



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

February 12, 2010

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY10-53

Distributed via Campus Email

To: Faculty, Staff, and Students

From: Mary Lee Hodge
Vice President for Business Affairs

Re: Payroll Adjustments for Additional Pay Process Time

Payroll Services will process all payroll adjustments for additional pay that are correct, have no funding issues, and are received two business days prior to the Texas A&M University System Biweekly Payroll Calculation date. Payroll Adjustments for additional pay received after that date will be processed on the following biweekly payroll.

Payroll Adjustments for additional pay would include overtime, supplemental pay as approved, lump sum vacation pay, etc.

Please see the below web site for the Biweekly Payroll Calculation dates for FY 2010
<http://www.pvamu.edu/pages/4790.asp>.

If you have any questions you may email payroll@pvamu.edu or call 261-1904.

xc: Dr. George Wright
Ms. Marilyn Maynard
Ms. Dana Manuel

MLH:pgs