



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

May 30, 2006

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY06-29

Delivered via Campus Email

MEMO TO: All Faculty and Staff

FROM: Mary Lee Hodge, Vice President for Business Affairs

RE: Training Sessions for PV PAWS (Online Position Description System)

The Office of Human Resources is gearing up to go live soon with the PV PAWS system university wide. The PV PAWS system will replace the University's current paper Position Description Questionnaire and Request to Fill Vacant Position forms. We encourage you to attend at least one of the training sessions so that you can become familiar with how to use the system. The training sessions were developed based on the user types designed in the system. Each user type is defined below, and you should attend the session that is applicable to your user type in the system. Please do not forget to sign up for one of the dates below. Class sizes are limited. Contact Ms. Jana Smith at jbsmith@pvamu.edu, Ms. Marie Browning at bmbrowning@pvamu.edu, or call the Office of Human Resources at 936-857-2991 to register.

Please note that in order to use this system you will need to have up-to-date account profile forms on file in the Fiscal Office.

Training sessions for Hiring Authorities (Department Heads, Managers, Directors and Deans) will be offered as shown below. These sessions will allow the hiring authority to become familiar with the workflow and approval processes associated with the Online Position Description and Applicant Tracking Systems. **Sessions are limited to twenty (20) people.**

June

Date	AM Session	PM Session	Training Location
Thursday, June 1		2:00-4:00 pm	Coleman Library, Rm. 108
Monday, June 5	9:00-11:00 am		Coleman Library, Rm. 108
Wednesday, June 7		2:00-4:00 pm	Coleman Library, Rm. 108
Tuesday, June 13	9:00-11:00 am		Coleman Library, Rm. 108
Wednesday, June 14		2:00-4:00 pm	Coleman Library, Rm. 108
Wednesday, June 21		2:00-4:00 pm	Harrington Science Building, Room 101
Tuesday, June 27		2:00-4:00 pm	Harrington Science Building, Room 101
Thursday, June 29	9:00-11:00 am		Harrington Science Building, Room 101

Interactive training sessions for Creators (Secretaries, Clerks, Administrative Assistants, Business Managers, etc.) will be offered on the dates shown below. These interactive 2-hour sessions will give creators the hands on experience to create, reclassify, update and fill positions. **Sessions are limited to twenty (20) people.**

June

Date	AM Session	PM Session	Training Location
Tuesday, June 6		2:00-4:00 pm	Harrington Science Building, Room 101
Thursday, June 8	9:00-11:00 am		Harrington Science Building, Room 101
Monday, June 12	9:00-11:00 am		Harrington Science Building, Room 101
Friday, June 16		2:00-4:00 pm	Harrington Science Building, Room 101
Tuesday, June 20	9:00-11:00 am		Harrington Science Building, Room 101
Thursday, June 22		2:00-4:00 pm	Harrington Science Building, Room 101
Monday, June 26		2:00-4:00 pm	Harrington Science Building, Room 101
Wednesday, June 28	9:00-11:00 am		Harrington Science Building, Room 101

Your office of Human Resources has spent many hours bringing you this new system. Please join me in thanking them for their efforts.

xc: President George C. Wright