**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 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.