



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

June 16, 2009

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY09-94
Distributed via Campus Email

To: Faculty, Staff, and Students
From: Mary Lee Hodge
Vice President for Business Affairs
Re: Biweekly Payroll Pay Date June 19, 2009

Prairie View A&M University will be officially closed on Friday, June 19, 2009 in recognition of a university holiday "Emancipation Day". The Office of Treasury Services (Cashiers) will be open during regular business hours on Thursday, June 18, 2009; **they have allotted 2pm-5pm to issue those employees that receive a paper check and wish to pick-up their payroll check.**

If you have signed up for payroll direct deposit, your payroll payment will be automatically deposited into your account as usual. To sign up for future payroll payments through direct deposit please go to www.pvamu.edu/payroll for instructions.

If you have any questions, please contact Frances Robertson @ext 1922, Dana Manuel @ext 1921 or Dwight Foster @ext 1923.