



TEXAS CHRISTIAN UNIVERSITY
FORT WORTH, TEXAS

September 12, 1956

TO ALL DEPARTMENTS:

SUBJECT: STUDENT PAYROLL

Effective with the Fall 1956 term, the student payroll will be made Bi-weekly. The first payroll will be made on September 28th. Time slips for this payroll are due in the Business Office not later than 4:30 P. M., Tuesday, September 25th. Thereafter the time slips may be turned in each two weeks but always on Tuesday. If time slips are not turned in by 4:30 P. M. Tuesday, preceding payday, student will not be paid for that period until two weeks later.

Payment of the student payroll will be made only on Fridays 9:00 a. m. to 4:30 p. m. (No other time except in cases of unusual circumstances.)

Everyone must sign a Form W-4 (withholding tax exemption form) before he or she may be put on the payroll. If student employees have not already signed one, or if the employee has had a change in the number of exemptions claimed, the student should be sure to fill out a Form W-4 and turn it in to the Business Office.

Students working for the University will apply their wages on unpaid University accounts, and will not receive cash until the accounts are paid in full.

Please be sure that your Student labor has an opportunity to read this letter.

Sincerely yours,

A handwritten signature in cursive script that reads "L.C. White".

L. C. White
Business Manager