



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

May 12, 2009

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY09-78
Delivered via Campus Email

To: Faculty & Staff Administrators

From: Mary Lee Hodge
Vice President for Business Affairs

Re: PV PAWS - Now Captures Temporary and Summer Hires

As the University continues to grow, we must demonstrate greater accountability, and provide higher transparency of our processes. Our internal controls have to become more robust and cover more ground.

As you are aware, PV PAWS has been used as the system to regulate new hires and capture the details of their processing. This use has streamlined the process of new hires, combining speed, transparency and accountability in an optimal fashion. With immediate effect, PV PAWS will be utilized to perform a similar function for all temporary and summer hires as well. This use will allow us to better define the scope of work that a temporary or summer staff will be expected to perform and also help us critically examine our temporary staffing needs. **A PDAQ is now required for all temporary and summer hires, and serves as the initiating document in the PV PAWS System.** Further details regarding the “Temporary” and “Summer” Hiring processes can be located on the Office of Human Resources web pages at: <http://pvamu.edu/pages/3942.asp> under the section “*Hiring An Employee – Roles & Responsibilities*”. A separate web link for summer hires will be available on this web page from April 20 through July 31.

Should you have any questions regarding the above referenced hiring processes, Ms. Jana Smith at Extension 1729 or via jbsmith@pvamu.edu, or Mrs. Radhika Ayyar at Extension 1721 or via raayyar@pvamu.edu.