

Information and Directions for Faculty Requesting Salary Spread in MyCWU

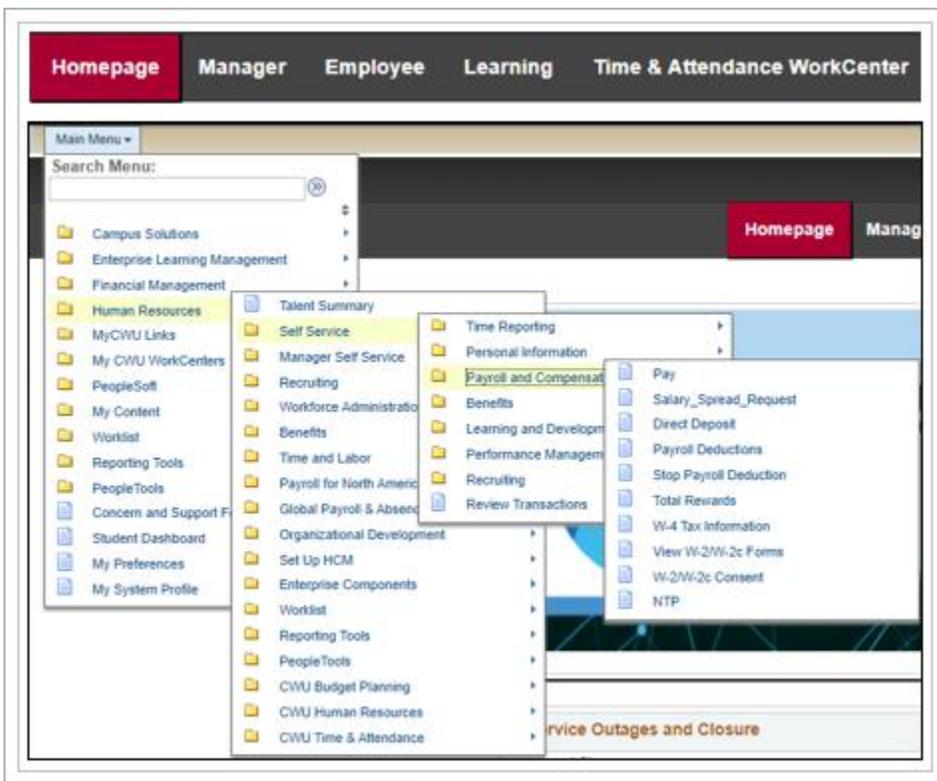
Information:

Under the Salary Spread option, faculty may request their base salary payout be spread over a twelve-month period.

- **Normally**, faculty pay is disbursed *only* during the academic year, October through June, with no payments during the summer (unless a summer contract has been accepted).
- **Salary Spread option** - Faculty can opt to contribute a deduction per pay period, which would result in the equivalent of approximately the net amount of their base salary on all 24 pay dates of the calendar year.
 - Faculty may opt out of the salary spread program at the *end* of each academic year but may not opt out of the program mid-year.
 - Participation and opt-out requests must be received no later than August 31st before the school year starts.
 - You will receive a confirmation email within 5 business days of submitting the request.
 - Contact Payroll, (509) 963-1202, if you do not receive a confirmation email or if you have questions.

Directions:

MyCWU > Main Menu > Human Resources > Self Service > Payroll and Compensation > Salary Spread Request > Click on the Add a New Value tab and follow the steps below.



Instructions:

1. Enter your **Name** in the Subject field
2. **Ignore** the Priority and Due Date fields
3. Enter your **CWU ID#** in the Employee ID field.
4. Check the appropriate box: to sign up for the salary spread, check "**Prorate My Salary,**" **OR** check "**Opt-Out**" to discontinue your participation
5. Click the **Save** button (bottom of the screen)
6. Click the **Submit** button (top of the screen)