

2. Payroll Order.

Starting with September your payroll must be sent to the Business office in alphabetical order.

3. Payroll Changes.

Personnel forms are provided to enable you to request a new employee or to change the status of an employee:

Form 116. Personnel Requisition.

To fill a vacancy, to fill a newly created position, or to promote an employee to a higher classification. This applies only to positions in the classified service, i.e., under Civil Service.

Form 202. Change in Employee Status.

To report every case of separation from the payroll, whether in the Classified or Unclassified Service (death, dismissal, suspension, leave of absence, resignation, lay-off, or termination of temporary appointment); to propose a change in salary rate; to report a change in personal address or name; to initiate a transfer of a Civil Service employee from one office to another, in the same classification; to certify a Civil Service employee on completion of his probation.

Form 204. Emergency or Unclassified Appointment Report.

To report every appointment in the unclassified service (i.e., not under Civil Service, such as students and instructors), and to request emergency appointments to positions under Civil Service (for a period not exceeding ten days).

Copies of these forms may be secured from the Chancellor's Office together with directions for their use.

The opening of the semester is a busy time for the various Civil Service procedures to be applied to the University, but I trust that you will find it possible to handle your share of the job without great inconvenience. I am confident that the amount of routine required in connection with operation of the law will not be burdensome after the first month.

If you have any questions about the Civil Service Law or the procedures described above, I hope you will feel free to consult the staff of this office. We shall hope to have the answers.

Sincerely yours,

*Raymond Nichols*

Executive Secretary