

August 14, 1941.

Mr. J. W. Greene,
Jewell, Kansas.

Dear Bill:

I am very sorry that there was an error in the amount of money due you for your work in this department during the Summer Session. I have had Mrs. Hulteen check up on your time slips and the copies of the payroll, and we are enclosing herewith all the time slips that we have for you in the office so that you can see if there are some missing.

On the June 30th payroll you were paid for $12\frac{1}{2}$ hours - \$4.38. The time slips that we have found show that you worked 21 hours, and your check for that period should have been \$7.35.

For the July 25th payroll we have time slips for only 5 hours - \$1.75 (the check which you enclosed). Your time slips for the August payroll show that you worked $9\frac{1}{2}$ hours, and will receive a check for \$3.33 for this work.

There is due you on the June payroll the amount of \$2.97, which we shall include on the August payroll.

You check over these time slips, Bill, and return them to us. I am also enclosing some blank slips for you to fill out if you find that you have not turned in all of your time.

You will have to pardon the young lady who was about to get married, Bill. But you being already married need the money, and we want to do everything we can to straighten out the error. Please return the time slips so that Mrs. Hulteen can include this in the August payroll which is due at the Business Office by August 25th.

It was a pleasure to have you with us this summer, and I wish for you much success during the coming school year.

Sincerely yours,

Director of Physical Education and Recreation,
Varsity Basketball Coach.

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