

## Salary Notification Template

I am pleased to inform you that the request for your (TITLE AND/OR RATE) change based on (REASON) has been approved. Effective DATE, your (TITLE AND/OR BASE SALARY) for your position will be (\$NEW AMOUNT (X% increase)).

This increase will first be reflected in your paycheck dated (INSERT PAY DATE). If back pay is owed to you because the effective date of the adjustment predates the approval date, the amount owed will also be included in the paycheck dated (INSERT PAY DATE).

*(If person has an active temporary base adjustment and is receiving a permanent increase) The salary noted above includes the temporary adjustment of \$xxxx that you will continue to receive while performing the temporary duties. This is not part of your ongoing base salary.*

*Optional—add sentence clarifying the operational area if needed. All other terms and conditions of your employment remain the same.*

### **Performance Lump Sum template**

I am pleased to inform you that our request for a lump sum award in the amount of \$<AMOUNT> has been approved for you. This payment is being issued based upon (REASON).

This is a one-time payment which will be provided as an additional pay amount on your paycheck dated <INSERT DATE>. All other terms and conditions of your employment will remain the same.

### **Sample details to incorporate into a letter:**

#### **Change-in-duties**

We have reviewed the duties and responsibilities of your position and have received approval to recognize your change in duties as an Information Processing Consultant effective July 1, 2016. This adjustment is intended to acknowledge the significantly larger role and responsibility level you have taken on for the UNIT. We appreciate that dedication and professionalism, and this increase reflects our confidence in your abilities.

#### **Equity**

We have reviewed your position compared to your peers within UW-Madison, and have determined that an equity adjustment is warranted.

**Market-Competitive**

We have reviewed your position compared to XXXX, and have determined that a market adjustment is warranted.

**Performance**

It is an honor to have you as part of the UNIT/DEPT. You provide a positive work environment, as well as your knowledge, skills, and talent. Thank you for your continued hard work and service to the University of Wisconsin-Madison.

**Temporary Base Adjustment**

This letter will confirm your interim appointment as an [Title], [%]% position with the UW-Madison, Division of Information Technology, effective [Date]. This temporary pay adjustment and position will end [Date]. You will [continue to] report to [Supervisor]. Your new temporary salary will be \$[00,000]. Your new temporary position description is attached. If you have any questions regarding your job duties, please contact [Supervisor].

**Promotion**

We have reviewed the duties and responsibilities of your position and have received approval to promote you to Senior Information Processing Consultant title effective xx/xx/201x.

**Merit**

I am pleased to inform you that you will receive a x% salary rate increase effective [DATE] as part of the state compensation plan approved last year by the legislature and the Board of Regents.

**Pay Initiative (DCF)**

In INSERT MONTH, I wrote to you about the UW-Madison Discretionary Compensation Fund (DCF) for the 2016– 2017 fiscal year. Our school/college/division was allocated \$XXX,XXX for targeted pay increases in this program, which is designed to recognize exceptional performance, address market inequities, and make equity adjustments. We also contributed \$XX,XXX for additional adjustments. I am pleased to inform you that you have been nominated and approved to receive a pay increase based on your outstanding performance.