**Change in Pay for All Employees**

**(Including Faculty)**

Need to change an employee’s pay?

* If you are department requesting a change in pay, please defer to the preferences of your business office on who notifies payroll.
* In many instances, documentation for the change in pay (approval, notification to employee) are required. Documentation must accompany the change in pay request.
* Email [payroll@pfw.edu](mailto:payroll@pfw.edu) the following information:
  + In the email subject line, indicate “Change in Pay – (name of employee)”
  + In the body of the email, indicate:
    - Name of Employee:
    - PERNR:
    - Position #:
    - Action: (indicate change from X to Y and any other pertinent information needed)
    - Effective Date: