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