



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

October 6, 2009

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY10-17

Distributed via Campus Email

To: Faculty, Staff, and Students

From: Mary Lee Hodge
Vice President for Business Affairs

Re: Payroll Payments and Supplemental Pay Payments

Effective November 1, 2009 supplemental pay payments will be delivered in the same method as the employee monthly payroll payments are handled. For example, if an employee's monthly payroll is paid by direct deposit then any supplemental pay, such as overtime, will be paid by direct deposit.

Payroll payments that are mailed to employees will be delivered to the US Post Office by University Mail Service on the pay date. Employees that utilize mail service can expect to receive their payroll check within 5 -7 business days after the payroll check has been mailed.

Prairie View A&M University encourages all employees to sign up for direct deposit for payroll payments. Direct deposit is the SAFEST and FASTEST way to receive payroll payments. Please go to www.pvamu.edu/payroll and click on "Payroll Direct Deposit Setup & Change" for instructions on how to set up direct deposit for payroll payments.

If an employee needs a bank account please go to www.pvamu.edu/PVPay. There are several banks listed on this website that are working with PVAMU employees and students to help them set up a free bank account.

Please contact Frances Robertson if you have any questions at flrobertson@pvamu.edu or 261-1904.