**Temp Employee Separation**

Need to separate a temp employee? PFW payroll will process all temp employee separations.

* If you are department requesting a separation, please defer to the preferences of your business office on who notifies payroll.
* A separate notification for each temp employee is required. Please do not send multiple requests in one email.
* Email [payroll@pfw.edu](mailto:payroll@pfw.edu) the following information:
  + In the email subject line, indicate “separation – (name of employee)”
  + In the body of the email, indicate:
    - Name of Employee:
    - PERNR:
    - Position #:
    - Action: Separation
    - Effective Date:
      * If you are not sure of the separation date, use the date that you are preparing the email. Payroll will verify the correct date.