

UNIVERSITY OF KANSAS
IRREGULAR PAYROLL TIME SHEET

Department of _____
Budget Office _____
Month of _____

NAME	POSITION	HOURS	RATE	DATE

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.

Approved by _____

PLEASE NOTE INSTRUCTIONS ON THE BACK OF THIS SHEET