



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

April 2, 2007

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY07-54

Delivered via Campus Email

MEMO TO: All Departments
FROM: Mary Lee Hodge, Vice President for Business Affairs
RE: Student Employee Payroll

Prairie View A&M University has made excellent progress in its move to an automated student employee timekeeping system (Time Traq). To date, we have 39 Adlocs and 758 student and bi-weekly employees on it. **Effective May 1, 2007, we will no longer accept paper timesheets so everyone who has yet to be trained in the new system must complete that process during the month of April.** For your convenience, we have ten (10) training sessions scheduled this month. The complete training schedule is listed on VPBA Memo FY07-49 which you can access by clicking that memorandum number on the following web page: <http://www.pvamu.edu/pages/1801.asp> or by going to the Policy Library under the Business Affairs web page and then selecting Administrative Memoranda for this fiscal year.

As this time, we show the following adlocs need to ensure they have been fully trained and have complete access to the new system:

<u>Adloc</u>	<u>Name</u>	<u>Adloc</u>	<u>Name</u>
110606	Call Center	170013	OCR-Architecture
112120	Chemistry	170018	OCR-Community Rural
112215	Chemical Engineering	170020	OCR-Computer Science
112220	Civil Engineering	170023	OCR-Medical Academy
112250	Computer Science	181400	Development Office
112300	College of Education	224360	Graduate School
112315	Curriculum & Instruction	226651	Record Processing
112330	School Services	226652	Application Fee
112335	Student Teaching	332020	Intramurals
112900	Architecture	332069	Writing Center
115120	Solar Observatory	413200	Research Program
118584	Juvenile Crime	413220	Synthesis & Characterization
170002	OCR-Texas Institute	555425	Research Foundation
170003	OCR-Student Development		
170012	OCR-BS Construction		

If you are the account manager for one of these adlocs, please ensure that you complete this training this month to avoid any problems with your bi-weekly payroll. Questions about the Time Traq system should be directed to the Payroll Office at X1904.

xc: President George C. Wright