

# 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