## 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 <u>must</u> 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. 000	01111111)
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: UCO Payroll, Poplars 527, Bloomington campus

For assistance with this form contact: UCO Customer Service, Poplars 527, (812) 855-0375