

Mr. Henry Shenk
107 Robinson

August 3, 1946

Notice of Civil Service Examinations:

The Department of Civil Service has just announced that examinations for the following classifications are to be given during the month of September and that applications will be received through August 30th:

Account Clerk II
Clerk IV
Clerk I
Clerk-Stenographer I
Clerk-Typist I
Groundsman II
Florist

Please post this notice where it can be read by members of your staff who may be interested.

RAYMOND NICHOLS
Executive Secretary

48

96

Earl Fullack

Chas C Directors

Dr. F. C. Allen
Physical Education
105 Robinson

TO CIVIL SERVICE SUPERVISORS:

This is to advise you that Armistice Day, Saturday, November 11, has been designated a holiday by the Governor under Rule 10.9 of the Civil Service Rules.

It is recommended that wherever possible the University offices and departments observe the holiday and give the day off to their Civil Service staff. Offices which find it necessary to stay open in the morning should file with the Business Office application for overtime credit of one-half day for each Civil Service employee who did not take the morning off.

11-8-44

RAYMOND NICHOLS
Executive Secretary

UNIVERSITY OF KANSAS
APPLICATION FOR OVERTIME CREDIT

(To be filed at Business Office immediately following date concerned.)

Name of Employee

Overtime Worked

Reason for Overtime

Date

Hours

Hulteen, Alberta

Nov. 11 5

Necessary to keep
office open.

Date Nov. 13, 1944

Signed _____

Supervisor.



20-1765

1-44-3M

UNIVERSITY OF KANSAS
REPORT OF LEAVE TAKEN

(To be filed at Business Office *not later than 5 p. m.* of last day of month.)

Alberta Hulteen

(Name of Employee)

Clerk-Steno.

(Civil Service Classification)

took the following time off during the month of August, 1944
in accordance with Civil Service rules 10.2, 10.3, 10.4 or 10.5:

VACATION: 12 August 7-19, incl.
(No. days) (Give dates of days taken off)

SICK LEAVE: _____
(No. days) (Give dates of days taken off)

OVERTIME: _____
(No. days) (Give dates of days taken off)

LEAVE WITHOUT PAY: _____
(No. days) (Give dates of days taken off)

August 21, 1944

Date _____

Signed _____

Supervisor.



UNIVERSITY OF KANSAS
APPLICATION FOR OVERTIME CREDIT

(To be filed at Business Office immediately following date concerned.)

Name of Employee

Overtime Worked

Reason for Overtime

Date

Hours

Commons, A. B.

May 30

8

Necessary to carry on
regular duties on legal
holiday.

Hulteen, Alberta

May 30

7

" " " "

Date June 7, 1944

Signed _____

Supervisor.



UNIVERSITY OF KANSAS
APPLICATION FOR OVERTIME CREDIT

(To be filed at Business Office immediately following date concerned.)

Name of Employee

Overtime Worked

Reason for Overtime

Date

Hours

Commons, A. B.

July 4 8

Necessary to carry on
regular duties on legal
holiday.

Hulteen, Alberta

July 4 8

" " " "

Date July 17, 1944

Signed

Supervisor.



UNIVERSITY OF KANSAS
REPORT OF LEAVE TAKEN

(To be filed at Business Office *not later than 5 p. m.* of last day of month.)

A. B. Commons

(Name of Employee)

Laborer

(Civil Service Classification)

took the following time off during the month of October, 1944
in accordance with Civil Service rules 10.2, 10.3, 10.4 or 10.5:

VACATION: 6 (No. days) October 9 - 14 (Give dates of days taken off)

SICK LEAVE: _____ (No. days) _____ (Give dates of days taken off)

OVERTIME: _____ (No. days) _____ (Give dates of days taken off)

LEAVE WITHOUT PAY: _____ (No. days) _____ (Give dates of days taken off)

Date October 16, 1944

Signed _____
Supervisor.



UNIVERSITY OF KANSAS
APPLICATION FOR OVERTIME CREDIT

(To be filed at Business Office immediately following date concerned.)

Name of Employee

Overtime Worked

Reason for Overtime

Date

Hours

Alberta Hulteen

May 30 8

Necessary to carry on
regular duties on
legal holiday

A. B. Commons

May 30 8

Ed Williams

May 30 8

" " " " "

Date **June 18, 1945.**

Signed

Supervisor.



20-1765

1-44-3M

UNIVERSITY OF KANSAS
APPLICATION FOR OVERTIME CREDIT

(To be filed at Business Office immediately following date concerned.)

Name of Employee

Overtime Worked

Reason for Overtime

Date

Hours

Mildred Hickman

July 4

8

Necessary to carry on
regular duties on
legal holiday

A. B. Commons

July 4

8

Ed Williams

July 4

8

" " "

Date July 7, 1945

Signed

Supervisor.



20-1765

1-44-3M

UNIVERSITY OF KANSAS
APPLICATION FOR OVERTIME CREDIT

(To be filed at Business Office immediately following date concerned.)

Name of Employee	<i>Overtime Worked</i>		Reason for Overtime
	Date	Hours	
Marilyn French	2-22-46	8	Necessary to carry on regular duties on legal holiday
A. B. Commons	2-22-46	8	legal holiday
Ed Williams	2-22-46	8	" " "

Date February 22, 1946

Signed _____

Supervisor.



F. C. Allen

Physical Education

105 Robinson

UNIVERSITY OF KANSAS
Office of the Chancellor

February 20, 1946

To Heads of Offices and Departments:

1. Friday, February 22, is a holiday under the Civil Service regulations. The University will not observe the holiday, however, and application for holiday overtime credit should be filed at the Business Office for all Civil Service employees who work on that day.

2. The University is operating on a 44-hour work week, except in a few positions where the week is longer. This schedule was filed with the Civil Service Department more than two years ago, and any department not operating on this schedule should either adjust upward the work hours of its staff, or adjust salaries downward to a part-time basis.

RAYMOND NICHOLS,
Executive Secretary

July 24, 1946

TO HEADS OF OFFICES EMPLOYING CIVIL SERVICE PERSONNEL:

Under authority of Regulation 10.8 of the Civil Service Rules the University has adopted the following policy with respect to granting leave with pay to employees for funeral or death leave:

Leave with pay not to exceed six days may be granted to any employee who has been employed continuously on a full time basis for more than six months, upon the death of a close relative. A close relative is interpreted to mean husband, wife, son, daughter, mother, father, father-in-law or mother-in-law. In other meritorious cases appeal may be made to the Chancellor. Department heads are to take into consideration relationship and travel time before determining the amount of leave which may be granted in a particular case.

RAYMOND NICHOLS
Executive Secretary

RN:AL

Henry Shenk
Robinson Gym

July 1, 1946

TO HEADS OF DEPARTMENTS EMPLOYING CIVIL SERVICE STAFF:

1. Examinations for clerical staff. The Department of Civil Service has just announced that applications for the positions of Clerk II, Clerk-Typist II and Clerk-Stenographer II will be received up to and including July 19th. Kindly call this announcement to attention of members of your staff who have not taken and passed the examinations. Application forms may be secured either from the Chancellor's office or directly from the Civil Service Department, 801 Harrison, Topeka. Examinations for the Clerk I, Clerk-Typist I, and Clerk-Steno I positions are held regularly on the fourth Saturday of the month. Applications are due by the fifteenth.

2. Vacancies. If you anticipate a vacancy in your Civil Service staff it is suggested that you submit a Personnel Requisition as far in advance of the starting date as possible. Eligible lists are beginning to appear for a few classifications, and it is not safe to assume that the Civil Service Department cannot supply a list of eligibles for your vacancy.

Sincerely yours,
RAYMOND NICHOLS
Executive Secretary

RN:AL

STATE OF KANSAS
DEPARTMENT OF CIVIL SERVICE
801 HARRISON, TOPEKA
PERSONNEL REQUISITION

Complete in Quadruplicate
Retain the PINK copy
Send the other three copies to Dept. of
Civil Service.

Agency

UNIVERSITY OF KANSAS

Organization Unit

PHYSICAL EDUCATION DEPARTMENT

Title of Position

LABORER

Proposed Pay Rate

\$.65 hr. per month

Less: \$ none maintenance

Number of Vacancies.....

Type of Vacancy:

Replacement

New Position

Name and Title of Former Incumbent

(Give only number and class if more than three)

none

Preferred Method of Filling Vacancy:

- Original Appointment
- Reemployment
- Reinstatement
- Promotion
- Transfer

Kind of Appointment:

- Permanent
- Temporary

From May 3, '46 to

- Part-time
- Explain

Starting Date May 3, 1946

Place of Work

Lawrence

Describe the specific duties and responsibilities of the position or positions to be filled. Duties and responsibilities change from time to time, therefore a new description should be prepared each time a position is to be filled. If more space is needed, attach additional pages to this form. Explain any special qualifications needed. If possible, avoid direct quotation from class specifications.

Repair work
Construction work

Equipment to be operated:

Essential special qualifications:

Check sex required: male.....female

Employees Doing Similar Work

Employees to be Supervised by Appointee

Person who will Supervise Appointee

Names and Titles (Give only number and class, if more than three)

Number

Class Title

Name

Class Title

Ed Hughes
Wm. Hughes

none

Dell Davidson

Signature of Supervisor

Title

Signature of Appointing Authority

Date

Dell Davidson

FOR USE BY THE DEPARTMENT OF CIVIL SERVICE

Allocation

Salary

Method of Filling Vacancy

List to be Used

By:

Date

Signature of Director of State Civil Service



Transaction Number

CERTIFICATION AND APPOINTMENT REPORT

Date of Certification

In response to your requisition for employees, the names of the following eligibles are submitted. Each person listed below has been notified of his certification and instructed *not* to communicate with you until you request him to do so. You probably will find it advisable to interview all eligibles certified. Appointment can be completed by indicating with a check mark in the proper column below the action taken. Return the white copy to the Department of Civil Service. Retain the blue copy for your own files.

Rank	NAME	ADDRESS	INTERVIEW				APPOINTMENT				Effective Appointment Date
			Notified		Appeared		Interested		Selected		
			Yes	No	Yes	No	Yes	No	Yes	No	

This certification terminates the provisional appointments of the following named individuals as of.....

Date	Signature of Supervisor	Date	Signature of Appointing Authority
------	-------------------------	------	-----------------------------------

FOR USE BY THE DEPARTMENT OF CIVIL SERVICE

Certification Approved	Notices Sent	Follow-up Letters Sent	Action Recorded
By _____ Date _____	By _____ Date _____	By _____ Date _____	By _____ Date _____
Date _____		Signature of Director of State Civil Service	

DEPARTMENT OF CIVIL SERVICE

801 HARRISON, TOPEKA

Retain the PINK copy

Send the other three copies to Dept. of Civil Service.

PERSONNEL REQUISITION

Agency

UNIVERSITY OF KANSAS

Organization Unit

Physical Educ.

Title of Position

Proposed Pay Rate

\$.65 hr. per month

Less: \$ none maintenance

Number of Vacancies..... 1

Type of Vacancy:

Replacement

New Position

Name and Title of Former Incumbent

(Give only number and class if more than three)

Preferred Method of Filling Vacancy:

- Original Appointment
- Reemployment
- Reinstatement
- Promotion
- Transfer

Kind of Appointment:

- Permanent
- Temporary
- Part-time
- Explain

Starting Date.....

Sept 1, 1943

Place of Work

LAWRENCE

Describe the specific duties and responsibilities of the position or positions to be filled. Duties and responsibilities change from time to time, therefore a new description should be prepared each time a position is to be filled. If more space is needed, attach additional pages to this form. Explain any special qualifications needed. If possible, avoid direct quotation from class specifications.

Equipment to be operated:

Essential special qualifications:

Check sex required: male.....female

Employees Doing Similar Work

Employees to be Supervised by Appointee

Person who will Supervise Appointee

Names and Titles (Give only number and class, if more than three)

Number

Class Title

Name

Class Title

F.C. Allen Professor

Signature of Supervisor

Title

Professor

Signature of Appointing Authority

Date

FOR USE BY THE DEPARTMENT OF CIVIL SERVICE

Allocation

Salary

Method of Filling Vacancy

List to be Used

By:

Date

Signature of Director of State Civil Service



Transaction Number

CERTIFICATION AND APPOINTMENT REPORT

Date of Certification

In response to your requisition for employees, the names of the following eligibles are submitted. Each person listed below has been notified of his certification and instructed *not* to communicate with you until you request him to do so. You probably will find it advisable to interview all eligibles certified. Appointment can be completed by indicating with a check mark in the proper column below the action taken. Return the white copy to the Department of Civil Service. Retain the blue copy for your own files.

Rank	NAME (Give only number and name when given)	ADDRESS	INTERVIEW				APPOINTMENT				Effective Appointment Date	
			Notified		Appeared		Interested		Selected			
			Yes	No	Yes	No	Yes	No	Yes	No		

This certification terminates the provisional appointments of the following named individuals as of.....

Date	Signature of Supervisor	Date	Signature of Appointing Authority
------	-------------------------	------	-----------------------------------

FOR USE BY THE DEPARTMENT OF CIVIL SERVICE

Certification Approved	Notices Sent	Follow-up Letters Sent	Action Recorded
By _____ Date _____	By _____ Date _____	By _____ Date _____	By _____ Date _____
Date _____			Signature of Director of State Civil Service

THE UNIVERSITY OF KANSAS
LAWRENCE

OFFICE OF
THE CHANCELLOR

April 11, 1945

Dr. F. C. Allen
107 R.
Campus

Dear Dr. Allen:

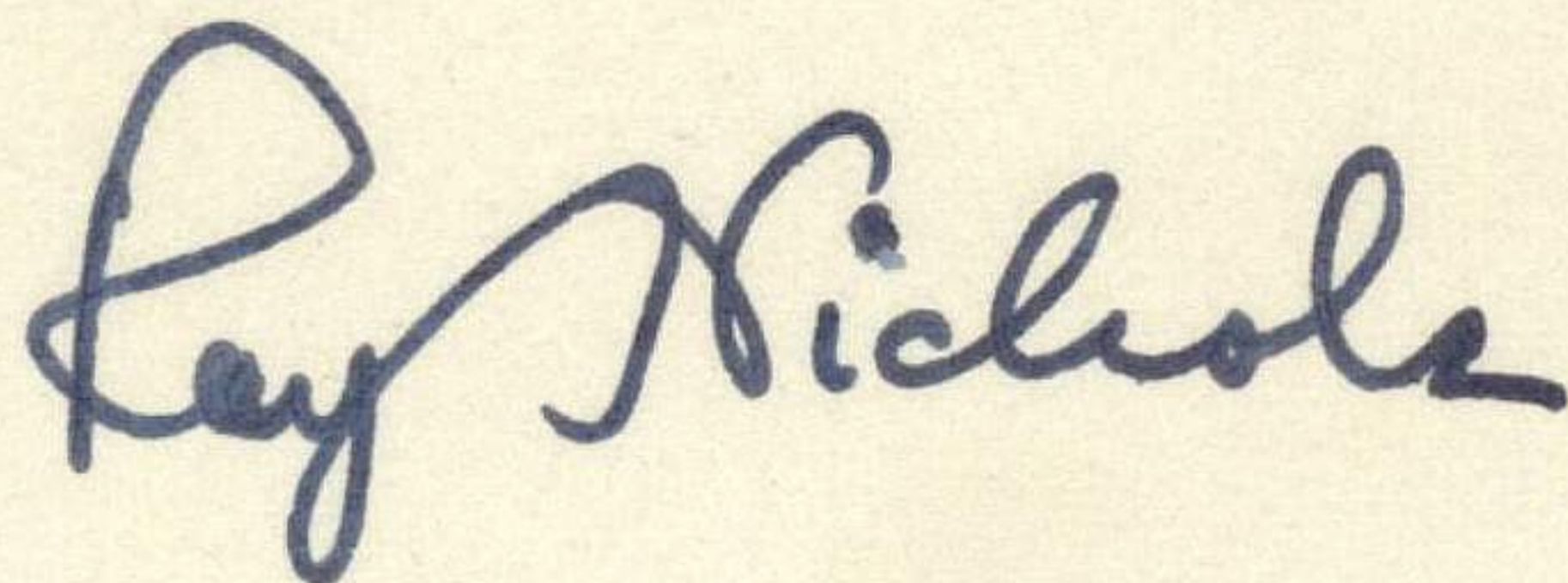
Attached are the service report rating sheets for your staff. As explained at the conference of supervisors last Friday afternoon and on the service report procedure form mailed to you earlier, you are to rate each individual on the twenty-five points. Then you are to answer questions one, two, and three on the back of each sheet and sign your name on the line marked "Rating Officer".

Please note that you are to give the home address on the front of the sheet in each case.

Please complete the reports and return them to me at the earliest possible date so that they may be delivered to the Civil Service office before the 20th.

Please give to each person rated one copy of the enclosed letter from the Department of Civil Service.

Sincerely yours,



Executive Secretary

RN:gs
Enc.

STATE OF KANSAS
DEPARTMENT OF CIVIL SERVICE

801 HARRISON STREET
TOPEKA, KANSAS

CIVIL SERVICE BOARD
FRED C. ALLVINE
TOM WILSON

DIRECTOR
CHAS. B. NEWELL



TO THE STATE EMPLOYEE:

At this time "service reports" are being prepared for all employees in your agency. Naturally, you will have many questions to raise about this program, the most important of which are answered briefly below.

WHO WILL MAKE THE SERVICE RATINGS? Someone in your own agency, some supervisor who knows what work you do and the manner in which you do it, will make the actual rating of your service. The reports will be returned to the Department of Civil Service for the routine process of scoring, but the actual evaluation of your service will be made by someone within your own agency and will in no way be changed by the Department of Civil Service.

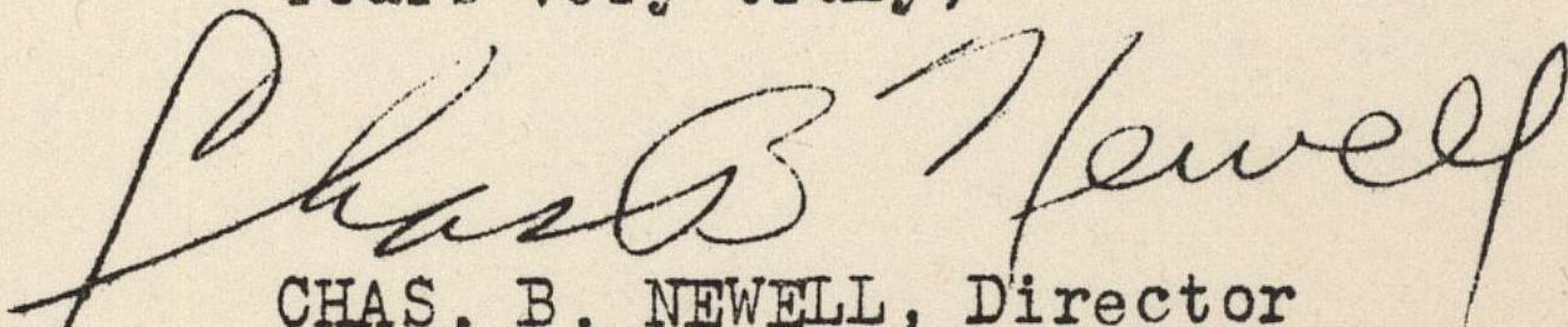
HOW OFTEN WILL SERVICE REPORTS BE PREPARED? Beginning with the present report, a periodic rating of your service value will be prepared approximately every six months.

WHAT IS THE PURPOSE OF SERVICE REPORTS? One of the basic purposes is to provide the appointing authority with a useful tool in the evaluation of his employees for consideration in connection with salary increases and promotional possibilities.

OF WHAT VALUE IS THIS SERVICE REPORT TO YOU? Here is an opportunity for you to "see yourself as others see you." At the conclusion of the scoring process, you will be sent a notice advising you of your score on the service report - that is, you will learn whether you are considered by your supervisors to be an excellent employee, or a good, average, fair, or poor one, as compared with the other employees in your agency. Furthermore, if you wish to know more about your rating on particular phases of your work, the Department of Civil Service will provide you with a copy of the service report which was submitted for you. A careful consideration of this report will point out to you places where you can improve your service to the State and will also show those phases of your work in which your service has been particularly good.

After you have received your grade notice on the first service report, we will be pleased to have you bring to the attention of this Department any further questions you may have as to the nature and purposes of this program. If you wish to call in person at our office, a staff member will be on hand to look over your service report with you.

Yours very truly,


CHAS. B. NEWELL, Director
Department of Civil Service

CBN:ls

UNIVERSITY OF KANSAS

Lawrence

June 1, 1944

TO DEPARTMENTS:

Under the Civil Service Law time off with pay is to be given to classified personnel on legal holidays, but in case it is necessary for operation of the institution to ask employees to work on holidays equivalent time off with pay is to be given at a later date. Memorial Day was a legal holiday, and if any member of your staff worked that day you should already have filed with the Business Office an Application for Overtime Credit on the form provided for that purpose. When the overtime credit is taken, report should be made to the Business Office on the form provided for that purpose, Report of Leave Taken.

July 4 is also a holiday under the Civil Service Law, but the University will not observe the holiday. In some departments it may be possible to grant a holiday to part of the staff. In case of persons who stay on the job, please be sure to file the Application for overtime Credit.

Sincerely yours,

RAYMOND NICHOLS
Executive Secretary

RN:gs

UNIVERSITY OF KANSAS

Office of the Chancellor

January 28, 1944

TO HEADS OF DEPARTMENTS:

For the use of your office I am sending two new Civil Service forms - Application for Overtime Credit and Report of Leave Taken. The following suggestions are made for use of these forms:

1. Application for Overtime Credit.

This form is to be used to request overtime credit anytime a member of your Civil Service staff works on a legal holiday during which the University remains open. (Civil Service Rule 10.2).

Requests for overtime credit should be filed with the Business Office immediately following the holiday concerned. You will note that as many as seven names can be listed on one form. Requests must be filed on time and an overtime leave will not be subsequently allowed if not substantiated by a request on file.

At the present time the University allows credit only for work on legal holidays when the University offices remain open.

Overtime work on New Year's Day, 1944 may be reported now.

2. Report of Leave Taken.

This form is to be used at the end of the month to report to the Business Office any leave taken under the Civil Service regulations for vacations, sickness, overtime or, absence without pay. A copy is required for each Civil Service employee who has taken time off with or without pay during the month.

Since these data must, under the law, appear on the monthly payroll, the reports must be in the Business Office not later than the last day of the month or in case the end of the month is on Sunday, on the day following.

For each type of leave taken the report should show the total number of days taken and should give the dates of the days taken off, such as: 7th - 10th inclusive.

Additional copies of these forms may be secured from the Business Office.

Your cooperation in the use of these new forms will facilitate the work of the Business Office in getting out the monthly payroll.

Sincerely yours,

RAYMOND NICHOLS
Executive Secretary

UNIVERSITY OF KANSAS

Lawrence

Office of the Chancellor

September 16, 1943

1. Student Help on Hourly Basis Exempt from Civil Service. The Civil Service Department has just announced that on the basis of an opinion of the Attorney General, students employed on an hourly basis have been exempted from Civil Service procedures. This means that (1) the appointment of students employed at an hourly rate no longer need be reported on form CS-204, and (2) that proposed change in the hourly rate of student help no longer need be submitted.

From now on only two procedures will apply to student help working by the hour. The first is to prepare the irregular payroll form at the end of the month. Please be sure that the position is clearly marked "Student". Time for hourly student help not so identified will be withheld from the payroll until the necessary correction is made by the department concerned. The second procedure is to make sure that every student on your payroll has been notified to file Withholding Tax Exemption Certificates with the Business Office as soon after his beginning date of employment as possible.

Please note that the Civil Service procedures have not been changed in the case of students employed on a regular basis at a specified monthly salary. As in the past, CS-204 is required to report an appointment to the regular payroll and a memorandum is to be used to request a change of rate or status.

2. Irregular Payroll Titles. On the irregular payroll time report, it is essential that the correct title of the person be given in the space marked "Position". For a person in the classified service, give his Civil Service classification; if he is Janitor I, do not call him Janitorial Assistant. For a student, mark the form "Student Typist", or "Student Janitor", as the case may be, or simply "Student." For an instructor, write in "Instructor."

Failure to enter the employee's correct title on the time report will result in the time being withheld by the Business Office for correction by the department at a later date.

Sincerely yours,

RAYMOND NICHOLS
Executive Secretary

UNIVERSITY OF KANSAS
Lawrence

Office of the Chancellor

September 10, 1943

Definition of Civil Service Status Terms

The status terms defined below apply only to persons in the classified service. They do not apply to the unclassified service (instructors, students). Whenever form CS-202 is used to report a change in the status of a person in the classified service, the word under question 3 which describes the present Civil Service status of the employee should be checked.

PROVISIONAL. A provisional appointment is made when no eligible list can be supplied by the Civil Service Department, and must be terminated when such a list is established. Employment of a person on a provisional basis is authorized by the Civil Service Department through form CS-203.

PROBATIONARY. Each appointment from an eligible list is subject to a probationary period of six months, except that an employee with incumbent status (i.e., one who was employed when the law went into effect on June 1, 1941) is subject to a probationary period of 30 days after certification by the Civil Service Department. On request of the Chancellor, the probationary period may be extended to a maximum of one year. At any time during the probationary period an employee may be removed if his performance does not meet required work standards, provided the employee is notified of the reasons for removal.

PERMANENT. Upon expiration of the probationary period, an employee is given permanent status with full Civil Service rights.

TEMPORARY. Whenever a person is needed for a short time which will not last more than three months, a temporary appointment can be made from the Civil Service eligible list.

EMERGENCY. When an emergency exists which requires the immediate services of a person, any qualified person may be employed for a period not exceeding 10 days. Form CS-204 should be used to report such employment. Successive emergency appointments shall not be made, and no person may receive more than three emergency appointments to any one or different positions within one calendar year.

RAYMOND NICHOLS
Executive Secretary

July 10, 1943

Mr. Raymond Nichols,
Chancellor's Office.

Dear Ray:

I am enclosing Emergency Appointment forms for the four students who helped with the painting in the basement of Robinson Gymnasium yesterday. These boys are to be paid at the rate of 60¢ per hour, in accordance with Chancellor Malett's instructions.

Sincerely yours,

FCA:AH

Director of Physical Education,
Varsity Basketball Coach.

February 24, 1943.

Memorandum to Chancellor's Office:

The following students who have been on the Physical Education Department's irregular payroll are no longer in school:

Spencer Bayles
Jack Bryan
Clark Churchill
Bob Cohlmeier
Wm. Elbl
Frank Emerson
C. J. Irsik
Dick Miller
Bob Powell
Vern Rutledge
Marvin Sollenberger
L. J. Callahan
Marvin Vandaveer
Robert Woodbury

UNIVERSITY OF KANSAS
Lawrence

Office of
The Chancellor

November 9, 1942

WHEN AND HOW TO USE FORM CS-204

A. FOR EMERGENCY APPOINTMENT

In an unforeseen emergency, a person may be appointed for a period of not to exceed ten days. Successive emergency appointments may not be made, and no person may receive more than three emergency appointments within one calendar year.

Use only for positions normally subject to Civil Service. Emergency appointments are not to be made for persons in the unclassified service (students and instructors).

B. FOR UNCLASSIFIED APPOINTMENT

Use for persons not subject to Civil Service, such as instructors and student help. Until further notice, high school students employed on a part-time basis are in the unclassified service. (A person who is primarily an employee and takes only a few hours of University work is not a student under the law.)

Fill in Form CS-204 as follows:

<u>Agency</u> KU	<u>Organization Unit</u> Name of your office or department	<u>Date to start on payroll</u> Give date employee is to start work
<u>Employee's Name</u> Give name, with initial	<u>Title</u> For emergency appointment -- leave blank. For unclassified appointment -- write in "Instructor" or "Student". If less than full time, write "Part-time". A Student is always "Part-time".	
<u>Name of former employee</u> Give this only if appointment is to fill a vacancy.	<u>Title</u> Fill in as outlined above.	
<u>Date of appointment</u> Give date appointment was made, not later than date employee started work.	<u>Total Pay Rate</u> Give hourly or monthly rate, including maintenance* if any.	<u>Less Maintenance* Valued at</u> If maintenance* is provided, give value. If not, write in "None".
<u>If emergency appointment, describe emergency fully</u> Give enough detail to describe nature of work and explain emergency.		
<u>Name and Title of Appointing Authority</u> Type in: Deane W. Malott, Chancellor.	<u>Signature of Appt. Authority</u> Leave this space blank.	<u>Date</u> Leave blank.

*Maintenance refers to room, board, or laundry.

1. These regulations apply both to the regular and irregular payrolls.
2. Both copies of the form are to be sent to the Chancellor's Office as soon as the appointment is made.
3. Department head should put his initials in "Organization Unit" space below the name of the office or department to indicate his approval of appointment.
4. To request a change from the regular to the irregular payroll, send a memorandum to the Chancellor's Office.
5. For a person appointed to the regular payroll, the official University appointment blank always must accompany the Civil Service form. To request a change from the irregular to the regular payroll, send a memorandum to the Chancellor's Office, along with the official University appointment blank.
6. CS-204 should be made out as soon as a person is employed. Under the law, the Civil Service Department will not approve a payroll without a substantiating Civil Service form on file for every employee. If a department is not prompt in sending CS-204 to the Chancellor's Office, the Chancellor's Office in turn cannot send the form to the Civil Service Office ahead of the payroll.
7. To request a change in the rate of pay, send a memorandum to the Chancellor's Office, giving reasons for the change, the present rate of pay, and the proposed rate.
8. To report a resignation, use Form CS-202. If a person is quitting your department but not leaving the University, a memorandum will suffice. In the case of a student, notice of resignation is to be sent only in case of withdrawal from school. Thus, notice of resignation is not sent in case a student does not work any particular month.
9. Appointment will remain in force until changed by your memorandum or Form CS-202.
10. Turn in your irregular payroll as in the past, to the Business Office. Where the name of a student appears on your payroll, indicate "student" beside the name. Your irregular payroll must reach the Business Office before 9:30 a.m. on the 26th of each month.

Keep this letter on file for reference. If you have any additional questions not covered herein, do not hesitate to call the Chancellor's Office for information.

RAYMOND NICHOLS
Executive Secretary