

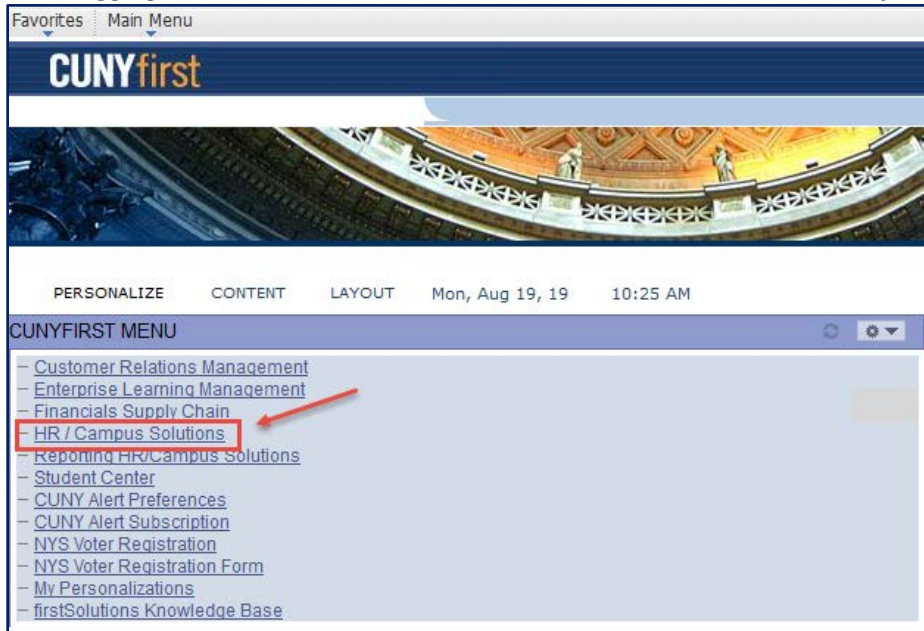
Requesting FICA Tax Exemptions Student-Employee User Guide



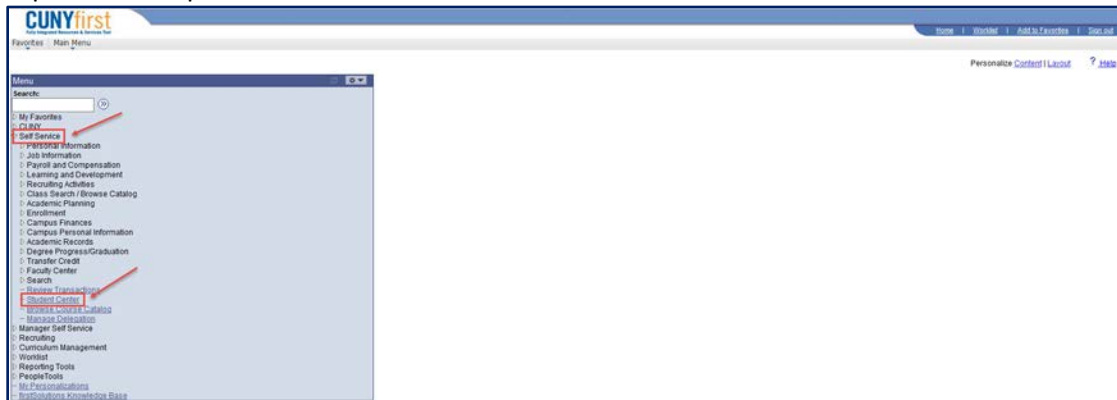
Office of Human Resources Management

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**.



(continued on next page)

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

The screenshot shows the CUNYfirst Student Center for a user named Josephine. The interface includes sections for Academics, Finances, and Personal Information. In the Personal Information section, the 'FICA Exemption Request' link is highlighted with a red arrow. The 'FICA Exemption Request' link is located under the 'Personal Information' section, next to the 'FICA Exemption Request' link.

4. 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.

The screenshot shows the CUNYfirst FICA Exemption Request page. The 'Request' button is highlighted with a red arrow. The 'Request Status' column shows 'Approved'.

Academic Institution	Term	Academic Progress Units	Academic Load	Exemption Request	Request Status
				Request	Approved

5. 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.

The screenshot shows the CUNYfirst FICA Exemption Request page. The 'Request Status' column shows 'Approved'.

Academic Institution	Term	Academic Progress Units	Academic Load	Exemption Request	Request Status
				Request	Approved

FAQs

1. 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.

2. 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.

3. 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.