



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

August 20, 2009

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY10-01

Distributed via Campus Email

TO: Faculty, Staff, and Students

FROM: Mary Lee Hodge
Vice President for Business Affairs

Subject: Time Traq Approval due Dates and Biweekly Pay Dates for FY2010

Attached is the Time Traq approval due dates and biweekly payroll pay dates for FY10. These are the dates that all time worked that is submitted in TimeTraq must be approved by the department head or their delegate. These dates will be published on Payroll Services website after final FY09 payroll has been calculated. www.pvamu.edu/payroll

Please consider putting these important due dates on your calendar as a reminder. If you are the primary approver for your department, please ensure your delegate is aware of the dates that you will not be available to approve Time Traq. Email reminders are sent to all Time Traq approvers and administrators the day that Time Traq approvals are due. Access to Time Traq is available by using the internet on the Single Sign On website <https://sso.tamus.edu/>

Please contact Payroll Services at 261-1904 if you should have questions regarding Time Traq.

MLH: pgs