

UAB Self Service Applications Nine Month Pay Election Form

With the enforcement and all applicable reporting requirements of [IRS Regulation 409A](#), the University has implemented a new self service form (nine month pay election form) for all nine-month employees.

The nine month pay election form is available only to those employees that are paid according to a nine-month contract. Nine-month contract employees have the option to be paid over a nine-month (August 15 – May 14) or twelve-month (August 15 – August 14) payment cycle.

The election form will be available from April 1 – July 31. July 31 is the deadline for election. The default payment schedule will be applied to anyone that has not made the deferred payment election beginning with the August 31 pay date.

UAB Self Service Applications → Nine Month Pay Election Form

Select ***Nine Month Pay Election Form*** from the **UAB SELF SERVICE APPLICATIONS** menu.



The screenshot shows a user interface for the UAB Self Service Applications. At the top, a welcome message reads "Welcome Kimberly M Mitchell" next to a question mark icon, a person icon, and a right-pointing arrow icon. Below this is a "Navigate" section with two options: "Payroll Professional" and "UAB Self Service Applications", which is selected and highlighted in red. To the right of the "UAB Self Service Applications" section is a list of application options, each with a question mark icon: "Personal Information", "Payslip", "Manage Direct Deposit Account", "Online Tax Form", "Employee Views", "Employee W2", "Employee Inquiry Form", "Employment Verification Report", "Educational Assistance Form", and "Nine Month Pay Election Form". The "Nine Month Pay Election Form" option is highlighted with a red rectangular border.

UAB Self Service Applications Nine Month Pay Election Form

The **NINE MONTH PAY ELECTION FORM** page will load.

Nine Month Pay Election Form

| | | |
|---|--|-------------------------|
| Name: Mitchell, Kimberly M | Employee ID: 1015971 | Current Election |
| Title: FA338D0.Asst Dir | Organization: 113003000 Payroll | Doc No: 49 |
| Payroll Svcs | Payroll: 9/12 Monthly | Option: Deferred |
| Email Address: kmitchell@uab.edu | | |

Default Payment Option: Payments disbursed over the contract period

| Current Assignment Length | Contract Period | Salary Distribution Months |
|-----------------------------------|--------------------|--|
| <input type="checkbox"/> 9 Months | August 15 - May 14 | 1/2 August, September - April, 1/2 May |

Deferred Payment Option: Payments disbursed over 12 Months

| Current Assignment Length | Contract Period | Salary Distribution Months |
|-----------------------------------|--------------------|--|
| <input type="checkbox"/> 9 Months | August 15 - May 14 | 1/2 August, September - July, 1/2 August |

The following statements apply to the Deferred Payment Option:

- I elect to defer the receipt of my monthly pay according to the plan as provided in the chart.
- I understand this election applies to regular recurring monthly pay and any additional nine month assignment. It does not apply to amounts paid as nonrecurring elements (additional pay).
- I understand this election is irrevocable without exception during the plan year and deferred pay cannot be received until the payback period as indicated in the chart.
- I understand if I terminate my employment before the payback period, I will receive a full refund of my deferred pay on the next regular payroll after completion of my termination document.
- I understand there will be no interest accrued on any amount deferred from my pay during the deferral period.
- Taxes are withheld upon payment.

I have read and understand the statements above.

NOTE: This form must be submitted by July 31 for the upcoming academic contract period.

The nine-month employee must elect either the *Default Payment Option* or the *Deferred Payment Option*.

Default Payment Option

Selecting the default payment option means that the nine-month employee will receive salary payments for the period, August 15 – May 14. To select the default payment option, check the **box** and click **Submit for Default Option**.

Default Payment Option: Payments disbursed over the contract period

| Current Assignment Length | Contract Period | Salary Distribution Months |
|--|--------------------|--|
| <input checked="" type="checkbox"/> 9 Months | August 15 - May 14 | 1/2 August, September - April, 1/2 May |

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Deferred Payment Option

Selecting the deferred payment option means that the nine-month employee will receive salary payments for the period August 15 – August 14. To select the deferred payment option, check the **box**, read the **six statements** below the election box, check the **confirmation statement box** and click **Submit for Deferred Option**.

Deferred Payment Option: Payments disbursed over 12 Months

| Current Assignment Length | Contract Period | Salary Distribution Months |
|-----------------------------------|--------------------|--|
| <input type="checkbox"/> 9 Months | August 15 - May 14 | 1/2 August, September - July, 1/2 August |

The following statements apply to the Deferred Payment Option:

- I elect to defer the receipt of my monthly pay according to the plan as provided in the chart.
- I understand this election applies to regular recurring monthly pay and any additional nine month assignment. It does not apply to amounts paid as nonrecurring elements (additional pay).
- I understand this election is irrevocable without exception during the plan year and deferred pay cannot be received until the payback period as indicated in the chart.
- I understand if I terminate my employment before the payback period, I will receive a full refund of my deferred pay on the next regular payroll after completion of my termination document.
- I understand there will be no interest accrued on any amount deferred from my pay during the deferral period.
- Taxes are withheld upon payment.

I have read and understand the statements above.

Once the submit button has been clicked, the **CONFIRMATION PAGE** will load. To print the page, click the **printer icon** in the toolbar. To print the election form, select **OK**.

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Confirmation

Your election for the Default Option is confirmed.

NOTE:

To print a copy of the election form for your records, please click OK.
Use the printer icon in the toolbar to print a copy. If no printed copy is needed, you may close the form.

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The **NINE MONTH PAY ELECTION FORM** will reload. The page may be printed using the printer icon in the toolbar. The **Current Election** box will indicate the document number and the payment option that is currently effective. To make changes, close the *form* and access again through **UAB Self Service Applications**.

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Nine Month Pay Election Form

Name **Mitchell, Kimberly M** Employee ID **1015971**

Title **FA338D0.Asst Dir Payroll Svcs** Organization **113003000 Payroll** Payroll **9/12 Monthly**

Email Address **kmitchell@uab.edu**

Current Election
Doc No: **81**
Option: **Default**

Default Payment Option: Payments disbursed over the contract period

| Current Assignment Length | Contract Period | Salary Distribution Months |
|--|--------------------|--|
| <input checked="" type="checkbox"/> 9 Months | August 15 - May 14 | 1/2 August, September - April, 1/2 May |

[Submit for Default Option](#)

Deferred Payment Option: Payments disbursed over 12 Months

| Current Assignment Length | Contract Period | Salary Distribution Months |
|-----------------------------------|--------------------|--|
| <input type="checkbox"/> 9 Months | August 15 - May 14 | 1/2 August, September - July, 1/2 August |

The following statements apply to the Deferred Payment Option:

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It does not apply to amounts paid as nonrecurring elements (additional pay).
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- I understand there will be no interest accrued on any amount deferred from my pay during the deferral period.
- Taxes are withheld upon payment.

I have read and understand the statements above.

[Submit for Deferred Option](#)

NOTE: This form must be submitted by July 31 for the upcoming academic contract period.