

Contract tip: changing spread-out salary status for 9- and 10-month faculty  
Aug 19, 2019

Dear faculty,

Please be advised that a deadline is rapidly approaching for 9- and 10-month faculty to **make changes** to how one's salary is delivered (over contract term only vs. spread out over 12 months) for the 2019-2020 academic year. An email (copied below) was sent out by Payroll on this topic over the summer.

If you wish to continue receiving your salary as currently scheduled, you do not need to do anything.

For those wishing to make changes, the deadline is **this coming Sunday, August 25**. Human Resources has informed us that this deadline is driven by IRS regulations. If you wish to make a change, please ensure that you do complete the online form by that date, as our understanding is that the deadline is strict.

As always, for any questions or concerns about anything related to the collective bargaining agreement (CBA) or terms and conditions of employment, feel free to contact UA at [contract@unitedacademics.org](mailto:contract@unitedacademics.org).