Appendix E: DCP Error Correction Form
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 ES (Employment Services), Mail code 0335
- Graduate student: Send form to Graduate Division, Mail Code 0003

Student Name:  
Employee ID:  
Department Name:  
Department Ext:  
Select Student Level:  
Indicate Required Action:  
☐ Undergraduate  
☐ Graduate  
☐ DCP/Medicare should be refunded  
☐ DCP/Medicare should be withheld  

Date(s) of affected paychecks:  

Explanation (required):  

Department Signature  
Date  

Student Signature  
Date  

Employment Services or Graduate Division Signature  
Date  

Payroll Signature  
Date