

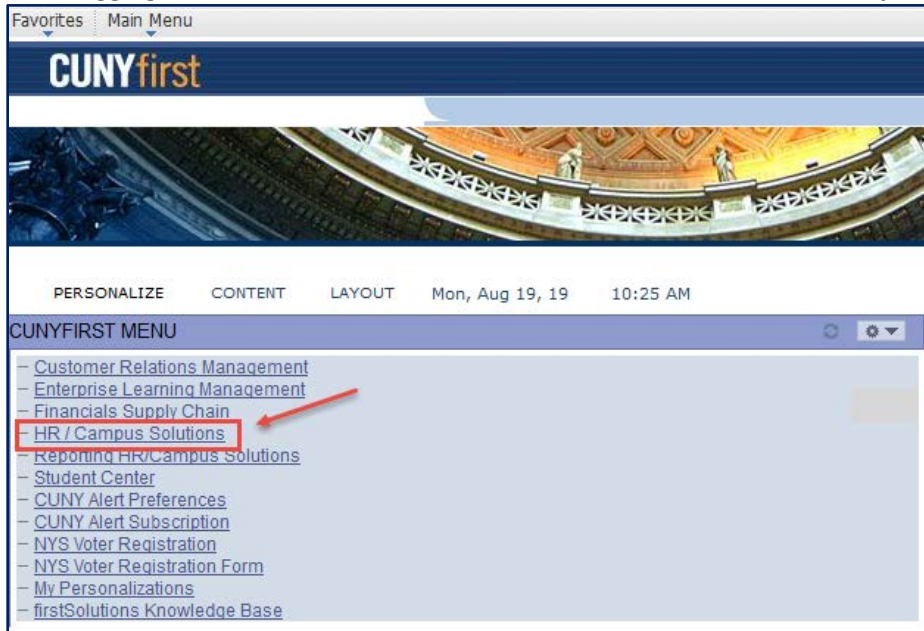
Requesting FICA Tax Exemptions Student-Employee User Guide



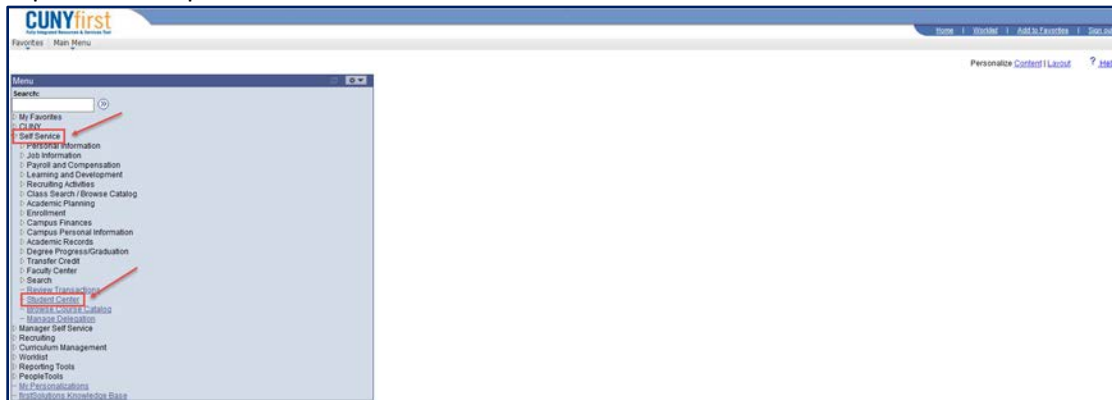
Office of Human Resources Management

Requesting FICA Exemptions in CUNYfirst

1. After logging into CUNYfirst, find the **CUNYfirst Menu** and select **HR/Campus Solutions**.

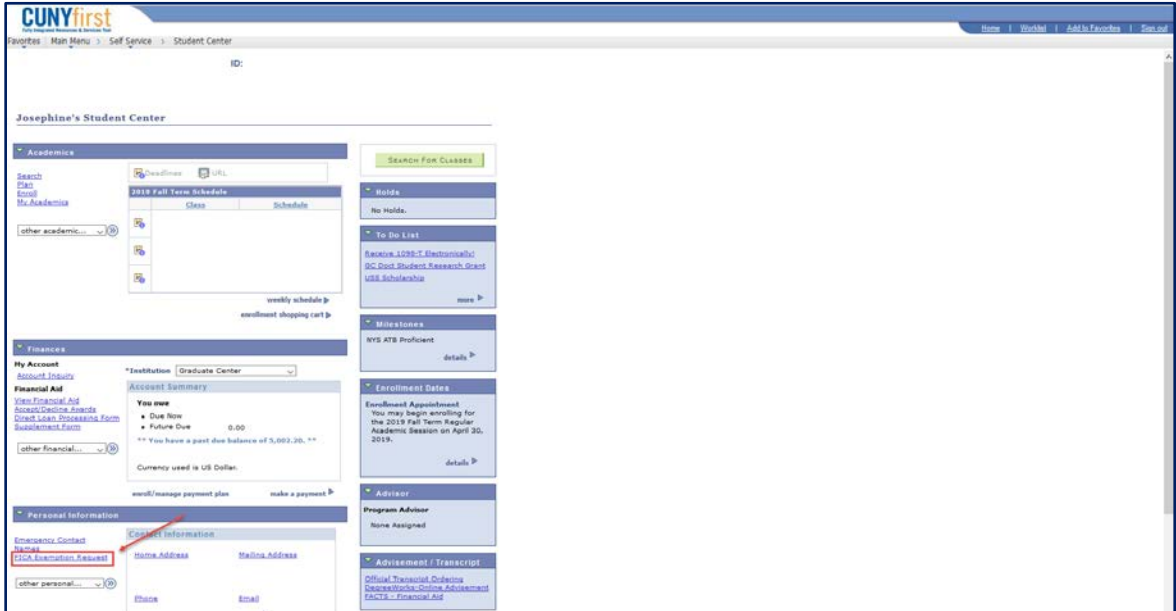


2. Expand the drop-down menu for **Self Service** and select **Student Center**.

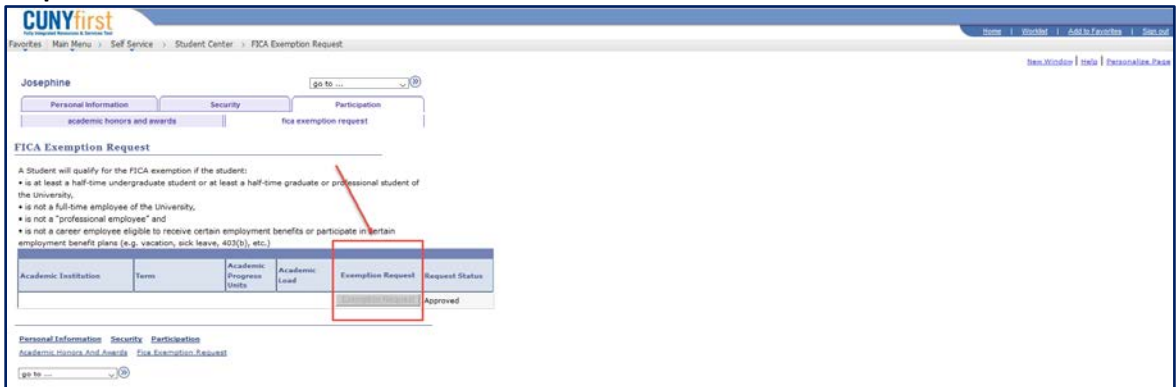


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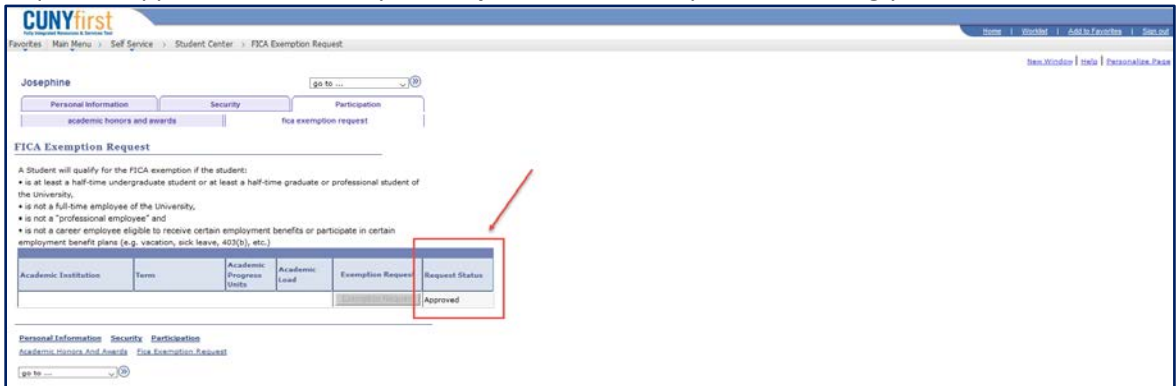
- In the *Student Center*, navigate to the **Personal Information** section and select **FICA Exemption Request**.



- The *FICA Exemption Request* page is where you will submit requests for FICA exemptions. Select *Request* under **Exemption Request**. Once your request has been submitted, the **Exemption Request** button will be frozen.



- Once your request is submitted, your **Request Status** will update to *Requested*. Once your request is *Approved* or *Denied*, your **Request Status** will update accordingly.



Ineligible Status in CUNYfirst

1. If you are attempting to request a FICA exemption but are not eligible, your Exemption Request button will not be accessible. You will be listed as “Not Eligible” under Request Status, as seen below.

FICA Exemption Request					
A Student will qualify for the FICA exemption if the student:					
• is at least a half-time undergraduate student or at least a half-time graduate or professional student of the University,					
• is not a full-time employee of the University,					
• is not a “professional employee” and					
• is not a career employee eligible to receive certain employment benefits or participate in certain employment benefit plans (e.g. vacation, sick leave, 403(b), etc.)					
Academic Institution	Term	Academic Progress Units	Academic Load	Exemption Request	Request Status
Queens College	2019 Fall Term	6.000	Half-Time		Not Eligible
School of Law	2019 Fall Term	15.000	Full-Time		Not Eligible

If you wish to obtain details on your ineligible status, you will need to contact your campus HR office.

FAQs

- 2. If I am employed at multiple campuses, will I have to submit more than one request?**
No. Only one request is required per semester. This request accounts for all jobs that a student holds university-wide.
- 3. Will I be notified via email once my request has been approved/denied?**
No. You will need to check the status of your request in CUNYfirst. Email notifications will not be sent out.
- 4. If my request gets denied, will I be informed why?**
CUNYfirst will only inform you of your request status (*whether it's approved/denied*). If you need clarification, you will need to reach out to your campus' Human Resources office.