



## Salary Spread Election Form

Employees with a nine month assignment may be eligible to spread their salary evenly over the 12 month fiscal year by completing this form. Once elected, the salary spread arrangement is irrevocable for the remainder of the fiscal year. It will remain in effect for future fiscal years until canceled or until the employee becomes ineligible. Nine month faculty and staff who do not elect the salary spread option will be paid over nine months. For additional information, please refer to Human Resources Policy 2.28.

To be eligible to elect salary spread, the following conditions must be met:

- The employee must hold a regular, full-time, nine month appointment (Sept. 1-May 31),
- The election form must be received in Payroll before the first official class day of the Fall semester, and
- The employee's position is **not funded in any part by Restricted Funds**.

To elect or cancel salary spread please select one of the following:

**Election:** I request that my nine month salary be spread so that I receive payments in the summer. If I wish to discontinue salary spread, I understand that I must submit a new form to cancel my election, and the cancellation will take effect September 1<sup>st</sup> of the next fiscal year.

**Cancellation:** I request to have my salary spread election cancelled. I understand that this request will go into effect September 1<sup>st</sup> of the next fiscal year.

Employees electing salary spread are subject to the following:

- It is the employee's responsibility to review their pay each September (October 1) to ensure that this request is in effect.
- Any time an appointment is for less than nine months or there is a break in service, the salary spread request will be inactivated.
- A salary spread request cannot be honored if the employee's salary is being funded in part or in whole by restricted funds. If, anytime after a salary spread has been processed, the funding is changed in full or in part to restricted funds, the salary spread will be inactivated.
- A salary spread request only applies to base pay and not to any salary supplement or overload.
- The salary spread election cannot be changed during the 12 month period unless the employee's assignment is terminated or the funding is changed to restricted funds. If the termination is submitted prior to August 31, the balance of the salary spread due will be paid off in one payment on the first available payroll following both the termination date and receipt of terminating paperwork in the Human Resources Department. The size of the payment could result in an inflated tax deduction.
- To change the election, notification must be made prior to the first official class day of the Fall semester.

Employee Name (Print): \_\_\_\_\_ Employee ID: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Submit completed form to the Payroll Department prior to the first official class day of the Fall semester.**