



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

February 12, 2007

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY07-38

Distributed via Campus Email

TO: President, Vice Presidents, Deans and Department Heads

FROM: Mary Lee Hodge
Vice President of Business Affairs

RE: TimeTraq Training Sessions

We will be fully implementing the new TimeTraq System at Prairie View A&M University for our wage and student employees by April 30, 2007. TimeTraq is a web-based time sheet entry application that is integrated with TAMUS' LeaveTraq, Canopy and BPP applications. TimeTraq provides an easy-to-use method for employees and managers to enter, submit and approve timesheets electronically.

Each department must attend two (2) sessions before being activate in TimeTraq. The two levels of training we will provide are: "*Department Administrator*" and "*Department Approval*". Listed below are training sessions for the month of February. Training will be held in the Harrington Science Building, Room 101. Each training session will accommodate twenty (20) people. Please contact Ms. Frances Robertson @ frobertson@pvamu.edu or Ms. Terra Williams at inwilliams@pvamu.edu to provide the name(s) of the attendee(s) and to confirm the sessions your department will attend.

<i>February TimeTraq Training Schedule</i>		
<i>Date</i>	<i>Time</i>	<i>Location</i>
February 20, 2007	9:00 a.m. – 11:00 a.m.	Harrington Science, Room 101
February 20, 2007	2:00 p.m. – 4:00 p.m.	Harrington Science, Room 101
February 23, 2007	9:00 a.m. – 11:00 a.m.	Harrington Science, Room 101
February 23, 2007	2:00 p.m. – 4:00 p.m.	Harrington Science, Room 101
February 28, 2007	9:00 a.m. – 11:00 a.m.	Harrington Science, Room 101
February 28,2007	2:00 p.m. – 4:00 p.m.	Harrington Science, Room 101
<i>March TimeTraq Training Schedule</i>		
<i>Date</i>	<i>Time</i>	<i>Location</i>
March 7, 2007	9:00 a.m. – 11:00 a.m.	Harrington Science, Room 101
March 7, 2007	2:00 p.m. – 4:00 p.m.	Harrington Science, Room 101
March 12, 2007	9:00 a.m. – 11:00 a.m.	Harrington Science, Room 101
March 12, 2007	2:00 p.m. – 4:00 p.m.	Harrington Science, Room 101
March 21, 2007	9:00 a.m. – 11:00 a.m.	Harrington Science, Room 101
March 21, 2007	2:00 p.m. – 4:00 p.m.	Harrington Science, Room 101
March 27, 2007	9:00 a.m. – 11:00 a.m.	Harrington Science, Room 101
March 27, 2007	2:00 p.m. – 4:00 p.m.	Harrington Science, Room 101

xc: Mr. Rod Mireles
Ms. Betty Ricks
Ms. Frances Robertson
Ms. Terra Williams