

THE UNIVERSITY OF KANSAS

Lawrence

Business Office

Karl Klooz, Bursar

July 16th, 1942

TO THE DEPARTMENT HEAD ADDRESSED:

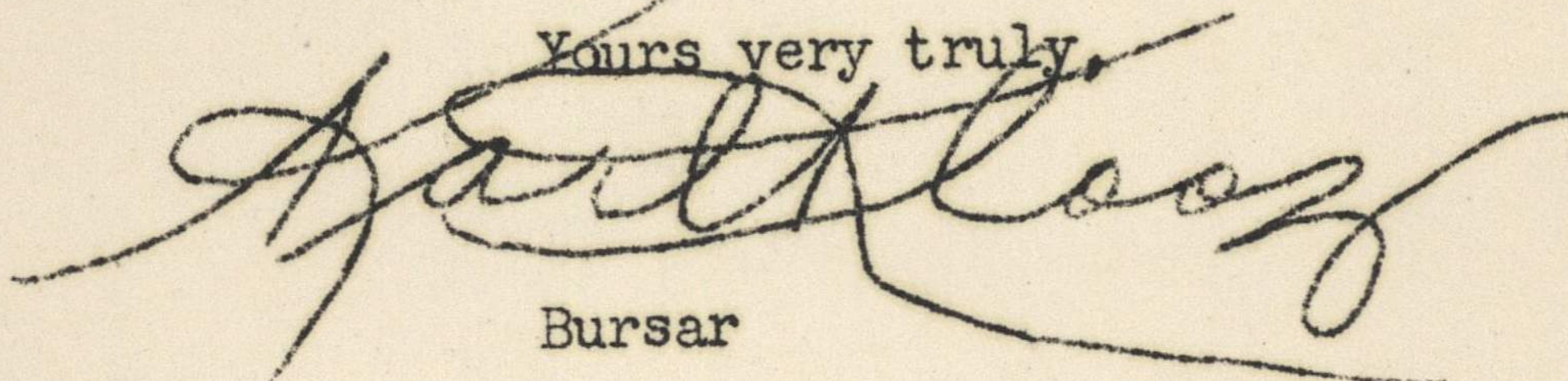
The State Civil Service Department, in setting up rules covering the Merit System Law adopted by the last session of the Legislature, require this office to furnish certain information each month.

Any change of employee, or new employee, other than students working half-time or less, on the irregular payroll, must be so indicated on your payroll time sheets that you turn in each month. For example: If John Doe was on the payroll last month and is replaced this month by Joe Top, you should indicate after Joe Top's name, "New employee replacing John Doe"; if it happens to be a new employee without replacing anyone, just indicate after the name, "New employee". Please also indicate on your time sheets those persons who are students.

This procedure is to go into effect at once, so please see that your July 25th payroll time sheets carry this information.

Thanking you for your cooperation in this matter,
I am

Yours very truly,

A large, stylized handwritten signature in dark ink, appearing to read 'Karl Klooz', is written over the typed name 'Bursar'.

Bursar

KK:JMT