



# PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

December 1, 2008

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY09-27  
Distributed via Campus Email

TO: PVAMU Employees

FROM: Mary Lee Hodge, Vice President for Business Affairs

RE: January 2, 2009 Monthly Payroll Pay Date

This memo is to inform you that January 2, 2009 is an official Prairie View A&M University holiday, and it is also the monthly pay date. If you have signed up for direct deposit for your payroll payment, you will **not** be impacted.

For those employees who still receive a paper check, you will **not** be able to pick up your payroll check on January 2, 2009 because the University will be closed. All payroll paper checks will be mailed to the address you have listed in HR Connect <https://sso.tamus.edu/>. There is no guarantee you will receive your payroll check on January 2, 2009.

Employees who have not signed up for direct deposit may do so now. For employees that do not have a bank account, there are options available as well. Please go to <http://www.pvamu.edu/pages/1057.asp> for a list of banks that are willing to help you set up a bank account.

For instructions on how to sign up for direct deposit, please go to <http://www.pvamu.edu/pages/4198.asp> and click on Payroll Direct Deposit Set Up and Change. You may also stop by Payroll Services, WR Banks room 114, for assistance.

Please contact Frances Robertson, Manager of Payroll Services, if you have any questions at 936-261-1922.

MLH/cpc