



## **Student Employee FICA Checklist**

Any employee can be a student. Since the taxation exemption is related to student status in conjunction with employment at the University, we must assess all employees.

### **This form is to be included with all:**

- New hires
- Rehires
- Hires of concurrent jobs.  
{If the active job is benefit eligible, not required.}
- Changes to benefit eligibility status in new or same department.
  - R to T, T to R
- Transfers to another job title in new or same department
  - **Not** required for changes within benefit eligible positions such as promotion.
  - All transfers to titles and/or departments for non benefit eligible employees **must** include a new FICA checklist form.
  - Transfers from one student titles to another student title do not require a FICA checklist.
- Reappointments for temporary positions (Except Students)
- Changes to FICA status submitted by the department on a PAF\*

### **This form will not need to be included with:**

- Student Reappointments\*\*
- Student Transfers (Non benefit to Non benefit)\*\*
- Benefit Eligible PAF's

\*If you know that a student employee's status is changing for any reason and you are submitting a PAF to change the FICA status related to the change, then the checklist needs to be with the PAF requesting the change. This may be more common during transitions between summer semester and the full semester.

\*\* Student FICA eligibility based on enrollment is being verified through a report provided by student records

You may need to remind the employee to consider all current University employment when he/she completes the form.

Use the Employee Lookup feature in WebTime to verify current employment status of an individual. Sometimes students have not notified another department that he/she is no longer working. In addition to communicating with the HRF for the department, use this tool to coordinate transfers and employment with the HRF in the other departments.

**Effective January 1st, 2011 (PAF effective date), PAF's that do not include the FICA form if applicable will not be processed until said form is received.**