



What about Benefits & Leaves?

BENEFIT ACCRUALS

The rate and the limits an employee accrues for vacation and sick time will not be affected by this change.

LEAVE BENEFIT TIME

With the change to the new TimeTraq payroll system, use of 100% leave time (e.g. Vacation, Sick, Compensatory Time Off and Holiday) will have no affect on an employee's pay.

LEAVE WITHOUT PAY

The hourly rate will be used to determine the amount deducted from an employee's salary when unpaid absences are reported. The deductions to your pay will vary based on the number of work hours during the pay period.



CONTACT INFORMATION

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TimeTraq

<http://www.pvamu.edu/pages/6219.asp>



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PRAIRIE VIEW A&M UNIVERSITY

What's New

*Prairie View A&M University
non-exempt employees will start
a new payroll system effective*

September 16, 2010



Important Facts!

It is very important that you read this brochure to learn more about the payroll changes impacting your pay, deductions, and benefits.

What is Changing?

Effective, September 16, 2010, PVAMU will begin processing all non-exempt employees on a bi-weekly basis. With the implementation of the TimeTraq System, the University's pay method will be based on actual hours worked.

What Do I Need to Know?

In the current payroll system, non-exempt employees are paid on the first working day of the month.

Beginning September 16, 2010, non-exempt employees will be paid every other Friday based upon an approved timesheet, according to the Texas A&M University System biweekly schedule.

Purpose of TimeTraq

TimeTraq is a web-based system which provides an easy-to-use method for employees and managers to enter, submit, and approve timesheets electronically.

The Benefits of TimeTraq

- ✓ Employees are paid more timely
- ✓ The system can be accessed through any available internet connection
- ✓ Eliminates the use of paper timesheets
- ✓ Discontinues the use of some payroll adjustment forms

What about My Direct Deposit?

If you are currently set up on direct deposit, your biweekly checks will be direct deposited. To elect for direct deposit, please log on to Single Sign-On and select the HRConnect application.

- Select Payroll Data Tab
- Edit Direct Deposit Information
 - Enter Your Bank Routing Number
 - Enter Your Saving/Checking Account Number
- Verify your information for accuracy
- Select Submit to complete set-up

Helpful Tips for a Successful Conversion

- Employees should carefully review the change in the pay cycle to determine if electronic banking arrangements (i.e., mortgages or loans, etc.) need to be adjusted.
- Employees should continue to submit timesheets promptly and accurately using TimeTraq System.
- Employees should review the Texas A&M System Policies and Regulations, the Prairie View A&M University Policies and Procedures and, the Prairie A&M University Rules regarding work hours and leave.

The TAMUS Policy 31.03 Leave of Absence covers:

- Vacation
- Sick Leave (Medical Certification Form is required if out for more than 3 days.)
- Leave of Absence with Pay
- Leave of Absence without Pay
- Family and Medical Leave (FMLA)
- Military Leave
- Death of a Family Member
- Voting, Jury Duty, Volunteer

Frequently

Asked

Questions

For more information see frequently asked questions, at the Financial Services page at: <http://www.pvamu.edu>

When Will I Get Paid?

October 1, 2010	• Final Monthly Pay Period • Sept. 1 - 15
October 8, 2010	• 1st Biweekly Pay Period • Sept. 16 - Sept. 29
October 22, 2010	• 2nd Biweekly Pay Period • Sept. 30 - Oct. 13

To obtain the complete FY2011 Payroll Schedule, please visit the Business Affairs calendar found at <http://www.pvamu.edu/pages/534.asp>

Example of Gross Pay Disbursement

Current Monthly Gross Pay				
Pay Date	Sept 1			Total
Salary Earnings (Aug 1 - 31, 2010)	2,253.33			2,253.33

New Biweekly Gross Pay				
Pay Date	Oct 1	Oct 8	Oct 22	Total
Salary Earnings (Sept. 1 - 15, 2010)	1,126.40			1,126.40
1st Biweekly Pay (Sept. 16 - Sept 29)		1,040.00		1,040.00
2nd Biweekly Pay (Sept. 30 - Oct. 13)			1,040.00	1,040.00

New Biweekly Gross Pay				
Pay Date	Nov 5	Nov 19		Total
1st Biweekly Pay (Oct. 14 - Oct. 27)	1,040.00			1,040.00
2nd Biweekly Pay (Oct. 28 - Nov. 10)		1,040.00		1,040.00

When are Deductions Taken?

Longevity*, OASI, OAH, FIM, WCI, retirement (TRS, ORP, and CSRS), UCI, and FIT, Student Loans, SIT, and Tax Levy** (if enrolled), are always taken in full on the biweekly payroll.

The insurance deductions (BL, MED, DEN, VIS, OL, ADD, LTD, and DL), spending accounts, court ordered deductions, English Proficiency deductions, tax-sheltered annuities (fixed amount option), deferred compensation plans (fixed amount option), User Service Fee, Texas Protects, and parking fees are halved on a biweekly payroll.

Employee Organization Fees, as well as deductions for the Credit Union, Charitable Contributions, Higher Education and Texas Tomorrow Funds are taken once a month on the second biweekly payroll.