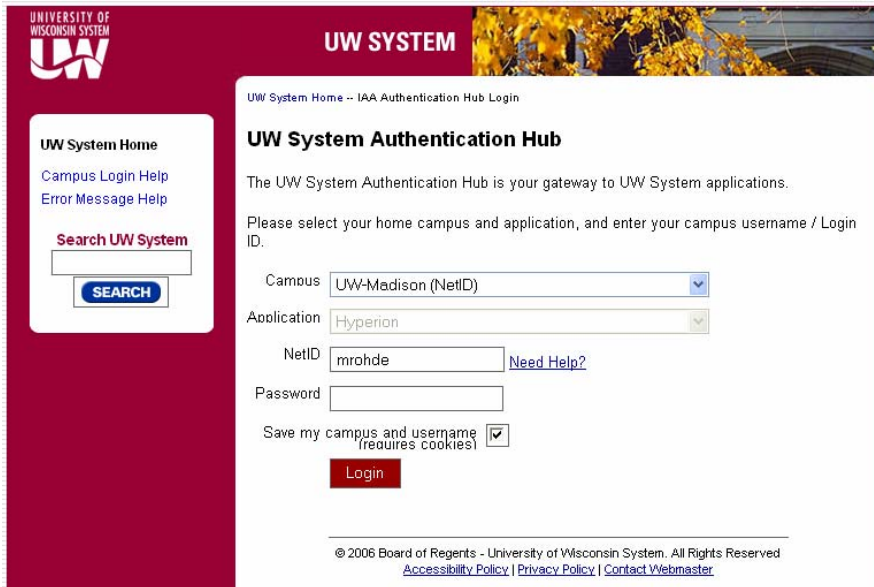


Student Enrollment Verification for FICA Exemption – Shared Query Library

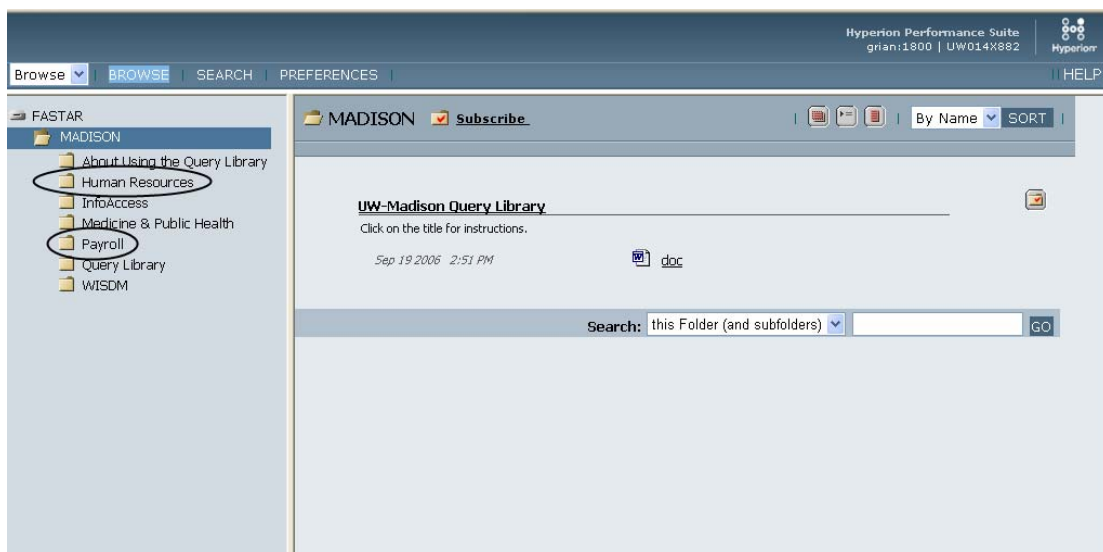
URL Shared Query Library: <https://authhub.wisconsin.edu/?app=Hyperion>

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.

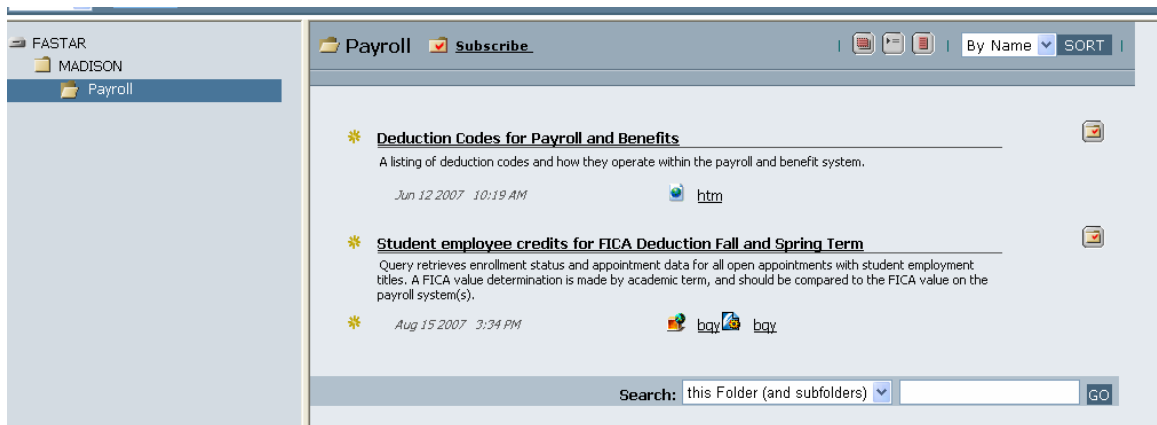


The screenshot shows the UW System Authentication Hub login page. The page has a dark red header with the UW System logo and the text "UW SYSTEM". Below the header, there is a navigation menu with "UW System Home", "Campus Login Help", and "Error Message Help". A search box is also present. The main 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 box containing "mrohde" with a "Need Help?" link), "Password" (a text box), 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".

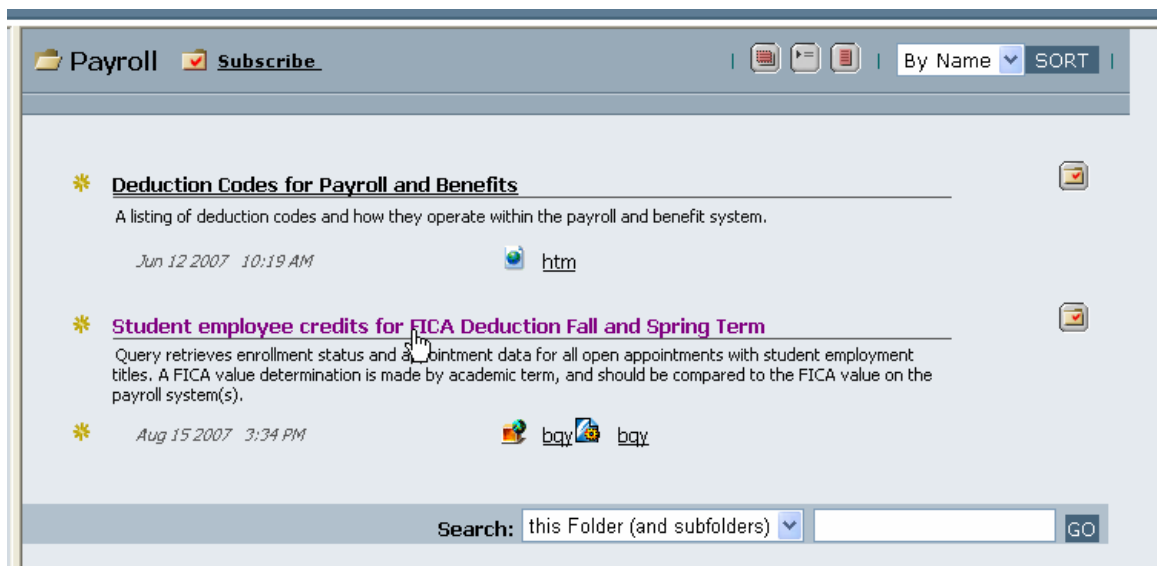
2. Click either **Payroll** or **Human Resources** folder (based on your access authorization) to access the query list.



- The list of Queries in that folder will appear.



- Select the “Student employee credits for FICA Deduction Fall and Spring Term” query by clicking on the title.



5. The query criteria selection screen will appear.

The screenshot shows a web browser window with the address bar displaying 'FASTAR' and 'MADISON'. The page title is 'UW-Madison Query Library' and the subtitle is 'Student Employee Academic Year Credit Load Check for FICA Deduction'. The page is categorized under 'Human Resource'. Below the title, there is a section for 'Set Report Selection Criteria' with the instruction 'You may enter the entire UDDS code or just what it begins with.' A red warning message states 'UDDS and Semester MUST BE ENTERED'. There are two input fields: 'UDDS' with a text box containing 'A0724' and an example 'Example: A or A34 or A3496 or A349600', and 'Semester (Term)' with a dropdown menu set to 'Select'. To the right, there are 'Process' and 'Reset' buttons and a note: 'After UDDS selected, click "Process" Query May Take Approximately 5-6 minutes'.

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 semester (term).

This is a close-up view of the 'UW-Madison Query Library' interface. The 'UDDS' text box contains 'A0724' and the 'Semester (Term)' dropdown menu is open, showing options: 'Select', 'Fall 2007-2008', and 'Spring 2008-2007'. The 'Process' button is visible to the right. The red warning message 'UDDS and Semester MUST BE ENTERED' is still present.

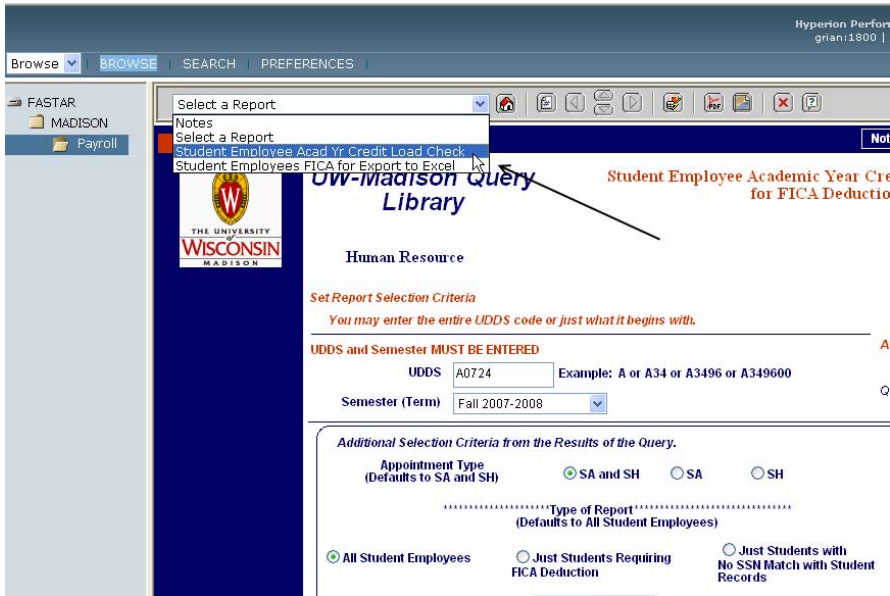
7. Select the **Process** button. Note that larger queries may take up to 5-8 minutes.

The screenshot shows the 'UW-Madison Query Library' interface. At the top, it says 'Student Employee Academic Year Credit Load Check for FICA Deduction'. Below that, it says 'Human Resource'. There is a section for 'Set Report Selection Criteria' with the instruction 'You may enter the entire UDDS code or just what it begins with.' Below this, there is a form with 'UDDS and Semester MUST BE ENTERED'. The 'UDDS' field contains 'A0724' and has an example 'Example: A or A34 or A3496 or A349600'. The 'Semester (Term)' dropdown is set to 'Fall 2007-2008'. To the right of the form, there are 'Process' and 'Reset' buttons. A note says 'After UDDS selected, click "Process"' and 'Query May Take Approximately 5-8 Min'.

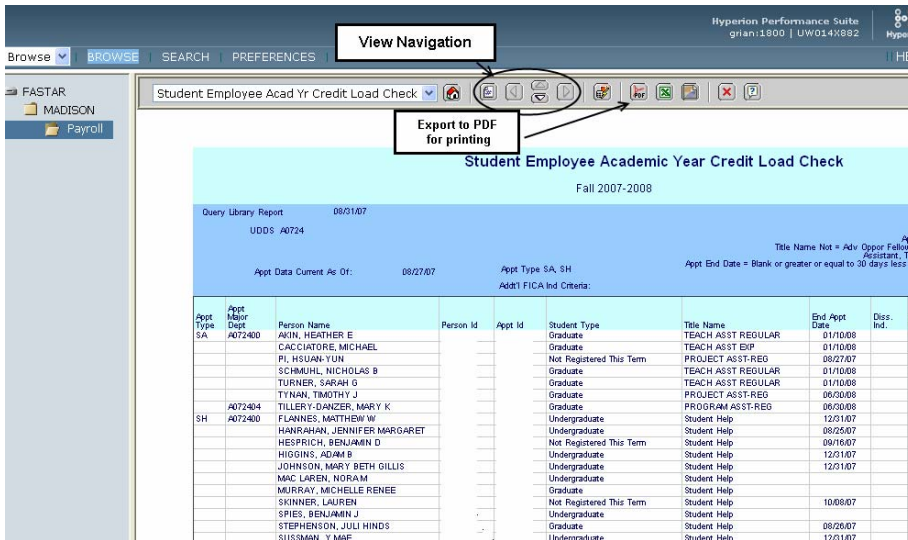
8. The additional report criteria select screen will appear. Additional selection criteria will narrow the query. It is not required. If no additional selection criteria will be selected, go to the next step. Otherwise:
- The query may be narrowed by:
 - Appointment Type – SH, SA, or both. The query defaults to both SA and SH. Select the appropriate radio button if you wish to change the displayed appointment type.
 - 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
 - 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.

This screenshot shows the 'Additional Selection Criteria from the Results of the Query' screen. It has the same header as the previous screenshot. Below the header, there are radio buttons for 'Appointment Type (Defaults to SA and SH)' with options 'SA and SH' (selected), 'SA', and 'SH'. Below that, there are radio buttons for 'Type of Report (Defaults to All Student Employees)' with options 'All Student Employees' (selected), 'Just Students Requiring FICA Deduction', and 'Just Students with No SSN Match with Student Records'. At the bottom, there is a 'Process Additional Criteria' button with an arrow pointing to it. A note on the right says 'After UDDS selected, click "Process"' and 'Query May Take Approximately 5-8 Minutes to'.

- To view the results, select **Student Employee Acad Yr Credit Load Check** from the **Select a Report** drop-down menu.



- 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.



- 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.

Hyperion Performance Reporting: 1800 | UW

Browse | BROWSE | SEARCH | PREFERENCES

FASTAR
MADISON
Payroll

Select a Report
Notes
Select a Report
Student Employee Acad Yr Credit Load Check
Student Employees FICA for Export to Excel

UW-Madison Query Library

Student Employee Academic Year 0 for FICA Deduc

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

UDDS a072400 Example: A or A34 or A3496 or A349600

Semester (Term) Fall 2007-2008

Additional Selection Criteria from the Results of the Query.

Appointment Type (Defaults to SA and SH) SA and SH SA SH

Type of Report (Defaults to All Student Employees)

All Student Employees Just Students Requiring Just Students with No SSN Match with Studer

- 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.

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Browse | BROWSE | SEARCH | PREFERENCES

FASTAR
MADISON
Payroll

Student Employees FICA for Export to Excel

Appt Type	Appt Major Dept	Person Name	Person Id	Appt Id	Student Type	Title Name	End Appt Date	Diss. Date
SA	A072400	AKIN, HEATHER E			Graduate	TEACH ASST REGULAR	01/1/008	
		CACCIATORE, MICHAEL			Graduate	TEACH ASST EXP	01/1/008	
		PI, HSUAN-YUN			Not Registered This Term	PROJECT ASST-REG	08/27/07	
		SCHMUHL, NICHOLAS B			Graduate	TEACH ASST REGULAR	01/1/008	
		TURNER, SARAH G			Graduate	TEACH ASST REGULAR	01/1/008	
		TYNAN, TIMOTHY J			Graduate	PROJECT ASST-REG	06/30/08	
SH	A072400	FLANNES, MATTHEW W			Undergraduate	Student Help	12/31/07	
		HANRAHAN, JENNIFER MARGARET			Undergraduate	Student Help	08/25/07	
		HESPRICH, BENJAMIN D			Not Registered This Term	Student Help	09/16/07	
		HIGGINS, ADAM B			Undergraduate	Student Help	12/31/07	
		JOHNSON, MARY BETH GILLIS			Undergraduate	Student Help	12/31/07	
		MAC LAREN, NORA M			Undergraduate	Student Help		
		MURRAY, MICHELLE RENEE			Graduate	Student Help		
		SKINNER, LAUREN			Not Registered This Term	Student Help	10/08/07	
		SPIES, BENJAMIN J			Undergraduate	Student Help		
		STEPHENSON, JULI HINDS			Graduate	Student Help	08/26/07	
		SUSSMAN, Y MAE			Undergraduate	Student Help	12/31/07	
		SUTHERLAND, JACLYN D			Undergraduate	Student Help	12/30/07	

Export to Excel