

## Student Employee FICA Tax – Hire Form

(For College/University Internal Use Only)

This form must be completed for each student hired to work a normal schedule of more than 30 hours per week. The hiring authority is responsible for completing the form at the time of hire and delivering it to the college/university student payroll department prior to the first paycheck.

Please indicate the time frame, if known, that this student will have a normal work schedule of more than 30 hours:

Beginning Date: \_\_\_\_\_

Ending Date: \_\_\_\_\_

Note: If the student worker will only on rare occasion work more than 30 hours per week that would not be considered a "normal work schedule." For example, if a student must work extra for a given pay period because another student worker is sick