INSTRUCTIONS

1. Time for irregular payroll is from 21st to 20th of each month.

2. This sheet must be sent to the Business Office not later than 5:00 on the afternoon of the 21st.

3. Time sheets received in the Business Office after that date cannot be put on the payroll for that month but will be carried over until the following month.

4. Students are requested to sign the payroll promptly. The payroll can be signed from the 23d to 28th of each month.

5. Departments are responsible for notifying students about signing payroll.