



# Student Employee FICA Withholding Form Summer 2026

Supervisors must complete this form for each student employee who:

- Will be working a normal schedule of **more than** 30 hours per week (60 hours per pay period\*).
- Has multiple jobs on campus and is planning to work a normal work schedule of more than 30 hours per week. Ask your student employees if they have other jobs on campus: each department will be charged a prorated amount of FICA tax (Social Security and Medicare taxes).

\*If a student employee is going to exceed 60 hours in only one pay period (e.g. covering for a sick co-worker) and will be working less than 60 for the rest of the summer, a FICA form is not required. Please notify the student payroll office that this is a one-time occurrence.

NOTE: FICA will be withheld from this student’s pay (and a matching 7.65% charged to your cost center) until after the pay period in which the end date occurs. The dates should be as accurate as possible and for only the time frame over which the student will work 60 or more hours per pay period.

**Please complete the following information:**

Dates this student will have a normal work schedule of **more than** 30 hours per week (60 hours per pay period):

Start Date: \_\_\_\_\_ End Date\*: \_\_\_\_\_

\*No later than August 23, 2026

Student Name: \_\_\_\_\_ Tech ID # \_\_\_\_\_  
Last Name First Name

Department: \_\_\_\_\_ Cost Center Number: \_\_\_\_\_

Supervisor’s Name (please print): \_\_\_\_\_

Approval Signature (person in charge of budget): \_\_\_\_\_

Date Signed: \_\_\_\_\_

**Drop off the completed form at the Business Office or email to: [studentpayroll@winona.edu](mailto:studentpayroll@winona.edu)**

Contact Student Payroll if the circumstances of this student’s employment change or you have questions.

The information collected on this form will be used by hiring departments, business and human resources to determine tax liability and to comply with United States tax laws and may be made available to other government officials as authorized by law.