

# IOWA STATE UNIVERSITY

## 12-Month Salary Spread Request for 9-Month Faculty

Instructions: Complete and print this form **to elect or cancel salary spread**. Once completed, send the form to the Office of the Senior Vice President and Provost (Academic Personnel), 1550 Beardshear Hall or email it to [akelo@iastate.edu](mailto:akelo@iastate.edu).

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Nine-month faculty are paid for employment dates of August 16 – May 15 each Academic Year (AY). By default, the annual salary (i.e., base salary and any Administrative or Named Position allowance) is paid 1/18<sup>th</sup> in August and in May, and 1/9<sup>th</sup> in each month September - April with payroll on the last working day of each month.

Nine-month faculty may be eligible to spread their salary evenly over the 12 months of the Fiscal Year (FY) by completing this Salary Spread Request Form. Once elected, the salary spread arrangement is irrevocable for the remainder of the FY. It will remain in effect for future FYs unless a subsequent request is made to cancel the election or the employee becomes ineligible.

Eligibility: All 9-month faculty are eligible after the first AY of employment; new employees are not eligible for this option until July following the AY in which employment began with ISU.

Individuals who choose this option will receive their 9-month, AY salary in twelve equal monthly payments (July - June) beginning with July payroll (i.e., July 31) of the year of election. This means that the July 31 salary is a prepayment for the AY beginning August 16, and the following June 30 payroll is the last payment for the AY ending May 15 (paid in arrears). University benefits and employment tax deductions will be made equally from the twelve monthly payments.

For faculty on summer appointment, the additional summer salary is in addition to monthly salary. The election of 12-month salary spread does NOT impact any summer salary paid May-August.

Election for the 12-month salary spread shall be made by July 10 of the year the option is to begin. Arrangements to cancel the 12-month salary spread shall be made by July 10 of the FY the option is to end.

Salary on separation: Faculty who separate (resign or retire) at the end of the AY (i.e., May 15) will have the final paycheck issued in the month of June.

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### PLEASE SELECT ONE OF THE FOLLOWING:

**ELECTION:** I request that my 9-month, AY salary be SPREAD so that I receive monthly salary from July–June for the FY. I understand that the July salary payment is prepayment for the impending AY. If I wish to discontinue the salary spread, I understand that I must submit a new form reflecting my cancellation choice, which will take effect July 1 for the next FY.

**CANCELLATION:** I request CANCELLATION of salary spread. I understand that this request will go into effect July 1 for the next FY.

**I certify that I have read, understand, and meet the requirements provided above.**

Name: \_\_\_\_\_ ISU UID: \_\_\_\_\_  
(Print)

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

*Direct any salary spread questions to the Office of the SVPP (Academic Personnel) or your HR ISD team.*