FICA 2.0 Project
Inter-Campus Student Process
January 17, 2012

Overview

Inter-Campus student employees are defined as students who are taking classes at one UW institution but are working as student employees on a different UW Campus. Although Extension, Colleges and System Administration account for the majority of this population, every Campus may have student employees who fall into this category. Normally student employees have their FICA status checked and reported in the FICA reporting process. Each campus checks the FICA waiver eligibility for employees on their campus who are also students. However, Inter-Campus students are not employees on the campuses where they are taking classes (as well as seeking a degree) and so they are not included in the normal specifications for checking FICA eligibility.

Process in Campus Solutions

In order to manage Inter-Campus student employees' FICA status the employing Campus will need to request that the enrolling Campus include the student in their FICA Extract. For campuses using PeopleSoft Campus Solutions, this means adding the students to the Additional Student Setup Table within the MILER-delivered FICA Extract process. These students will then be included in the Campus FICA Student Enrollment file that the Campus produces every pay period for central processing by the Service Center; these student employees will be processed in the same manner as all other student employees on the Campus file.

Note that Campuses not using PeopleSoft Campus Solutions will need to provide similar functionality for their own extract processes. If you have questions about doing this, please contact us via the FICA Support email list at fica-support@lists.uwsa.edu .

We recommend that employing Campuses contact enrolling Campuses by Monday the week of payroll to allow time for this entry into Campus Solutions. Please see the FICA Contacts list posted on the FICA 2.0 webpage to locate the functional contacts at a particular Campus:
https://uwservice.wisc.edu/administration/student-fica.php

Employing Campuses should email FICA contacts at the enrolling Campuses with the following details to request that they be added to the Additional FICA Student Setup Table (see below):
- Student employee name
- HRS Empl ID
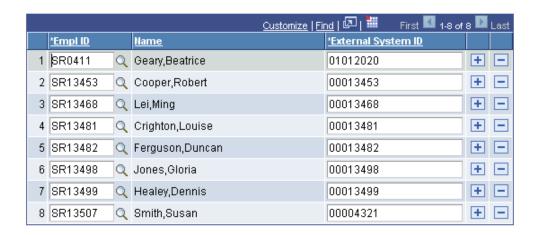- Employing Campus identifier (example: UWEXT)

Employing Campuses should also provide enrolling Campuses with the same data when the student employee leaves the job so that the student may be removed from the table.

Campus Solutions: Additional FICA Student Setup Table

This page is used to list any students that should have their FICA status checked even though they are not listed as student employees in your PS External System table. We will use this table to enter and maintain the Inter-Campus student populations. There may be other reasons to add data to this page in the future. Any time a student needs to be included in the FICA Enrollment Extract, they should be added here.

Please note that an additional field will be added to this table to note the "Employing Campus". It is possible that a student employee could be employed at more than one Campus and should not be completely deleted off the table if one of the Campus jobs end.

Additional FICA Student Setup

	*Empl ID		Name	*External System ID		
1	SR0411	🔍	Geary,Beatrice	01012020	＋	－
2	SR13453	🔍	Cooper,Robert	00013453	＋	－
3	SR13468	🔍	Lei,Ming	00013468	＋	－
4	SR13481	🔍	Crighton,Louise	00013481	＋	－
5	SR13482	🔍	Ferguson,Duncan	00013482	＋	－
6	SR13498	🔍	Jones,Gloria	00013498	＋	－
7	SR13499	🔍	Healey,Dennis	00013499	＋	－
8	SR13507	🔍	Smith,Susan	00004321	＋	－

Customize | Find | 🔲 | ▦   First ◄ 1-8 of 8 ► Last

🖫 Save   📧 Notify

- **EmplID**: Enter the Campus Solutions PS Emplid for this person

- **External System ID**: Enter the HRS Emplid (formerly known as HR PersonID) for this person. This value is needed to match the student FICA enrollment data with the HRS employee data. If you do not have the HRS Emplid for a student employee, you should ask your campus HR staff.