Student FICA Tax Exemptions
HR User Guide

Office of Human Resources Management
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Accessing **FICA Exemption Bulk Approval** in CUNYfirst

1. After logging into CUNYfirst, expand the **CUNY** drop-down menu and select **Human Capital Mgmt**.

2. In the **Human Capital Mgmt** folder, select **HCM Exentions**.

3. From the **HCM Extensions** drop-down menu, select **FICA Exemption Bulk Approval**
Navigating the *FICA Exemption Bulk Approval* Page in CUNYfirst

1. Use the *FICA Exemption Bulk Approval* page to search for student-requests and to view status updates for requests. Search filters include *EMPLID, Last Name, First Name, Business Unit* and *FICA Request Status*. It is recommended that you select at least one search filter when soliciting data.

For example, you are able to filter by *FICA Request Status*. Once selected, your selected status will populate into the search.

Note that more than one search filter can be applied to generate narrowed results. For the purposes of this demonstration, we will select all student-employees by *Business Unit* who are under *Requested* status.

2. Select *Fetch Data* once you have entered your desired search criteria.
Navigating Data Results Page

1. The resulting page contains the following four informational tabs:
   a. **Student Information** provides a student-employee’s enrollment status, including academic term and credits.
   b. **Employment Information** provides a student-employee’s employment status, including payroll status.
   c. **FICA Action** is the tab where you will service exemption requests. This is the only page where determinations will be entered.
   d. **FICA Audit Information** provides a history of actions taken on a student-employee’s account.
   e. For your convenience, this icon can be used to combine the above tabs into one.
Approving/Denying FICA Exemption Requests

1. The FICA Action tab is where decisions on student-exemption requests will be submitted. After reviewing a student’s information and making a determination on the request, update the FICA Request Status to either Approved or Denied. Then, select Process at the bottom of the page to officially submit the decision.

   Be sure to include any relevant comments explaining your decision in the Comments column. As a general rule, you should always put the amount of hours a student-employee will be working in the Comments. This will allow other campuses under which the same student is employed to make a more accurate determination on the student’s overall exemption request.

   Note that once you Approve a request and select Process, that student-employee’s row on the FICA Action tab will be frozen. You will not be able to make changes after the Approval is processed. Because of this, every time you approve a request, the below prompt will ask you to confirm your decision.

   
   ![Image of FICA Action tab]

   This prompt will not freeze the row. Only the Process button will freeze any Approved submissions.

2. If you update a request to Denied status, a Select Denial Reason link will appear and you will be required to select one of two denial reasons (Enrollment Status Change or Full Time Status Change). You are also encouraged to provide any comments describing your decision in the Comments box.

   Submit your Denied decision by clicking the Process button below. Note that Denied decisions are not locked once processed and can be changed afterward.