



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

January 25, 2010

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY10-44
Distributed via Campus Email

To: All Employee's
From: Mary Lee Hodge
Vice President for Business Affairs
Re: On-Line W-2's

For all employees who signed up for the on-line W-2 form, you can now go to HR Connect (<https://sso.tamus.edu/>) and print three copies of the form. For those who did not sign up, the paper copy will be mailed January 25, 2010. For employee who may need assistance with printing copies the Payroll Office will not be able assist you until February 1, 2010 because the HR Connect print selection option is disabled until January 31, 2010.

If you have questions, you may contact Ms. Frances Robertson at extension 1922 or Ms. Dana Manuel at 1921.

xc: President Wright
Ms. Marilyn Maynard

MLH: pgs