



# PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

July 28, 2009

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY09-105

Distributed via Campus Email

TO: University Staff

FROM: Mary Lee Hodge  
Vice President for Business Affairs

RE: Workshop "Human Resources & Payroll Services Inclusive In-Service on University Functions"

Human Resources and Payroll Services is presenting ½ day workshop for staff that handle:

- Hiring
- EPA Documents
- Terminations
- TimeTraq Approvals

The workshop will be held on Tuesday August 4, 2009 from 1:00 p.m. to 4:30 p.m. in the John B Coleman Library-Room 108. If you are interested in attending please RSVP to Victoria (Pappy) Munos at [vimunos@pvamu.edu](mailto:vimunos@pvamu.edu) or (936) 261-1961 or Erin Williams at [erwilliams@pvamu.edu](mailto:erwilliams@pvamu.edu) or (936) 261-1722.

cc: Human Resources  
Payroll Services