



# PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

October 9, 2006

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY 07-09

Distributed via Campus Email

TO: PVAMU Student Worker Supervisors

FROM: Mary Lee Hodge  
Vice President for Business Affairs

RE: STUDENT WORKERS' PAYROLL PREPARATION REPORT (PPR) – PICK UP DATES

Attached is the *FY 2006-07 Calendar for Student Workers Payroll Preparation Report (PPR)* which provides the payroll periods for FY06-07, pick-up dates for the PPR's and the dates PPR's are due to the Student Employment Office. When submitting your student PPR the following steps should be followed:

Enclose the following documents in a sealed envelope to the Student Employment Office:

- *Payroll Preparation Report (PPR)*
  - The Department Manger must sign and date the PPR.
- *Biweekly Timesheets*
  - Timesheets for all student workers (work study and student hourly) must be signed by the student and the supervisor. All timesheets are to be completed in the Excel format provided by the biweekly timesheet which can be accessed on the University's website at:  
[http://www.pvamu.edu/files/human\\_resources/docs/Biweekly%20Timesheet.xls](http://www.pvamu.edu/files/human_resources/docs/Biweekly%20Timesheet.xls)
  - No handwritten timesheets will be accepted.
- *Biweekly Student Available Work Hour Forms* will be provided with the PPR when picked up.
  - The supervisor must complete and update the Student Available Work Hours Form for each student and return it with Payroll Preparation Report.

If you have any questions, please contact Student Employment at (936)261-1793 or email the Student Employment Office at seo@pvamu.edu.

**Note: Departments using TimeTraq are not required to pick up PPRs.**

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