Full or Half-time Student

Marquette University
Student Payroll – Summer FICA Exemption

Student Name (please print) ___________________________________________________

Oracle Employee ID # __  __  __  __  __  Today’s date: _____/_____/_________

By signing this form, I hereby confirm that:

▪ I am currently an undergraduate student enrolled in six (6) or more credit hours (actual and/or equivalent) for the Summer term at Marquette University;
  OR
  I am currently a graduate student enrolled in four (4) or more credit hours (actual and/or equivalent) for the Summer term at Marquette University;

▪ I understand that in order to be exempt from Social Security and Medicare taxes I am not permitted to work full time, thus I am limited to working less than 37.5 hours per week for Marquette University;

▪ I understand that I am not permitted to work overtime for Marquette University;

▪ I understand that if my work hours equal or exceed 75 hours in one two-week pay period, the Payroll Department will contact my supervisor(s) and advise them of this limitation;

▪ I understand that if my work hours equal or exceed 75 hours in one two-week pay period a second time, the Payroll Department will reverse my exemption from Social Security and Medicare taxes immediately, in effect for that payroll check and all future payroll checks that pertain to hours worked during pay periods that coincide with the Summer term.

▪ I understand that I am responsible for notifying the Payroll Department within one week of any changes to my Summer enrollment status at Marquette University.

Student Signature: ___________________________________________ Date: ___/___/____

Payroll Department: ___________________________________________ Date: ___/___/____

<table>
<thead>
<tr>
<th>Hours exceed limit on pay period:</th>
<th>Supervisor Name</th>
<th>Contacted by:</th>
<th>Contact date:</th>
<th>Action/Response</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For office use only

JL 4/20/15