

Salary Notification Template

Base Adjustment template

Employee does not have an active Temporary Base Adjustment

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).

Employee has an active Temporary Base Adjustment

I am pleased to inform you that the request for your (TITLE AND/OR RATE) change based on (REASON) has been approved effective DATE. This change will be applied to your base salary and your (TITLE AND/OR BASE SALARY) for your position will be (\$NEW AMOUNT (X% increase)). With your current temporary base adjustment, your salary will be (SALARY).

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).

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:

Parity

We have reviewed your position compared to your peers within UW-Madison and have determined that a parity adjustment is warranted.

Equity

We have reviewed your position and have determined that an equity adjustment is warranted due to an inequity in protected categories.

Market Retention or Market-Competitive

We have reviewed your position and have determined that a market adjustment is warranted for (*choose one*: retention factors; competitive factors).

Performance

It is an honor to have you as part of the (NAME OF UNIT/DEPT). You contribute to a positive work environment, and we appreciate your knowledge, skills, and talent. Thank you for your continued hard work and service to the University of Wisconsin-Madison.

Change in Unique Responsibilities

We have reviewed the responsibilities of your position and recognize a change in responsibilities effective (PAY DATE). This adjustment is intended to acknowledge the significantly larger role and responsibility level you have taken on for the (UNIT NAME). We appreciate that dedication and professionalism, and this increase reflects our confidence in your abilities.

Change in Responsibilities and Title (Lateral and Demotion)

We have reviewed the duties and responsibilities of your position and recognize a change in responsibilities effective (PAY DATE). This adjustment is intended to acknowledge the change in your responsibilities and title within (UNIT NAME). We appreciate your dedication and professionalism, and this increase reflects our confidence in your abilities. Your title will be (NEW TITLE).

Change in Responsibilities and Title (Promotion*)

We have reviewed the duties and responsibilities of your position and recognize a change in responsibilities effective (PAY DATE). This adjustment is intended to acknowledge the significantly larger role and responsibility level you have taken on and the promotional title change within (UNIT NAME). We appreciate that dedication and professionalism, and this increase reflects our confidence in your abilities. Your title will be (NEW TITLE).

Temporary Change in Responsibilities (No Change in Title)

We have reviewed the responsibilities of your position and recognize a temporary change in responsibilities effective (PAY DATE) with an anticipated end date of (END DATE). This adjustment is intended to acknowledge the larger role and responsibility level you have taken on for the (UNIT NAME). We appreciate that dedication and professionalism, and this increase reflects our confidence in your abilities.

Market, Parity or Performance resulting from Campus Pay Initiative

In (MONTH), I wrote to you about the UW-Madison (NAME OF FUND: Discretionary Compensation Fund, Faculty Block Grant, Faculty Post Tenure Review, etc) for the (FISCAL YEAR(S)). Our (SCHOOL/COLLEGE/DIVISION) was allocated (AMOUNT) for targeted salary increases in this program, which is designed to recognize exceptional performance, address market inequities, and make parity adjustments. Our (SCHOOL/COLLEGE/DIVISION) also contributed (AMOUNT) for additional adjustments. I am pleased to inform you that you have been nominated and approved to receive a salary increase from these funds, based on (STATE REASON: for example "market", "parity", or "your outstanding performance").