

November 2005

TO: RC and department heads; Fiscal Officers; Payroll clerks; HR Personnel reps  
FROM: Harriet Fierman, Director, IU Payroll  
RE: Employee Self Service for payroll activities

A memo to all IU employees about the implementation of Employee Self Service for payroll activities has been prepared. Please share that memo with your employees as soon as possible. Employee Self Service is available through IU's OneStart portal on the web. NOTE: If your organization is already using Employee Self Service, you do not have to do anything further.

The following additional information is being sent to you to help with other questions you may have or may receive from employees:

1. IU employees will be given access to Employee Self Service for payroll activities the week of December 5, 2005 (all campuses, all types of employees). For technical reasons, this feature will be implemented over the course of that week. **All employees should have access by Friday, December 9.** Each employee will receive an email message automatically generated when their access has been activated.
2. Employee Self Service on the web through the OneStart Portal (on the Staff Tools or Faculty Tools page) allows employees to view their paycheck information, both current and historical back to the implementation of HRMS (December, 2002). Employees may also print their current and historical paycheck information should they wish to keep a paper copy. In addition, payroll direct deposit is now online, and employees may sign up for direct deposit or change existing direct deposit information, allowing their pay to be distributed to one or multiple financial institution accounts. Also, paper payroll direct deposit forms will continue to be accepted indefinitely for new employees who wish to set up direct deposit immediately upon beginning work at IU, but for whom the appointment processing has not been completed to allow access to online Employee Self Service.
3. Currently, of the 47,228 active employees at IU, 20,858 (around 44%) already have access to use Employee Self Service for payroll activities, following implementation on May 10, 2005 and rollout to a number of pilot departments.
4. To facilitate the transition for IU, departments which are not yet using Employee Self Service will still continue to receive paper pay advices (paycheck information) printed centrally to distribute to their employees for a short period, through the beginning of February, 2006. The suppression of all paper pay advice printing will take place in February, 2006.
5. Information about how to access and use Employee Self Service is available on the web at <http://www.fms.indiana.edu/payroll/EmplSelfSrv.asp>. As soon as Employee Self Service is available in December, please encourage all your employees to begin using the service.
6. Use of online Employee Self Service is mandatory. However, there are two valid exceptions to mandatory use of employee self service. Note that the request for an exception must be made by the department on behalf of its employee: **Direct requests from employees will not be accepted.** The form "Request for Exemption from Online Employee

**Self Service for Payroll,**” which requires organization Fiscal Officer approval, may be submitted by departments to request exemption for certain employees.

The two valid reasons for exception are:

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

Employees who receive an exception will continue to receive centrally-printed paper pay advice information once we stop printing for the university community at large in 2006, unless their work situation changes. The form will be available from your campus payroll office.

7. Note that departmental payroll processors will have the ability to print, one at a time, current or historical paycheck information for employees with primary jobs in their department. Thus there is a mechanism in place for occasional printing needs of employees if they are temporarily unable to access their paycheck information online.

8. In February 2006 printing of paper pay advices for departments to distribute to employees will cease. This will allow monthly- and biweekly-paid employees to receive paper information reflecting any 2006 calendar year changes (such as tax rates) to their pay at least once before paper is no longer printed for them.

9. Please send all questions about Employee Self Service to [fmshelp@indiana.edu](mailto:fmshelp@indiana.edu) .