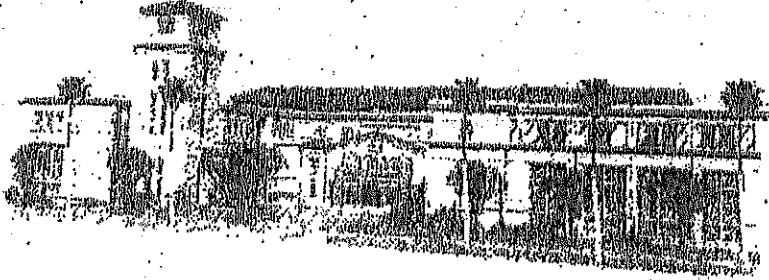


Chapman University

School of Law



I, _____, understand that I must turn in my timesheet to my supervisor on the scheduled due dates of every month according to the Payroll calendar. If I repeatedly (3 times or more) fail to turn in my timesheet on time, I understand that my employment as a research assistant or academic fellow will end.

I have been made aware that the payroll calendar showing timesheet due dates is available at <http://www.chapman.edu/financialServices/payroll/calendar.asp>.

Print Name

Signature

Date