



# PRAIRIE VIEW A&M UNIVERSITY

## EMPLOYEE WAGE REQUEST (EWR)

OFFICE OF BUDGET &  
RECONCILIATIONS



# TRAINING OBJECTIVES

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By the end of this session, you will know how to:

- Access Canopy
- Log into Canopy
- Create a New Wage Position
- Review and approve an EWR

# CANOPY ACCESS

- **HOW TO ACCESS CANOPY**

- Approved Account Profile

- <http://www.pvamu.edu/pages/2279.asp>

- Canopy Internet Address

- Production: <https://sago-apps.tamu.edu/canopy/logon.aspx?c=1>

- Training:

- <https://lab1.system.tamu.edu/Training/canopytwo/logon.aspx>

# CANOPY LOG-IN

- **HOW TO LOG-IN**

@ Canopy Login Homepage - The Texas A&M University System:

- Enter your FAMIS User Id
  - Enter your Password
  - Click “Login”
- The Creator Selects:
    - EPA - Personnel Action Module
    - Create New Doc

**EPA Personnel  
Action Module**

**Canopy** [Logout](#)  
The Texas A&M University System

EPA FFX FRS Routing System  
Site Management

Campus: PVAMU - TRAINING CAMPUS (PV) Fiscal Year: 2008  
[Set CC/FY](#)

[HELP ?](#) [FEEDBACK](#)

**INFO:** You have 1 item in your Inbox.

- Available Modules
- [EPA - Personnel Action Module](#)
  - [FFX - Fixed Assets Module](#)
  - [FRS - Financial Reporting Module](#)
  - [Routing - Document Routing Module](#)
  - [System - System Settings and General Information](#)

start | Canopy: EPA Create ... | Desktop 67° 4:58 PM

Canopy: EPA Create Document - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Y! Search Web Upgrade your Toolbar Now! Mail My My Yahoo! Shopping

Canopy: EPA Create Document + Add Tab

Address https://lab1.system.tamus.edu/Training/canopytwo/Modules/EPA/Create.aspx Go

Google Go Bookmarks 0 blocked Check AutoLink AutoFill Send to Settings

**Create New Doc**

**Canopy** [Logout](#)  
The Texas A&M University System

EPA FFX FRS Routing  
System

Campus: PVAMU - TRAINING CAMPUS (PV) Fiscal Year: 2008  
[Set CC/PY](#)

**Main Menu** » [EPA](#) » Create Document [HELP?](#) [Send Feedback](#)

[Search](#) [Employee Details](#) [Position Details](#) [Document](#) [Create New Doc](#)

Create Type: New Iteration for PIN PIN:  Fiscal Year: 2008 Workstation:

Document Type:

Recommended Occupant Action:

Current Occupant Action:

Position Action:



## Main Menu – EPA – Create Document

- Select Create Type:
  - New Wage PIN
- Enter Workstation:
  - “P”
- Select Document Type:
  - Create or Re-activate Position
- Select Recommended Occupant Action:
  - New Hire
  - Re-appoint

## Main Menu – EPA – Create Document

- Select Current Occupant Action:
  - (This action is auto filled for this Create Type)
- Select Position Action:
  - Create Position
- Click:
  - Create Document



start Canopy: EPA Create ... Desktop 8:23 AM

Canopy: EPA Create Document - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites Upgrade your Toolbar Now! Mail My Yahoo! Shopping

Canopy: EPA Create Document + Add Tab

Address https://lab1.system.tamus.edu/Training/canopytwo/Modules/EPA/Create.aspx

Google Bookmarks 0 blocked Check AutoLink AutoFill Send to Settings

# Canopy

The Texas A&M University System

EPA FFX FRS Routing System

Campus: PVAMU - TRAINING CAMPUS (PV) Fiscal Year: 2008

[Logout](#)

**Main Menu** » [EPA](#) » Create Document HELP? [Send Feedback](#)

[Search](#) [Employee Details](#) [Position Details](#) [Document](#) [Create New Doc](#)

Create Type: New Wage Position PIN: Fiscal Year: 2008 Workstation: P

Document Type: Create or Re-activate Position

Recommended Occupant Action: New Hire

Current Occupant Action: Already Vacant

Position Action: Create Position

**Create Document**

Canopy, a Business Computing Services application.  
The Texas A&M University System  
Version: 11/15/2007 11:20:01 AM

Theme: Large Font [Set Theme](#)  
[System - Site Map](#)

**Create Document**

# Canopy

The Texas A&M University System

EPA FFX FRS Routing  
System

Campus: PVAMU - TRAINING CAMPUS (PV) Fiscal Year: 2008  
Set CC/FY

[Logout](#)

Main Menu > EPA > Document Details [HELP?](#) [Send Feedback](#)

[Search](#) [Employee Details](#) [Position Details](#) [Document](#) [Create New Doc](#)

EPA Document Number: 0006502 Comments:

[Submit](#) [Recall](#) [Reopen](#) [Withdraw](#) [Cancel and Void](#)

- Steps required to update/complete an EPA document (your current step is highlighted)**
- 1 Edit the EPA document.
    - 1.1 Edit the header information and save any changes.
    - 1.2 Edit the individual source lines and save changes for each line.
  - 2 Validate the document (this will also generate the net funding).
  - 3 Review the net funding and make any necessary changes to the account information.
  - 4 Close the document and route it for approval.

[Save](#) [Cancel](#)

### EPA Document Information

EPA Document Number:	<a href="#">0006502</a>	Doc FY:	2008
Routing Document Number:		Doc Status:	Open for Editing

# EPA ON SCREEN HELP

## **Steps required to update/complete an EPA document (your current step is highlighted)**

1. Edit the EPA document.
  - 1.1 Edit the header information and save any changes.
  - 1.2 Edit the individual source lines and save changes for each line.
2. Validate the document.
3. Not Applicable for EWR
4. Close the document and route it for approval.

# 1.1 - EDIT HEADER INFORMATION

- Header Information Sections must be updated before clicking “Save”:
  - EPA Document Information
  - Position Information
  - Occupant Information
  - Rate Information

# EPA Document Information

- Action is Effective From/To: (Date Field)
  - Physical Work Dates
- Source Balance Edits Overridden
  - Check if Action Effective From/To dates are not the same as Annual Term and/or Funding Source Lines dates

# EPA Document Information

- Replace Prior Iteration
  - Only required when making changes to a current PIN for the same period.
- Justification/Comments
  - Include Funding Requirement
  - EPA maybe rejected by Payroll if Funding Requirement is not included



4 Close the document and route it for approval.

Save Cancel

EPA Document Information

EPA Document Number:	<a href="#">0006502</a>	Doc FY:	2008
Routing Document Number:		Doc Status:	Open for Editing
Document Type:	Create or Reactivate Position (02)	Date Created:	11/09/2007 5:00 PM
Action is Effective From-To:	9/1/2007 - 5/31/2008	Last Updated:	11/09/2007 5:00 PM
Dept/SubDept:			
Source Balance	<input type="checkbox"/>	RF Cost Sharing:	<input type="checkbox"/>
Edits Overridden:		TEES Cost Sharing:	<input type="checkbox"/>
Override Budget:	<input type="checkbox"/>		
Replace Prior Iteration(s):	<input type="checkbox"/>		

Justification/Comments: Clark Kent is being hired as a Federal Work-Study Student in the VPBA Office. Funding Requirement is \$11,000.00.

Attachments:

Add new attachment:

Name:  (select one or type in your own)

File location:  Browse...

Add Attachment

# Position Information

- Administrative Location (Adloc)
  - 05XXXXXX
- Student Title Codes
  - 7557 - State Work-Study Student
  - 7560 - Federal Work-Study Student
  - 7561 - Student Worker I
  - 7565 - Co-Op Student Intern

# Position Information

- Non Student Title Codes
  - Please refer to the Human Resource Website @ the following link:  
<http://www.pvamu.edu/pages/2078.asp>

# Position Information

- Annual Term From/To: (Date Field)
  - Term of Position
    - Date Rules
      - Date can only begin on the 1<sup>st</sup> or 16<sup>th</sup>
      - Date can only end on the 15<sup>th</sup> or last day of the perspective month
- Annual Term Modifier
  - Select
    - Normal – No breaks in term

# Position Information

- Annual Term Months
  - System will calculate based upon dates in the Annual Term From-To Field
- Assignment Dist/Cty
  - Not Required
- Temporary PIN
  - Not Required for EWR

Office. Funding Requirement is \$11,000.00

Attachments:

Add new attachment:

Name: (select one or type in your own)

File location: Browse...

Add Attachment

Position Information

PIN Number:	P - New (Wage)	Base/New Iteration:	00/01
Administrative Location:	05110300		
Title Code:	7560		
Previous Title Code:			
Annual Term From-To:	9/1/2007 - 5/31/2008	Annual Term Modifier:	Normal-No breaks in term
Position Action:	Create PIN (CR)	Annual Term Months:	0.0
Assignment Dist/Cty:		Temporary PIN:	<input type="checkbox"/>



# Occupant Information

- **Social Security Number**
  - Issued by Social Security Administration
- **From/To Pin**
  - Required if Recommended Occupant Action is “Transfer In”
  - Required if Current Occupant Action is “Transfer Out”

# Occupant Information

- Occupant Name
  - Last
  - Suffix
  - First
  - MI
- Employee Location (Not Required)
- Check Distribution (Not Required)

Occupant Information

Occupant UIN:

Occupant SSN:

Previous Occupant SSN:

Occupant in Position From-To:

Recommended Occupant Action:

Employee Location:

From/To Pin:  -

Occupant Name:   
 (suffix)  
  
 (middle initial)

Previous Occupant Name:

Current Occupant Action:

Termination Reason:

Check Distribution:

Rate Information

Percent Effort:

Previous Percent Effort:

FTE Monthly/Hourly Rate:

Previous Monthly/Hourly Rate:

Salary Action:

Pay Indicator:

Source Control:

Budgeted Salary:

Previous Budgeted Sal:

Pay Type:

Save Cancel

# Rate Information

- FTE Hourly Rate of Pay
  - Student Rate Guidance set by Student Employment Office
  - Non-Student Rate Guidance set by the Compensation Pay Plan and Human Resource Office
- Pay Indicator
  - “F” for all Student Titles
  - “E” for all Wage Titles

# Rate Information (Con't)

- Source Control
  - Normal
- Pay Type
  - Normal

Annual Term From-To: 9/1/2007 - 5/31/2008

Position Action: Create PIN (CR)

Assignment Dist/Cty: [ ] [ ]

Annual Term Modifier: Normal-No breaks in term

Annual Term Months: 0.0

Temporary PIN:

**Occupant Information**

Occupant UIN: [ ]

Occupant SSN: 866223481

Previous Occupant SSN: [ ]

Occupant in Position From-To: -

Recommended Occupant Action: New Hire (NH)

Employee Location: [ ]

From/To Pin: [ ] - [ ]

Occupant Name: Kent [ ] (last name)  
[ ] (suffix)  
Clark [ ] (first name)  
S [ ] (middle initial)

Previous Occupant Name: [ ]

Current Occupant Action: Vacant (VA)

Termination Reason: Blank/None

Check Distribution: [ ]

**Rate Information**

Percent Effort: Wages

Previous Percent Effort: [ ]

FTE Monthly/Hourly Rate: 6.25

Previous Monthly/Hourly Rate: \$0.00

Salary Action: Blank - none

Pay Indicator: Biweekly - Student Worker (F)

Source Control: Normal

Budgeted Salary: \$0.00

Previous Budgeted Sal: \$0.00

Pay Type: Normal

Save Cancel



Click Save

Navigation bar with back, forward, home, and search buttons. Includes a toolbar with various application icons like mail, calendar, and word processing.

Address: https://labl.system.tamusc.edu/Training/canopytwo/Modules/EPA/Document.aspx?epaDocId=0006502

Search and utility bar featuring Google search, Go button, Bookmarks, and AutoFill options.

Form section with fields for Annual Term From-To (9/1/2007 - 5/31/2008), Annual Term Modifier (Normal-No breaks in term), Annual Term Months (0.0), and Temporary PIN.

Occupant Information

Occupant Information form including fields for Occupant UIN, SSN (866223481), Name (Kent Clark S), and Action (Vacant (VA)).

Rate Information

Rate Information form including fields for Percent Effort (Wages), FTE Monthly/Hourly Rate (6.25), and Pay Indicator (Biweekly - Student Worker (F)).

Save Cancel

**Rate Information**

Percent Effort:	Wages	Pay Indicator:	Biweekly - Student Worker (F)
Previous Percent Effort:		Source Control:	Normal
FTE Monthly/Hourly Rate:	\$6.25	Budgeted Salary:	\$0.00
Previous Monthly/Hourly Rate:	\$0.00	Previous Budgeted Sal:	\$0.00
Salary Action:	Blank - none	Pay Type:	Normal

[Change Type](#) [Edit](#) [Validate](#) [Close](#)

**Record has been successfully modified (Message: 0003)**

**Funding Source Lines**

Line	Title Code	Effective Dates	Campus - Account Object Code	Acct Analysis	Pgm Code	Pct Eff	MSO/SP Flags	Hourly Rate		
1	7560 - Description not found	to	- ** Account not found ** Description not found			0.00%	/	\$6.25	<a href="#">Edit</a>	<a href="#">Replicate</a> <a href="#">Delete</a>

**Net Funding**

**No records found to display.**

**Document Changes in Payroll**

**No records found to display.**

# 1.2 FUNDING SOURCE LINES

- Click:
  - Edit
    - This action will display all edit fields
  - Replicate
    - This action will add additional Funding Source Lines
  - Delete
    - This action will remove extra Funding Source Lines
    - EPA requires at least 1 Funding Source Line

# 1.2 FUNDING SOURCE LINES

- Effective Dates
  - Date Rules
    - Date can only begin on the 1<sup>st</sup> or 16<sup>th</sup>
    - Date can only end on the 15<sup>th</sup> or the last day of the perspective month
- Campus Code
  - “05”
- Account
  - Determined by Unit

# 1.2 FUNDING SOURCE LINES

- Student Object Code
  - Object Code 1750 for Title Code 7557
  - Object Code 1745 for Title Code 7560
  - Object Code 1746 for Title Code 7560 - Community Service
  - Object Code 1740 for Title Code 7561
  - Object Code 1740 for Title Code 7565

# 1.2 FUNDING SOURCE LINES



- Non-Student Object Code
  - Classified Titles 1720
  - Professional Titles 1715

# 1.2 FUNDING SOURCE LINES

## – Acct Analysis Code

- 4130 – Account Range 110000 – 117999  
(Student Workers Only)
- 0130 – Account Range 110000 – 117999
- 0915 – Account Range 112000 – 112090
- 0132 – Account Range 170202 – 178028



# 1.2 FUNDING SOURCE LINES

## – Acct Analysis Code

- 0159 – Account Range 118581 – 118587
- 0766 – Account Range 180000 – 189999
- 5410 – Account Range 200000 – 299999
- 5211 – Account Range 300000 – 399999
- 5100 – Account Range 400000 – 499999

# 1.2 FUNDING SOURCE LINES

- Acct Analysis Code (continued)
  - 5012 – Account Range 500000 – 599999
  - 5160 – Cooperative Extension
  - 5170 – Cooperative Ag Research Center

# 1.2 FUNDING SOURCE LINES

- Pgm Code
  - Only required for Campus 08 Accounts
- Percent Effort
  - Must total 100
- MSO/SP Flags
  - Not Required
- Click:
  - Save

**Rate Information**

Percent Effort:	Wages	Pay Indicator:	Biweekly - Student Worker (F)
Previous Percent Effort:		Source Control:	Normal
FTE Monthly/Hourly Rate:	\$6.25	Budgeted Salary:	\$0.00
Previous Monthly/Hourly Rate:	\$0.00	Previous Budgeted Sal:	\$0.00
Salary Action:	Blank - none	Pay Type:	Normal

[Change Type](#) [Edit](#) [Validate](#) [Close](#)

**Funding Source Lines Transaction Successful!**

Line	Title Code	Effective Dates	Campus - Account Object Code	Acct Analysis	Pgm Code	Pct Eft	MSO/SP Flags	Hourly Rate		
1	7560 - FED WORK-STUDY STU	09/01/2007 to 05/31/2008	PV - <a href="#">110300-00000</a> VP - BUSINESS AFFAIRS 1745 Wages-Stdnt(Fed CWS)	4130		100.00%	O/	\$6.25 \$0.00	<a href="#">Edit</a>	<a href="#">Replicate</a> <a href="#">Delete</a>

**Net Funding**

**No records found to display.**

**Document Changes in Payroll**

**No records found to display.**

Click VALIDATE

Rate Information

Percent Effort:	Wages	Pay Indicator:	Biweekly - Student Worker (F)
Previous Percent Effort:		Source Control:	Normal
FTE Monthly/Hourly Rate:	\$6.25	Budgeted Salary:	\$0.00
Previous Monthly/Hourly Rate:	\$0.00	Previous Budgeted Sal:	\$0.00
Salary Action:	Blank - none	Pay Type:	Normal

Change Type Edit Validate Close

The document was validated and net funding was generated successfully.

Funding Source Lines

Line	Title Code	Effective Dates	Campus - Account Object Code	Acct Analysis	Pgm Code	Pct Eft	MSO/SP Flags	Hourly Rate		
1	7560 - FED WORK-STUDY STU	09/01/2007 to 05/31/2008	PV - <a href="#">110300-00000</a> VP - BUSINESS AFFAIRS 1745 Wages-Stdnt(Fed CWS)	4130		100.00%	O/	\$6.25	Edit	Replicate Delete

Net Funding The document was validated and net funding was generated successfully.

No records found to display.

Document Changes in Payroll

No records found to display.

**Click CLOSE**

**Rate Information**

Percent Effort:	Wages
Previous Percent Effort:	
FTE Monthly/Hourly Rate:	\$6.25
Previous Monthly/Hourly Rate:	\$0.00
Salary Action:	Blank - none

Pay Indicator:	Biweekly - Student Worker (F)
Source Control:	Normal
Budgeted Salary:	\$0.00
Previous Budgeted Sal:	\$0.00
Pay Type:	Normal

[Change Type](#) [Edit](#) [Validate](#) [Close](#)

**Funding Source Lines**

Line	Title Code	Effective Dates	Campus - Account Object Code	Acct Analysis	Pgm Code	Pct Eft	MSO/SP Flags	Hourly Rate		
1	7560 - FED WORK-STUDY STU	09/01/2007 to 05/31/2008	PV - <a href="#">110300-00000</a> VP - BUSINESS AFFAIRS 1745 Wages-Stdnt(Fed CWS)	4130		100.00%	O/	\$6.25	<a href="#">Edit</a>	<a href="#">Replicate</a> <a href="#">Delete</a>

**Net Funding**

**No records found to display.**

**Document Changes in Payroll**

**No records found to display.**

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Print Mail AutoFill Send to Links

Y! Search Web Upgrade your Toolbar Now! Mail My Yahoo! Shopping

Canopy: EPA Document Details + Add Tab

Address https://lab1.system.tamus.edu/Training/canopytwo/Modules/EPA/Document.aspx?epaDocId=0006502 Go

Google Go Bookmarks 0 blocked Check AutoLink AutoFill Send to Settings

Rate Information

Percent Effort:	Wages	Pay Indicator:	Biweekly - Student Worker (F)
Previous Percent Effort:		Source Control:	Normal
FTE Monthly/Hourly Rate:	\$6.25	Budgeted Salary:	\$0.00
Previous Monthly/Hourly Rate:	\$0.00	Previous Budgeted Sal:	\$0.00
Salary Action:	Blank - none	Pay Type:	Normal

Document is now at desk SIGNER E\*\* in Office VPBA on Campus PV (Message: 2216)

Funding Source Lines

Line	Title Code	Effective Dates	Campus - Account Object Code	Acct Analysis	Pgm Code	Pct Eft	MSO/SP Flags	Hourly Rate
1	7560 - FED WORK-STUDY STU	09/01/2007 to 05/31/2008	PV - <a href="#">110300-00000</a> VP - BUSINESS AFFAIRS 1745 Wages-Stdnt(Fed CWS)	4130		100.00%	O/	\$6.25

Net Funding

No records found to display.

Document Changes in Payroll

No records found to display.



# Primary Approver



- Canopy Main Menu
  - Place Cursor on Routing Tab
  - Click on Inbox
  - Click on the EWR Document number

**Place Cursor on Routing**



Canopy

The Texas A&M University System

Logout

EPA FFX FRS **Routing** System

Campus: PVAMU - TRAINING CAMPUS (PV) Fiscal Year: 2008 Set CC/FY

HELP? >>>> FEEDBACK

**INFO:** You have 6 items in your inbox

- Inbox
- Outbox
- Document
- Profile

Available Modules

- [EPA - Personnel Action Module](#)
- [FFX - Fixed Assets Module](#)
- [FRS - Financial Reporting Module](#)
- [Routing - Document Routing Module](#)
- [System - System Settings and General Information](#)

Back Forward Stop Refresh Home Search Favorites Upgrade your Toolbar Now! Mail My Yahoo! HotJobs

Address bar: https://lab1.system.tamus.edu/Tr

Search: Google

0 blocked Check AutoLink AutoFill Send to

**Click on  
Inbox**

EPA FFX FRS **Routing** System

Campus: PVAMU - TRAINING CAMPUS (PV) Fiscal Year: 2008 Set CC/FY

HELP? FEEDBACK

- Inbox**
- Outbox
- Document
- Profile

**INFO:** You have 6 items in your inbox

Available Modules

- [EPA - Personnel Action Module](#)
- [FFX - Fixed Assets Module](#)
- [FRS - Financial Reporting Module](#)
- [Routing - Document Routing Module](#)
- [System - System Settings and General Information](#)

Canopy: Routing Inbox - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address: https://lab1.system.tamus.edu

Google AutoLink AutoFill Send to

**Click on  
EWR Document Number**

**Canopy**  
The Texas A&M University System

EPA FFX FRS **Routing** System

Campus: PVAMU - TRAINING CAMPUS (PV) Fiscal Year: 2008 Set CC/F

Main Menu > Routing > Inbox

HELP? >>>> FEED

Inbox Outbox Document Profile

Document:  Substitute: My Inbox Search for Substitute:  Search

Approval Only:  Yes  No

Submit

**Inbox Content (Total items: 6) Default View**

!	Document	Action	Status	Arrival Date	Summary	Account	Total	Creator	Create Date	Qu Act
	<a href="#">EWRPV0006587</a>	Revise	Recalled	01/31/2008	EWR: Woolverine X-men - Wage Position -	*see doc*		ALEXANDER, DIANNE T	01/25/2008	
	<a href="#">EWRPV0006585</a>	Ntfy/Final	Final	01/14/2008	EWR: Morris Chestnut - Wage Position -	*see doc*		ALEXANDER, DIANNE T	01/14/2008	Disc
	<a href="#">EWRPV0006684</a>	Ntfy/Final	Final	01/14/2008	EWR: Will Smith - Wage Position - P	*see doc*		ALEXANDER, DIANNE T	01/14/2008	Disc
	<a href="#">EBRPV0006687</a>	Ntfy/Final	Final	01/14/2008	EBR: Snow White PIN: P05316	*see doc*		ALEXANDER, DIANNE T	01/14/2008	Disc
	<a href="#">EWRPV0006688</a>	Ntfy/Final	Final	01/14/2008	EWR: Red Hood - Wage Position - P	*see doc*		ALEXANDER, DIANNE T	01/14/2008	Disc
	<a href="#">DBRPVU800001</a>	Ntfy/Final	Final	02/11/2008	Permanent Hire - Chestnut	*see doc*	\$36,726.00	ALEXANDER, DIANNE T	02/11/2008	Disc

# Substitute Approver

- Following previous instructions to access your Inbox
- In the Search Field
  - Type the name of the primary approver
  - Click on search
  - Click on drop down arrow
  - Select the primary approver name

# Substitute Approver

- Select the primary approver name
- System will auto-fill your selection in the Substitute field
- Click Submit
- Click on the EWR Document Number
- Review
- Select Appropriate Routing Action
- Click Submit

# CONTACT

For more Information on Creating EGRs , please contact:

**Dianne Alexander**

Office of Budget & Reconciliations

Phone: 936-261-2202

E-Mail: [dtalexander@pvamu.edu](mailto:dtalexander@pvamu.edu)

**Alton Shillingford**

Office of Budget & Reconciliations

Phone: 936-261-2203

E-Mail: [alshillingford@pvamu.edu](mailto:alshillingford@pvamu.edu)

**Raina McMillon**

Office of Budget & Reconciliations

Phone: 936-261-2204

E-Mail: [rnmcmillon@pvamu.edu](mailto:rnmcmillon@pvamu.edu)