STUDENT/FICA
STUDENT STATUS CODE CHANGES

Requirements Definition
Service Request 14823

Payroll Coordination
4/27/99
I. Background

Under the original Internal Revenue Service (IRS) rulings, in order for students to be exempt from paying the FICA tax, they had to be enrolled full time (carry 12 units or more) and not work more than 50% time. In addition, at least half the days in a pay period must be within the academic term for the exception to apply.

In the latter part of 1997, a decision was made to modify the way the system was handling the updating of the Student Status Code on the employee's data base record. It was decided that if there was no match of identification data (e.g. Social Security number and birthdate) between the Student Information System (SIS) data base and the Employee Data Base (EDB) and the Student Status Code was 2, 3, or 4, the Student Status Code would be set to "1". There was an exception to this rule. If the employee had an active appointment with a student academic title or a casual/restricted position, the Student Status Code remained the same. If the employee had an inactive appointment with a student academic title or a casual/restricted position, the Student Status Code was changed to 1. Release 1167 was issued in January 1998 which implemented the requested changes.

Then new guidelines were issued by the IRS in January 1998 which included the elimination of the work hours rule. The new guidelines also changed the requirement that at least half the number of days in the pay period be within the academic term. As long as the pay period (of a month or less) fell partially within the term, the student was eligible for the exception. For instance, if the biweekly pay period was September 19 to October 2 and the term began September 27, then the student was eligible for the exception for the entire pay period.
II. Modifications

A. Current Process

If there is no match of identification records between the SIS file and the EDB, the system currently changes the Student Status Code from 2, 3, or 4 to 1 and the number of registered units is set to zero. This includes employees who have an inactive appointment with an academic title or a casual/restricted position. Please refer to the chart on current rules for matching and updating information from the SIS and the EDB (Attachment 1).

The above process may be appropriate for the summer when the majority of students are not registered, but when the fall process is run, the program does not recognize the Student Status Code of 1. It only applies the 99.9 unit default value to employees with a Student Status Code value of 3 or 4. Thus, thousands of students who return to work and school for the fall term are excluded from the 99.9 unit default. Their records are not updated until the first SIS file is run at the end of the "drop/add" period. As a result, a student's entire month's pay could be subject to DCP and Medicare withholding, in error.

Student Academic Titles & Casual Restricted Positions

An appointment with a student academic title code is defined as an appointment with a Title Code (EDB 2006) in the Class Title Outline (CTO) grouping 426, 436, 446, 456, 467, or 477 on the Title Code Table. An appointment in a casual/restricted position is defined as an appointment with an Appointment type code (EDB 2020) value of 4, Casual/Restricted.

B. Changes

When there is no match of identification data it is requested that the SIS update process be modified to
not change the value of the Student Status Code (EDB 0119) to 1 if:

1) The Student Status Code value is 3 or 4

or

2) The student has an inactive appointment with an academic title or a casual/restricted position.

The process should remain unchanged for employees with a Student Status Code value of 1, 2, 5, 6, or 7. No change should be made for those employees who have active appointments with student academic titles or casual/restricted positions. See the revised chart on the rules for matching and updating information from the SIS and EDB (Attachment 2).

The system should continue to update the number of units to zero when there is no match so that the retirement/FICA codes will be rederived as appropriate.

Data elements referenced:

<table>
<thead>
<tr>
<th>Description</th>
<th>Data Element #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Status Code</td>
<td>EDB 0119</td>
</tr>
<tr>
<td>Title Code</td>
<td>EDB 2006</td>
</tr>
<tr>
<td>Appointment Type Code</td>
<td>EDB 2020</td>
</tr>
</tbody>
</table>

III. Reports

A. New Reporting Requirement

The following change is being requested if it can be included without delaying the timing of the release (see section IV. Implementation, below). If this is not possible then it can be completed at a later date.

The SIS reporting process should be modified to include an indicator of "Y" that identifies those
students who have appointments totaling 50% time or more for 1 year or more. This will assist departments and/or central offices in identifying employees who are no longer students, continue to work, and should receive career benefits. The following reports should be modified to include the new indicator:

**PPP1311** Changes to Retirement/FICA After SIS Update

**PPP1313** Employees With Student Codes 3 or 4 and Units 0

Data elements needed:

<table>
<thead>
<tr>
<th>Description</th>
<th>Data Element #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointment percent</td>
<td>EDB 2012</td>
</tr>
<tr>
<td>Appointment Begin Date</td>
<td>EDB 2002</td>
</tr>
<tr>
<td>Appointment End Date</td>
<td>EDB 2003</td>
</tr>
</tbody>
</table>

In addition, the message at the bottom of report PPP1311 should be changed to:

NO MATCH WITH SIS FILE: IF NO. OF UNITS WAS NOT ZERO, NO. OF UNITS WAS SET TO ZERO. IF STDT STATUS CODE WAS 2, STDT STATUS CODE WAS SET TO 1 AND NO. OF UNITS WAS SET TO ZERO.

Refer to Attachment 3 for sample reports.

**B. PPP1315** No Match, Student Status Not Updated for Casual/Restricted

Since it has been requested to not change the Student Status Code to 1 for students who have inactive appointments with student academic titles and/or are in casual/restricted positions, this report should be deleted.

**C. PPP1317** No Match, Student Status Set to 1

This report should be retained because there has been no change to employees who have a Student Status Code of 2.
IV. Implementation

The earliest spring term ends on May 22, 1999 at the Berkeley campus (semester system). The spring term for the other campuses generally ends in June (quarter system). These modifications should be in place in time for campuses to run after the close of spring term. For the Berkeley campus, summer default processing will begin mid-June just prior to the compute for monthly paid employees (MO pay cycle).
Addendum to Service Request 14823  
May 19, 1999

There are two changes to Service Request 14823.

- Report PPP1311 - It has been determined that the message at the bottom of the report was not appropriate if the employee had a casual/restricted position or an academic title code. Therefore, it is requested that the message be changed as follows:

  NO MATCH WITH SIS FILE. STUDENT STATUS CODE 2 SET TO 1 - NOT CASUAL RESTRICTED OR ACADEMIC TITLE. UNITS SET TO 0.

- It was requested that report PPP1315 (No Match, Student Status Not Updated for Casual/Restricted) be deleted since the student status code is not being updated for students who have inactive appointments who are in casual/restricted positions. This report will be retained.

A decision has been made to perform a separate review of all the reports produced out of the student/FICA processes. Some of the information is redundant which makes the reports difficult to use because of the volume of data. Since the University has been in compliance with IRS guidelines since 1995, campuses are familiar with the data and can now better determine their needs. Campuses will be asked to determine the usefulness of the reports, consolidation of information, provide different or fewer sort options, etc. With the completion of the review, if appropriate, a new service request will be submitted to make the requested changes.
New Rules* for
Updating UC Student Status Code and Number of Registered Units
with Information Obtained from the Student Information System

Exact Match of Identification Data

If the UC Stdt Status Code on the EDB is 1, 2, 3, 4, or 5 and SIS File data is: Then the EDB value for:

<table>
<thead>
<tr>
<th>Stdt Type of 2</th>
<th>UC Stdt Status is set to 2. Units set to zero.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stdt Type of 3</td>
<td>UC Stdt Status is set to 3. Units are set to the value on the SIS File if in the range 0.0-50.0, otherwise, set to zero.</td>
</tr>
<tr>
<td>Stdt Type of 4</td>
<td>UC Stdt Status is set to 4. Units are set to the value on the SIS File if in the range 0.0-50.0, or 88.8, otherwise set to zero.</td>
</tr>
<tr>
<td>Stdt Type is not 2, 3, or 4</td>
<td>Employee record on EDB is bypassed.</td>
</tr>
</tbody>
</table>

If the UC Stdt Status code on the EDB is 6 or 7:
No change is made to the UC Stdt Status Code or No. of Registered Units.

No Match of Identification Data

- If the value of the UC Stdt Status Code on the EDB is 1, 5, 6, or 7, no change is made to the employee's record.

- If the value of the UC Stdt Status Code on the EDB is 2, 3, or 4, it is set to 1 and the No. of Registered Units is set to zero. Exception: If the UC Stdt Status Code on the EDB is 2, 3, or 4 and the employee has a student academic title or a casual/restricted position, no change is made to the UC Stdt Status Code, but the No. of Registered Units is set to zero.

SIS Interface File

1) Identification Data to be used for matching, i.e.:
   - Social security number and date of birth
   - Employee I.D. number (optional)
2) Student ID number
3) Student Name
4) Student Type, i.e.:
   - 2- Not registered, graduate degree candidate
   - 3- Undergraduate stdt
   - 4- Graduate stdt
5) Number of registered units (0.0-50.0, or the value 88.8 for a graduate student registered for dissertation advisement).

*Requested changes are in italics.
Rules for Updating UC Student Status Code and Number of Registered Units
with Information Obtained from the Student Information System*

**Exact Match of Identification Data**

**If the UC Stdt Status Code on the EDB is 1, 2, 3, 4, or 5 and SIS File data is:**

| Stdt Type of 2 | UC Stdt Status is set to 2. Units set to zero. |
| Stdt Type of 3 | UC Stdt Status is set to 3. Units are set to the value on the SIS File if in the range 0.0-50.0, otherwise, set to zero. |
| Stdt Type of 4 | UC Stdt Status is set to 4. Units are set to the value on the SIS File if in the range 0.0-50.0, or 88.8, otherwise set to zero. |
| Stdt Type is not 2, 3, or 4 | Employee record on EDB is bypassed. |

**If the UC Stdt Status code on the EDB is 6 or 7:**

No change is made to the UC Stdt Status Code or No. of Registered Units.

**No Match of Identification Data**

- If the value of the UC Stdt Status Code on the EDB is 1, 5, 6, or 7, no change is made to the employee's record.
- If the value of the UC Stdt Status Code on the EDB is 2, set it to 1 and set the No. of Registered Units to zero. If the Stdt Status code is 3, or 4, set the No. of Registered Units to zero. Exception: If the UC Stdt Status Code on the EDB is 2 and the employee has a student academic title or a casual/restricted position, no change is made to the UC Stdt Status Code, but the No. of Registered Units is set to zero.

*SIS Interface File

1) Identification Data to be used for matching, i.e.:
   • Social security number and date of birth
   • Employee I.D. number (optional)
2) Student ID number
3) Student Name
4) Student Type, i.e.:
   2- Not registered, graduate degree candidate
   3- Undergraduate stdt
   4- Graduate stdt
5) Number of registered units (0.0-50.0, or the value 88.8 for a graduate student registered for dissertation advise-ment).

*Changes are in italics (4/99)
<table>
<thead>
<tr>
<th>EMPLOYEE ID/STUDENT ID</th>
<th>EMPLOYEE NAME/STUDENT ID ON SIS</th>
<th>TITLE/STATUS</th>
<th>EMP/BIRTHDATE</th>
<th>REG UNITS</th>
<th>RET/FICA</th>
<th>CIT/DEPT</th>
</tr>
</thead>
<tbody>
<tr>
<td>000050020</td>
<td>ABSENT, MARCUS</td>
<td></td>
<td>555-55-5020</td>
<td>Y</td>
<td>3/20.0</td>
<td>H/M</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>09/18/57</td>
<td></td>
<td>3/00.0</td>
<td>C/</td>
</tr>
<tr>
<td>000050081</td>
<td>GONIA, PAT O.</td>
<td></td>
<td>823-45-6987</td>
<td>1103</td>
<td>3/15.0</td>
<td>H/M</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>10/15/50</td>
<td>A</td>
<td>3/00.0</td>
<td>C/</td>
</tr>
</tbody>
</table>

**TOTAL NUMBER OF RECORDS IN GROUP:** 2

**RETIREMENT/FICA CODE CHANGED TO UCRP**

<table>
<thead>
<tr>
<th>EMPLOYEE ID/STUDENT ID</th>
<th>EMPLOYEE NAME/STUDENT ID ON SIS</th>
<th>TITLE/STATUS</th>
<th>EMP/BIRTHDATE</th>
<th>REG UNITS</th>
<th>RET/FICA</th>
<th>CIT/DEPT</th>
</tr>
</thead>
<tbody>
<tr>
<td>000050110</td>
<td>BOARD, MORT R.</td>
<td></td>
<td>454-12-1334</td>
<td>4000</td>
<td>3/25.0</td>
<td>H/M</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>03/12/67</td>
<td>A</td>
<td>3/49.9</td>
<td>N/N</td>
</tr>
<tr>
<td>000050113</td>
<td>BOARD, OVER</td>
<td></td>
<td>454-12-1334</td>
<td>4000</td>
<td>3/25.0</td>
<td>H/M</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>03/12/67</td>
<td>A</td>
<td>4/49.9</td>
<td>N/N</td>
</tr>
<tr>
<td>000050112</td>
<td>BOARD, SKATE</td>
<td></td>
<td>454-12-1334</td>
<td>4000</td>
<td>3/25.0</td>
<td>H/M</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>03/12/67</td>
<td>A</td>
<td>2/49.9</td>
<td>N/N</td>
</tr>
</tbody>
</table>

**TOTAL NUMBER OF RECORDS IN GROUP:** 3

**RETIREMENT CODE CHANGED TO UCSP**

<table>
<thead>
<tr>
<th>EMPLOYEE ID/STUDENT ID</th>
<th>EMPLOYEE NAME/STUDENT ID ON SIS</th>
<th>TITLE/STATUS</th>
<th>EMP/BIRTHDATE</th>
<th>REG UNITS</th>
<th>RET/FICA</th>
<th>CIT/DEPT</th>
</tr>
</thead>
<tbody>
<tr>
<td>000050075</td>
<td>DALLONE, FLO</td>
<td></td>
<td>760-34-1445</td>
<td>6107</td>
<td>2/15.0</td>
<td>U/E</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>04/09/71</td>
<td>A</td>
<td>1/00.0</td>
<td>C/</td>
</tr>
</tbody>
</table>

**TOTAL NUMBER OF RECORDS IN GROUP:** 1

**TOTAL NUMBER OF RECORDS IN REPORT:** 6

*NO MATCH WITH SIS FILE: IF NO. OF UNITS WAS NOT ZERO, NO. OF UNITS WAS SET TO ZERO. IF STDT STATUS CODE WAS 2, STDT STATUS CODE WAS SET TO 1 AND NO. OF UNITS WAS SET TO ZERO.*
<table>
<thead>
<tr>
<th>EMPLOYEE ID/STUDENT ID</th>
<th>EMPLOYEE NAME/STUDENT ID ON SIS</th>
<th>SOC SEC/ BIRTHDATE</th>
<th>EMPLOYEE ID/STUDENT ID</th>
<th>EMPLOYEE NAME/STUDENT ID ON SIS</th>
<th>SOC SEC/ BIRTHDATE</th>
<th>EMPLOYEE ID/STUDENT ID</th>
<th>EMPLOYEE NAME/STUDENT ID ON SIS</th>
<th>SOC SEC/ BIRTHDATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>000050124 000000000000015605</td>
<td>EALE, MORRIE</td>
<td>408-61-5734 06/23/42</td>
<td>000050081 050095</td>
<td>KUPP, DIXIE</td>
<td>566-34-2445 12/29/71</td>
<td>000050060 050060</td>
<td>LYON, DAN</td>
<td>885-68-1238 02/25/58</td>
</tr>
<tr>
<td>1642 3/19.0 3/00.0</td>
<td>A</td>
<td>2310 4/25.0 *4/00.0</td>
<td></td>
<td>4000 3/25.0 *3/00.0</td>
<td></td>
<td>9341 4/25.0 *4/00.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1642 3/19.0 3/00.0</td>
<td>A</td>
<td>2310 4/25.0 *4/00.0</td>
<td></td>
<td>4000 3/25.0 *3/00.0</td>
<td></td>
<td>9341 4/25.0 *4/00.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIGH HOSP EDUC</td>
<td>827701</td>
<td>827701</td>
<td>827701</td>
<td>827701</td>
<td>827701</td>
<td>827701</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL NUMBER OF RECORDS IN GROUP:** 2

**TOTAL NUMBER OF RECORDS IN REPORT:** 4

*NO MATCH WITH SIS FILE; IF NO. OF UNITS WAS NOT ZERO, NO. UNITS WAS SET TO ZERO.*