Salary Spread Election

Responsible Officer: Vice President for Business Affairs and Controller
Sponsoring Department: Payroll Services
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Errors or changes to: aim@uta.edu

CONTENTS

Procedure Objective
Scope
Responsibilities
Procedures
  Section I. Election of Salary Spread
  Section II. Removal or Termination of Salary Spread
Forms and Tools/Online Processes
Definitions
Rationale
Related Statutes, Policies, Requirements or Standards
Appendices
Contacts
Website Address for This Procedure

PROCEDURE OBJECTIVE

This procedure provides information on the election of salary spread over an entire fiscal year (September through August) for UT Arlington faculty. Faculty members must meet certain criteria for salary spread to go into effect. Salary spread may be revoked in certain circumstances as outlined in this procedure.

SCOPE

This procedure applies to UT Arlington faculty members who are appointed 50% time or more and paid from the same cost center over the entire academic year (September through May).

RESPONSIBILITIES

UT Arlington Faculty Member

- Submits a Salary Spread Request form to the Office of Human Resources before August 31 to elect salary spread enrollment.
- Notifies the Office of Human Resources in writing if he/she wishes to remove the twelve-month salary spread.
PROCEDURES

Section I. Election of Salary Spread

Faculty who are appointed 50% time or more and paid from the same cost center over the entire academic year (September through May), may elect to receive their nine month contact rate in twelve equal installments, September through August. The election form Salary Spread Request (Form 1-7) is submitted to Office of Human Resources.

The election for twelve month spread is not available to those faculty members appointed on grant and contract cost centers.

Annual deductions for insurance and UT Flex are deducted over twelve months if the employee elects the twelve month salary spread.

Section II. Removal or Termination of Salary Spread

A. Once the twelve-month spread election is made, the election remains in effect for subsequent fiscal years. The faculty member must notify Human Resources in writing if he/she wishes to remove the twelve-month spread.

B. If the faculty member changes cost centers or terminates employment during the nine-month academic year, the option to receive twelve equal installments is automatically revoked. The faculty member will receive a payment on the next payroll cycle for the year-to-date savings.

FORMS AND TOOLS/ONLINE PROCESSES

Salary Spread Request (Form 1-7)

DEFINITIONS

N/A

RATIONALE

A faculty member may only elect salary spread if they are appointed 50% time or more and paid from the same cost center over the entire academic year. Faculty members appointed on grant and contract cost centers are not eligible for the twelve-month salary spread. Salary spread will terminate in the event a faculty member changes cost centers or terminates employment.

RELATED STATUTES, POLICIES, REQUIREMENTS OR STANDARDS
### UT System Administration Policies and Standards

<table>
<thead>
<tr>
<th>Other Policies and Standards</th>
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<tbody>
<tr>
<td>Payroll Processing - Pay Dates and Deadlines <em>(Procedure 1-1)</em></td>
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<tr>
<td>Distribution of Payments <em>(Procedure 1-2)</em></td>
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</tbody>
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### APPENDICES

N/A

### CONTACTS

If you have any questions about Procedure 1-17, *Salary Spread Election*, contact the following departments:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Office Name</th>
<th>Telephone Number</th>
<th>Email/URL</th>
</tr>
</thead>
</table>
| All topics in Procedure | Payroll Services | (817) 272-5426 | payroll@uta.edu  
http://www.uta.edu/business-affairs/staff/accounting/payroll-services.php |
| Website access | Administrative Information Management | (817) 272-0222 | aim@uta.edu  
http://www.uta.edu/aim |

### WEBSITE ADDRESS FOR THIS PROCEDURE

http://www.uta.edu/policy/procedure/1-16