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