

UW-La Crosse Enrollment Verification and
Employment Social Security Exemption (FICA) Procedures
Instructions

For Fall and/or Spring Use Only

1. Students employed for the fall and/or spring semester must complete the UW-L Credit Verification and Employment Social Security Exemption Form at the beginning of each fall and spring semester. (One form must be completed for each semester.) This form verifies the number of credits the student is enrolled for and graduation information when applicable. Basically, the student is declaring the required credit level of 6 credits or more for an undergraduate student and 5 credits or more for a graduate student, thus meeting the requirements to be employed as a student and exempt from paying FICA. Students enrolled for the fall and spring semester must complete this form at the beginning of each semester; one for the fall semester and one for the spring semester.
2. The student must provide to the supervisor a copy of their current semester class schedule, verifying the number of credits that he/she is enrolled for.
3. The student is indicating their student status on the form, the number of credits enrolled for and declaring that they are degree seeking or graduating.
4. The student must sign and date.
5. The student has to complete a new form if their credit level should change.
6. Supervisors must maintain this form with the department's student payroll records.
A copy is not needed for Human Resources.
7. Social security tax will not be deducted from the student's earnings since the exemption requirements are met with the student declaration stating their credit level.