

This letter is a courtesy reminder that the Mississippi State University Department of Human Resources Management will be closed for the holidays from December 23, 2013 through January 2, 2014. This closure affects all university departments and is announced in advance as the normal winter holiday break. Therefore, we encourage financial institution mortgage processing units to submit employment verification documents prior to December 23, 2013 in order to avoid the 9-day closure during which the Department of Human Resources isn't staffed to process these documents.

Expedited service will be extended for employment verification requests received in good order prior to 5:00 p.m. on December 20, 2013. During the scheduled holiday we will not maintain staffing to process employment verification; however, normal operations will resume on January 3, 2014.

Thank you for your time and consideration. If you have questions or if you need additional information, please contact the Mississippi Department of Human Resources Management, (662)325-3713.