

Request for Exemption from Online Employee Self Service for Payroll

This form must be completed and submitted by the department of the employee requesting exemption: 1) Complete the paper document below, "Employee Self Service Exemption Authorization." 2) The Fiscal Officer of the organization must sign the form. No alternate or delegate signatures will be accepted.

3) Mail this completed form to your campus Payroll Office.

4) NOTE: There are only two acceptable reasons for exemption. Please be sure to check the box below indicating which reason is applicable for this request.

INDIANA UNIVERSITY
Request for Exemption from Online Employee Self Service for Payroll
(please type or print)

I, _____, for
Name of Fiscal Officer

Organization Responsibility Center Campus Request exemption from use of
Online Payroll Employee Self Service for:

Name of Employee Employee ID (i.e. 0001111111) Exemption reason (check one):

The employee has a disability which prevents use of a computer.
The employee's job does not allow access to a computer during work hours.

Signature of Fiscal Officer campus phone # Date

When completed mail to: FMS Payroll, Poplars 527, Bloomington campus

For assistance with this form contact:
FMS Customer Service, fmshelp@indiana.edu; (812) 855-0375