

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