

UNIVERSITY OF KANSAS
Lawrence

Office of
The Chancellor

September 4, 1942

TO DEPARTMENT HEADS:

We have just been informed that the State Civil Service procedures as regards payrolls became effective September 1. All payrolls were frozen as of that date and requests for changes of any sort are to be made through the Chancellor's Office on specified forms.

Copies of the rules and regulations will be sent to you at a later date, but in the meantime your attention is called to the following items:

1. Payroll Report

Please send to the Chancellor's Office at once an alphabetical list of your irregular payroll (including students) as of September 1, giving the following information in each case:

Name: Last name, first name, middle initial.

Home address: Personal address, for receipt of mail.

Telephone: If no telephone, write "none".

Position: If under Civil Service, use title assigned; if not allocated, leave blank. If not under Civil Service, use current payroll title.

If a student, write "student". Under the law a person who is giving the major share of his time to a job comes under Civil Service and is not a student.

Effective Date: First day of present period of employment (i.e., employment uninterrupted except by earned vacation, sick leave, or leave without pay not exceeding one month. Example: 10-11-39.

Birth date: Date of birth, as 11-12-18.

Salary: Give hourly rate, and indicate whether "part-time", or "full-time".

Please restrict your report to your September 1 payroll. Any change from this date (either addition of an employee or a resignation) is to be made through use of form 116, 202, or 204, described under item 3 below. If you had no one on your irregular payroll on September 1, report "none employed as of September 1."

No particular form is specified for this report, and you may feel free to report in the manner which seems convenient. Since the data are to be transferred by the Chancellor's Office to individual Roster Cards for transmittal to Topeka, prompt cooperation with this request will be greatly appreciated.

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