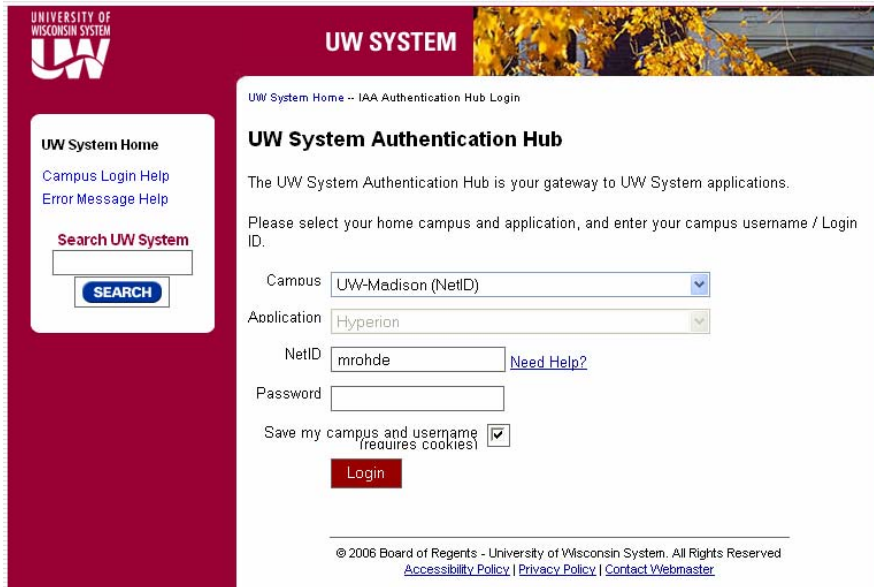


# Student Enrollment Verification for Summer FICA Exemption – Shared Query Library

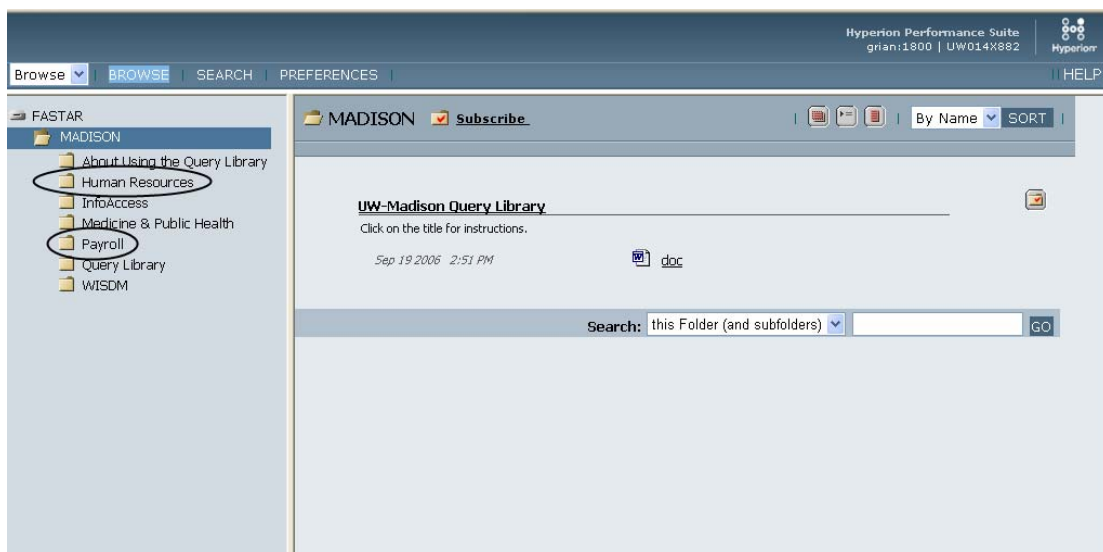
URL Shared Query Library: <https://authhub.wisconsin.edu/?app=Hyperion>

1. Log on the Group Query Library Membership page using your NetID and password. The Shared Query Library URL above will take you to the UW System Authentication Hub. After entering your UW Madison NetID and password, select the **Login** button.

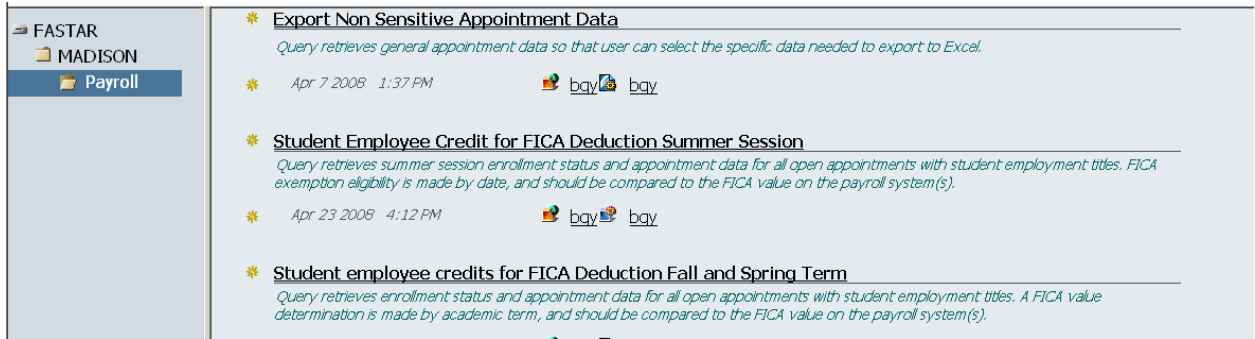


The screenshot shows the UW System Authentication Hub login page. The page has a dark red header with the UW System logo and the text "UW SYSTEM". Below the header, there is a navigation menu with "UW System Home", "Campus Login Help", and "Error Message Help". A search bar is also present. The main content area is titled "UW System Authentication Hub" and contains the following text: "The UW System Authentication Hub is your gateway to UW System applications. Please select your home campus and application, and enter your campus username / Login ID." Below this text are several input fields: "Campus" (a dropdown menu set to "UW-Madison (NetID)"), "Application" (a dropdown menu set to "Hyperion"), "NetID" (a text input field containing "mrohde" with a "Need Help?" link), "Password" (a text input field), and a checkbox labeled "Save my campus and username (requires cookies)" which is checked. A red "Login" button is positioned below the password field. At the bottom of the page, there is a copyright notice: "© 2006 Board of Regents - University of Wisconsin System. All Rights Reserved" and links to "Accessibility Policy", "Privacy Policy", and "Contact Webmaster".

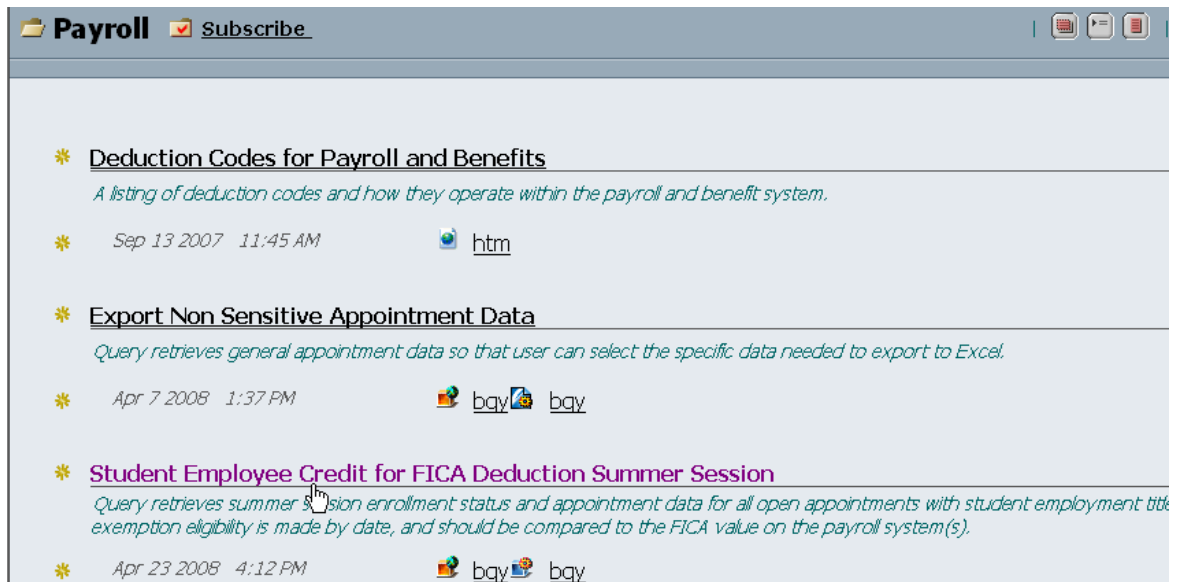
2. Click either **Payroll** or **Human Resources** folder (based on your access authorization) to access the query list.



3. The list of Queries in that folder will appear.



4. Select the “Student employee credits for FICA Deduction Summer Session” query by clicking on the title.



5. The query criteria selection screen will appear.

BROWSE | SEARCH | PREFERENCES

Select a Report

Notes

**UW-Madison** Student Employee Credit for FICA Deduction Summe  
**Query Library**

Human Resource

*Set Report Selection Criteria*  
You may enter the entire UDDS code or just what it begins with.

**UDDS and Semester MUST BE ENTERED** After UDDS selected, click "Process"

UDDS  Example: A or A34 or A3496 or A349600

Semester (Term)  Query May Take Approximately 2-8 Minutes

Process

Reset

6. Enter the UDDS and semester (term) that you are reviewing for FICA exemption. You may run the query for a division (UD), department (UDD), or sub-department (UDDS). A broader query will take longer to run. You must enter a UDDS and select the summer session.

**UW-Madison** Student Employee Credit for FICA Deduction Summe  
**Query Library**

Human Resource

*Set Report Selection Criteria*  
You may enter the entire UDDS code or just what it begins with.

**UDDS and Semester MUST BE ENTERED** After UDDS selected, click "Process"

UDDS  Example: A or A34 or A3496 or A349600

Semester (Term)  Query May Take Approximately 2-8 Minutes

Select  
Summer 2007  
Summer 2008

Process

Reset

7. Select the **Process** button. Note that larger queries may take up to 5-8 minutes.

**Human Resource**

*Set Report Selection Criteria*  
*You may enter the entire UDDS code or just what it begins with.*

**UDDS and Semester MUST BE ENTERED** *After UDDS selected, click "Process"*

UDDS  Example: A or A34 or A3496 or A349600 *Query May Take Approximately 2-8 Minutes to*

Semester (Term)

8. The additional report criteria select screen will appear. Additional selection criteria will narrow the query. It is not required. If no additional selection criteria will be selected, go to the next step. Otherwise:
- a. The query may be narrowed by:
    - o Appointment Type – SH, SA, or both. The query defaults to both SA and SH. Select the appropriate radio button if you wish to change the displayed appointment type.
    - o Report Type – All Students, Just Students requiring FICA deduction, or Just students with No SSN match to student records. The query defaults to All Students
  - b. If additional selection criteria is selected, click the **Process Additional Criteria** button. The results will appear after the additional criteria is processed. Go to step 10 below to print the report.
9. To view the results, select **Student Employee Credit for FICA Deduction Summer Session** from the **Select a Report** drop-down menu.

Select a Report

Notes

Select a Report

Student Employee Credit for FICA Deduction Summer Session

Student Employees FICA for Export to Excel

**Query Library**

**Human Resource**

*Set Report Selection Criteria*  
*You may enter the entire UDDS code or just what it begins with.*

**UDDS and Semester MUST BE ENTERED** *After UDDS selected, click "Process"*

UDDS  Example: A or A34 or A3496 or A349600 *Query May Take Approximately 2-8 Minut*

Semester (Term)

*Additional Selection Criteria from the Results of the Query.*

Appointment Type

10. The report preview screen will appear. To page up or down, use the view navigation tools. The report will export to PDF for printing by selecting the **PDF** button. Once the report has exported to PDF, it is ready to print.

Query Library Report 05/01/08

**Student Employee Credit for FICA Deduction Summer Session**  
Summer 2008

Appt Major Dept A0728, A4827 Appointment Type SA, SH

Appt Data Current As Of: 04/28/08 Additional Criteria: Appt Type SA, SH Title Name Not= ADV OPPOR FELLOW, FELLOW, RESEARCH ASSISTANT, TRAINEE, COLU

Student Data Current As Of: 04/30/08 FICA Ind Appt End Date = Blank or greater or equal to today's date

Appt Type	Appt Major Dept	Name Title	Person Id	Student Type	Appt End Date	Session Start Date	Session End Date	Weeks	Diss Ind	Deg Exp	Term Credits	FICA Begin	FICA End
SH	A072800	BICE, BENJAMIN D Student Help		GRAD		06/16/08	08/10/08	8			2		
		BOUKAHIL, ISMAIL Student Help									0	05/19/08	
		CARLSON, CARLA J Student Help									0	05/19/08	
		CHOE, ADAM LIN Student Help									0	05/19/08	

11. Review the report for necessary changes to the FICA indicator per policy.

## Export a Query into Excel

A query may be exported to Excel to allow for additional searches and sorts of the resulting data. To export the query results to Excel, follow the above steps until Step 9. At Step 9, follow the step below:

- To view the results, select **Student Employee FICA for Export to Excel** from the **Select a Report** drop-down menu.

- The report preview screen will appear. The report will export to Excel for printing by selecting the **Excel** button. Once the report has exported to Excel, it is ready to print, save, or work with the data .

Appt Type	Appt Major Dept	Person Name	Person Id	Appt Id	Student Type	Title Name	Appt End Date
SH	A072800	TSAI, PO SHENG		01056799		Student Help	
SH	A072800	HOGAN, CLIFFORD E		01231624		Student Help	
SH	A072800	MAHAN, SARAH D		01231633		Student Help	
SH	A072800	ULLMER, MICHAEL J.		01144950		Student Help	
SH	A072800	CHOKDEE, DARIN		01195043		Student Help	
SH	A072800	HUMPAL, THEODORI		01125985		Student Help	
SH	A072800	HASENSTEIN, KYLE		01107449	UGRD	Student Help	
SH	A072800	PORTNER, MARNI F		01068619		Student Help	
SH	A072800	KLINKNER, NICOLE I		00980551		Student Help	

- Review the report for necessary changes to the FICA indicator per policy.