



# PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

December 10, 2008

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY09-32

Distributed via Campus Email

TO: PVAMU Main Campus Employees  
FROM: Mary Lee Hodge, Vice President for Business Affairs  
RE: Payroll Earning Statements

Effective January 1, 2009, paper payroll earning statements will no longer be mailed to employees. Employees that are currently receiving paper payroll earning statements will have two options:

1. An employee can sign up for electronic earning statement (email) notification, or
2. An employee can pick up his/her paper payroll earning statement from Payroll Services.

Employees that choose to change from paper payroll earning statements to electronic notification may:

1. Follow the instructions on how to sign up for electronic notification at <http://www.pvamu.edu/pages/4198.asp> by clicking on Online Earning Statements,
2. Come by the Human Resources Training Room January 5, 2009 from 11am to 3pm to receive help to sign up for electronic earning statements or
3. Send a written request by email or by signed letter to Payroll Services requesting that you wish to change from a paper payroll earning statement to an electronic payroll earning statement. Email addresses are as follows:
  - [flrobertson@pvamu.edu](mailto:flrobertson@pvamu.edu) MAIL: Payroll Services
  - [ddmanuel@pvamu.edu](mailto:ddmanuel@pvamu.edu) Mail Stop 1311  
WR BANKS Room 114

Any employee that elects to continue to receive paper payroll earning statements will have to go to Payroll Services during non-work times (such as during his/her lunch break) to pick up his/her earning statement. On Monday, January 5, 2009, Payroll Services will be located in the Human Resources Training Room from 11am to 3pm to disburse paper payroll earning statements for the January 2<sup>nd</sup>. pay date. For pay dates after January 2, 2009, paper payroll earning statements will be available at Payroll Services located in WR Banks Building room 114. You will need a picture ID to receive your earnings statement. Earning statements that are not picked up within one week after the pay date will be shredded.

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

xc: George C. Wright, President  
Marilyn Maynard, Assistant Vice President for Financial Services