

Change FICA Selection

1. [Search for an Employee](#).
2. From the *Employee Appointment Menu* screen, select **Appointment Information**.
3. From the *Appointment Selection List* screen, select the appropriate **Internal ID**.
4. From the *Appointment Information* screen, select the **Eff PPd Change Date** and modify **FICA** selection. Select **Update**.
5. From the *Appointment Information* screen, select **Release Changed Data for Approval**.
6. From the *Data to Be Released for Approval* screen, select **Release for Approval**.

Report: Use the **APPT Activity Suite** to see this data. Go to the [WOW Front Page](#) to use this report.