



## Faculty Salary Spread Cancellation Request Form

### Overview:

This form is used by 9-month UT Arlington faculty members with 1.0 FTE appointments to cancel a previous request salary spread request.

Once salary spread cancellation has been requested, the arrangement is irrevocable for the remainder of the fiscal year.

After this form is processed, if you wish to be re-enrolled in Salary Spread at the start of the next fiscal year, and you meet the requirements, a new Salary Spread Request Form must be submitted.

### Instructions:

This form must be fully completed and submitted to [hris@uta.edu](mailto:hris@uta.edu) no later than **August 31**. The election will go into effect the next fiscal year, beginning September 1.

Forms received after the deadline will be processed and be effective 9/1 of the **next fiscal year**.

### Faculty Information:

Employee ID: \_\_\_\_\_ Date: \_\_\_\_\_  
Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
Department: \_\_\_\_\_ Title: \_\_\_\_\_

- I confirm that I want to cancel my salary spread election and I understand that this request will go into effect the next fiscal year, beginning September 1. I understand that my current pay schedule will continue until my new academic year contract begins.
- I understand that if salary spread is **not** elected, a double deduction for insurance premiums will be withdrawn in March, April, and May (for June, July, August months) if I have benefit elections.
- I understand that once salary spread has been canceled, the arrangement is irrevocable for the remainder of the fiscal year.
- 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:**

### Please direct questions to:

Questions regarding net pay: [Payroll@uta.edu](mailto:Payroll@uta.edu)

Questions regarding benefit elections or UTSaver participation: [benefits@uta.edu](mailto:benefits@uta.edu)

Changes in position, or salary spread eligibility: [hris@uta.edu](mailto:hris@uta.edu)

MODIFICATION TO THIS FORM IS STRICTLY PROHIBITED.