

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