



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

January 23, 2008

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY08-25
Delivered via Campus Email

TO: President, Vice Presidents, Deans and Department Heads

FROM: Mary Lee Hodge
Vice President of Business Affairs

RE: Employee Wage Request (EWR) for Student Appointments - Training Sessions for the Month of January 2008

The Employee Wage Request (EWR) is an hourly employee appointment document which uses Canopy, a web base system. Currently, only non-student hourly employees utilize the EWR document. Beginning with the Spring 2008, student appointment will have to be processed through the EWR document.

The two levels of training we will provide are: "Department Creator" and "Department Approval". Listed below are training sessions for the month of January. Training will be held in the Harrington Science Building, Room 101. Each training session will accommodate twenty (20) people. Please contact Ms. Onika Edwards @ okedwards@pvamu.edu or Mrs. Dianne Alexander dtalexander@pvamu.edu, or Betty Ricks-Harris @ baricks@pvamu.edu to provide the name(s) of the attendee(s) and to confirm the sessions your department will attend.

<i>January EWR for Students Training Schedule</i>		
<i>Date</i>	<i>Time</i>	<i>Location</i>
January 14, 2008	9:00 a.m. – 10:00 a.m. 2:00 p.m. – 3:00 p.m. 3:00 p.m. – 4:00 p.m.	Harrington Science, Room 101
January 16, 2008	2:00 p.m. – 3:00 p.m. 3:00 p.m. – 4:00 p.m.	Harrington Science, Room 101
January 18, 2008	2:00 p.m. – 3:00 p.m. 3:00 p.m. – 4:00 p.m.	Harrington Science, Room 101
January 22, 2008	9:00 a.m. – 10:00 a.m. 1:00 p.m. – 2:00 p.m.	Harrington Science, Room 101
January 23, 2008	2:00 p.m. – 3:00 p.m. 3:00 p.m. – 4:00 p.m.	Harrington Science, Room 101
January 24, 2008	9:00 a.m. – 10:00 a.m. 3:00 p.m. – 4:00 p.m.	Harrington Science, Room 101
January 25, 2008	2:00 p.m. – 3:00 p.m. 3:00 p.m. – 4:00 p.m.	Harrington Science, Room 101
January 30, 2008	9:00 a.m. – 10:00 a.m. 1:00 p.m. – 2:00 p.m. 2:00 p.m. – 3:00 p.m.	Harrington Science, Room 101
January 31, 2008	9:00 a.m. – 10:00 a.m. 1:00 p.m. – 2:00 p.m. 2:00 p.m. – 3:00 p.m.	Harrington Science, Room 101

xc: Ms. Betty Ricks-Harris
Ms. Dianne Alexander
Ms. Onika Edwards