and Dismemberment (AD&D) maximums are based on two times the employee's annual wage rounded to the next higher one thousand dollars, subject to a minimum of \$30,000 and a maximum of \$100,000. The employee and employer each pay 50 percent of the monthly premium.

**New Employee** – Applications made within initial 31 days of employment; coverage becomes effective on the first day of employment.

**Late Enrollee Applicant** – Applications made after initial 31 days of employment will be subject to medical evidence of insurability; coverage will become effective on the first day of the month after or coincident with date of approval by Minnesota Life. (Employee must also complete the Minnesota Life **GROUP LIFE INSURANCE EVIDENCE OF INSURABILITY form.**)

Date of Employment: \_\_\_\_\_

**RETIRED EMPLOYEE:** Life benefit amounts are limited to \$5,000, \$10,000 or \$20,000. Retired employees are not eligible for AD&D benefits. A retired employee should apply before, but no later than 31 days after the date active employee coverage terminates. A retiree pays 100 percent of the monthly premium.

Date of Retirement: \_\_\_\_\_      COVERAGE AMOUNT REQUESTED:      \$5,000      \$10,000      \$20,000

**DISABLED EMPLOYEE:** Life benefit amounts are equal to employee's current benefit level at the time coverage ceases as an active employee. Disabled employees must apply no later than 31 days from the date active employee coverage terminates. Minnesota Life is solely responsible for evaluating applications for coverage continuation. Premiums are waived after the first nine months.

(Employee must also complete the Minnesota Life **NOTICE OF DISABILITY** and **ATTENDING PHYSICIAN'S STATEMENT** forms.)

Date of Disability: \_\_\_\_\_

## SECTION C: Beneficiary Information

**NOTE: You cannot designate your life insurance beneficiary on this form.** To designate your life insurance beneficiary, please follow the instructions below:

1. Log in to your myBlue site, <https://myblue.bcbams.com>, and click on the My Benefits tab.
2. Scroll down to the Life Benefits section below Medical Benefits. This section will show you the effective date and amount of life insurance coverage you have.
3. Click the link in the Life Benefits section and you will be redirected to Minnesota Life's online beneficiary management tool. Follow the instructions on the site to submit your beneficiary designation.

Once you submit your beneficiary information, a confirmation statement will be mailed to you. You may view or update your beneficiary information any time by accessing Minnesota Life's website through the myBlue portal.

If you do not designate a life insurance beneficiary, any resulting life insurance benefits will be paid according to the defaults set forth in the policy.

If you do not have Internet access, contact Minnesota Life toll free at **877-348-9217** to request a paper beneficiary designation form.

Employee/Retiree Last Name	First Name	MI	Social Security Number	Daytime Phone
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**SECTION D: Authorization and Certification**

I am applying for group term life insurance for myself through the State and School Employees' Life Insurance Plan (Plan). I understand that if my application is approved, coverage will become effective on the date fixed by the Plan or Minnesota Life. I certify that all information on this form is true and complete to the best of my knowledge and belief. I understand that this insurance is subject to all of the terms of the Plan of Insurance contained in the Minnesota Life Insurance Company, Group Policy #33683-G, and summarized in the Certificate of Coverage provided to me. I understand that any misrepresentation by me may result in the cancellation or rescission of coverage under the Plan.

I understand that if I am a late enrollee applicant, any insurance subject to evidence of good health or medical information will not become effective until Minnesota Life gives its written consent. I understand that my eligibility may be affected in the event I fail to sign this form within 31 days of the effective date of eligibility, or if for any reason my employer does not receive the *Enrollment/Change Request Form* within a reasonable time following the event.

I understand and authorize that the appropriate premiums for the coverage requested will be deducted from my wages or retirement benefits, as appropriate, and authorize release of employment and payroll information or other such eligibility information to the Plan and/or Minnesota Life as needed to verify my eligibility, benefit amounts, or other such information necessary in the proper administration of the Plan.

Any person who knowingly and with intent to injure, defraud or deceive any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

\_\_\_\_\_  
Employee/Retiree Signature (Required)

\_\_\_\_\_  
Date

**SECTION E: Waiver/Request to Cancel Coverage (Only complete this section to waive or cancel coverage.)**

**Waiver of Coverage** – I hereby decline to apply for life insurance coverage in the State and School Employees' Life Insurance Plan. I understand that an active employee who waives coverage in the Plan may apply for coverage at a later date so long as he continues to qualify as an active employee. I further understand that late enrollee applicants are subject to medical evidence of insurability that may result in coverage being denied. I understand that a service retired employee or totally disabled employee who declines to apply for continuation of coverage in the Plan within 31 days of the date his coverage ceases as an active employee, forfeits his right to participate in the State and School Employees' Life Insurance Plan and will not be allowed to apply at a later date.

**Cancellation of Coverage** – I hereby request that my life insurance coverage in the State and School Employees' Life Insurance Plan be cancelled. I understand that an active employee who cancels his coverage in the Plan may apply for coverage at a later date so long as he continues to qualify as an active employee. I further understand that late enrollee applicants are subject to medical evidence of insurability that may result in coverage being denied. I understand that a service retired employee or totally disabled employee who cancels his coverage in the Plan forfeits his right to participate in the State and School Employees' Life Insurance Plan and will not be allowed to apply at a later date.

**SIGN BELOW ONLY IF YOU DO NOT WANT LIFE INSURANCE COVERAGE.**

\_\_\_\_\_  
Employee/Retiree Signature

\_\_\_\_\_  
Date

FOR QUESTIONS REGARDING THE STATE AND SCHOOL EMPLOYEES' LIFE INSURANCE PLAN, VISIT THE PLAN'S WEBSITE AT <http://KnowYourBenefits.dfa.ms.gov/> OR CONTACT THE DFA-OFFICE OF INSURANCE AT 866-586-2781.

FOR PERSONNEL/PAYROLL USE ONLY			
COVERAGE AMOUNT:	REQUESTED EFFECTIVE DATE:	GROUP NUMBER:	INFORMATION VERIFIED: (INITIAL AND DATE)

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: 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](mailto:it@msdelta.edu).



# **MISSISSIPPI DELTA COMMUNITY COLLEGE**

## **INFORMATION NETWORK RESOURCES POLICIES & PROCEDURES**

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### **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.**

**MISSISSIPPI DELTA COMMUNITY COLLEGE**  
**INFORMATION NETWORK RESOURCES EMPLOYEE USE AGREEMENT**

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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**

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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 CIs 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 CIs 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](http://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 **Cl**s **WD** in the list.
- Click on the down arrow next to the date box under **Cl**s **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](http://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](mailto: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](mailto: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](mailto:it@msdelta.edu)