INSTRUCTIONS: Departmental staff should complete this form to correct an error in a student employee’s DCP/Medicare deduction due to an administrative or ISIS/PPS interface error. It is essential that departments ensure the accuracy of the percentage on the appointment line in PPS. Retroactive corrections for inaccurate appointment percentages will not be done.

A student’s salary earnings are subject to DCP/Medicare if student is registered in less than 6 units or employed 80% or more. Interfaces occur at the third and fifth weeks of each academic quarter and during periods of summer session.

Undergraduate student: Send form to SEO (Student Employment Office), Mail Code 0330
Graduate student: Send form to Graduate Division, Mail Code 0003

Student Name: _______________________________ Employee ID _______________ Dept Name: _______________

☐ UNDERGRADUATE
☐ GRADUATE

Please indicate the required action:

1. ☐ DCP/Medicare should be refunded.
2. ☐ DCP/Medicare should be withheld.
3. Date(s) of affected paychecks: ________________________________________________________________

Explanation (required): ________________________________________________________________

________________________________________________________________________________________
______________________________________________________

Departmental Signature / Phone Extension

Date __________________________

Student Signature

Date __________________________

SEO or Graduate Division Signature

Date __________________________

Payroll Signature

Date __________________________

11/16 Grad/DCPErrorForm