STUDENT EMPLOYEE DCP SAFE HARBOR/MEDICARE ERROR CORRECTION FORM

INSTRUCTIONS: Departmental staff should complete this form to correct an error in a student employee's DCP/Medicare deduction due to an administrative or ISIS/PPS interface error. It is essential that departments ensure the accuracy of the percentage on the appointment line in PPS. Retroactive corrections for inaccurate appointment percentages will not be done.

A student's salary earnings are subject to DCP/Medicare if student is registered in less than 6 units or employed 80% or more. Interfaces occur at the third and fifth weeks of each academic quarter and during periods of summer session.

Undergraduate student: Send form to ES (Employment Services), Mail code 0335
Graduate student: Send form to OGS, Mail Code 0003

Student Name: _____ Employee ID _____ Dept Name: _____

☐ UNDERGRADUATE
☐ GRADUATE

Please indicate the required action:

1. ☐ DCP/Medicare should be refunded.

2. ☐ DCP/Medicare should be withheld.

3. Date(s) of affected paychecks: _____

Explanation (required): _____

_____

_____ Date _____
Departmental Signature / Phone Extension

_____ Date _____
Student Signature

_____ Date _____
ES or OGS Signature

_____ Date _____
Payroll Signature