MEMORANDUM

To: College Presidents
Vice Presidents of Administration and Finance
Human Resources Directors
Chief Diversity Officers and Labor Designees
Provosts
Registrar’s Office

From: Hector Batista, Executive Vice Chancellor and Chief Operating Officer

Date: August 22, 2019

Subject: Fall 2019- New Request Process for Student FICA Tax Exemption

Effective at the start of the 2019-2020 academic year, the University will implement a new process for Student FICA Tax Exemptions. Below, you will find information on this new process, as well as exceptions of your office in regards to these changes.

What is the new process?
Beginning Fall 2019, students will be required to request FICA exemptions at the start of each semester. These requests for FICA exemptions will be made via Student Self Service.

Once a student requests a FICA exemption on the Student Self Service, HR staff will be able to review and make a determination on the exemption status.

In order to facilitate the review of the FICA exemption request, OHRM and CIS have modified CUNYfirst to show the student’s enrollment status and information about all other jobs that need to be considered for review. The system has also been modified to record the FICA determination for future audit purposes and the system automatically terminates the FICA exemption status at the end of each semester.

What are next steps for my campus’ HR office?
A representative from your campus should have attended the FICA Exemption User Training this week at the Central Office, in which suggested workflows were presented to service FICA
exemption requests at the start of this Fall semester. Your office should be prepared to implement an appropriate workflow to service FICA exemption requests by the beginning of your campus’ Fall semester.

If your office did not attend the training, OHRM has attached a User Guide and a list of FAQs to assist in understanding the new processes. If HR staff have questions about how to process FICA exemption, please reach out to Kru Bavishi at Kru.Bavishi@cuny.edu, and we will set up a virtual training to walk them through the new procedures.

Attached in this memorandum’s accompanying email is the CUNY Student FICA Exemption Policy and the FICA Exemption Student-Employee User Guide, which provide instructions on utilizing the module in CUNYfirst. Also attached is a list of FAQs which address inquiries brought up during training that pertain to HR staff who will service FICA exemption requests daily. Please use these resources as you begin working in the system at the campus-level. This information can also be found on the OHRM website.

We hope that in implementing this new process, we are able to streamline the current FICA exemption procedures in ways that are beneficial for both student-employees and our HR workforce.

If you have any questions or concerns, please reach out to Dona Roy at Dona.Roy@cuny.edu.