

Faculty Salary Spread Request Form

Overview

This form is used by eligible 9-month UT Arlington faculty members with 1.0 FTE appointments to elect salary spread. This option will allow faculty members to spread their gross salary over the 12-month earnings period of October through September, rather than nine equal payments from October through June.

Instructions:

This form must be signed and submitted to academichr@uta.edu no later than **August 1** and will go into effect the next fiscal year beginning September 1.

This form is required to be completed for all new and current faculty who chose to participate in salary spread.

Faculty Information:

Employee ID: _____ Date: _____
Last Name: _____ First Name: _____
Department: _____ Title: _____

- I request that my nine (9) month faculty salary be paid to me in twelve (12) installments beginning with the fiscal year that starts September 1.
- I understand that once salary spread has been elected, the arrangement is irrevocable for the remainder of the fiscal year. A cancellation form must be submitted to academichr@uta.edu prior to August 1st of any year to be effective for the subsequent fiscal year (effective Sept 1).
- I agree that it is my ongoing responsibility to review my pay each September to ensure that this request is effective for the new fiscal year and notify Academic Human Resources @academichr@uta.edu immediately of any issues.
- I agree that the salary spread will be applied to my base salary only. Any additional compensation, bonus, or supplement will be paid as authorized.
- I certify that I have read and understand all of the accompanying information about Salary Spread that was provided to me along with this form.

Signature: _____ Date: _____

Typing or copying a signature in this space constitutes an official signature.

Please direct questions to:

- Questions about the Salary Spread Policy: facultyemployment@uta.edu
- Changes in position, or salary spread eligibility: academichr@uta.edu.
- Questions regarding net pay: Payroll@uta.edu
- Questions regarding benefit elections or UTSaver participation: benefits@uta.edu