

**PAY SPREAD FORM**

Faculty and Administrative/Professional employees are paid monthly. Employees are paid the first of each month after the month in which they work. When the first falls on a weekend or holiday, employees are paid on the last work day before the first. The exception is the working month of December, for which the employee will be paid January 2.

Employees paid on a monthly basis, with a contract for 8 months or greater and a minimum percentage of appointment of 50%, may elect to have their pay spread over 12 months. THIS FORM MUST BE SUBMITTED NO LATER THAN THE FIRST DAY OF THE MONTH IN WHICH THE EMPLOYEE BEGINS WORKING.

This election is termed "evergreen" which means it will remain in effect each year unless you notify the Office of Human Resources in writing otherwise prior to the beginning of your work year. This election is also irrevocable during an appointment year. If you elect to defer your salary over 12 months, you may not later change to a 9-month schedule during that academic year.

- ❖ Academic payment schedule for 9-month faculty on 12-month pay spread:
  - **1<sup>st</sup> year of pay spread: ½ monthly salary paid September 1; remaining salary paid in 12 monthly payments, October 1 through September 1 (for a total of 13 payments)**
  - **Subsequent years of pay spread: salary paid in 12 monthly payments, October 1 through September 1**
- ❖ Academic payment schedule for 9-month faculty with payment specified in the contract:
  - **September through May = 10 monthly payments, paid September 1 through June 1**

If you are an administrator with less than a 12-month appointment and you are electing the 12-month pay spread option, your pay schedule may be different than the faculty 12-month pay spread. Contact Human Resources at (309) 298-1971, [HR-Office@wiu.edu](mailto:HR-Office@wiu.edu) for your individual pay spread amounts.

Please direct questions regarding net pay to the Payroll Office at (309) 298-1867; [Payroll@wiu.edu](mailto:Payroll@wiu.edu). Please direct any questions concerning changes in pay options on insurance or other benefits to Human Resources – Benefits at (309) 298-1971; [HR-Benefits@wiu.edu](mailto:HR-Benefits@wiu.edu).

I elect to spread my academic year salary over 12 months.

I elect to have my salary paid as specified in my contract.

My signature below indicates that I understand this election is irrevocable during this academic year and cannot be reversed until the beginning of the new appointment year.

Name (please print): \_\_\_\_\_  
(Last) (First) (MI)

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

Return signed form to: Human Resources, Sherman Hall 105, 1 University Circle, Macomb, IL 61455;  
[AcademicPersonnel@wiu.edu](mailto:AcademicPersonnel@wiu.edu).

**OFFICE USE ONLY**

Academic/Fiscal Year: \_\_\_\_\_ Contract #: \_\_\_\_\_ Date Entered: \_\_\_\_\_