Log in to **Oracle HR & Finance**
- Navigate to **myUAB** or **AdminSys**
- Locate and click **Oracle HR & Finance**

**myUAB Portal (my.uab.edu)**

**AdminSys (uab.edu/adminsys)**

Open the **Oracle Navigator**
- Click on the 3-lined "hamburger" icon in the top left corner
Navigate to Nine Month Pay Election via UAB Self Service Applications
- Click on UAB Self Service Applications
  - Select Nine Month Pay Election

A form similar to this one will open
- You must select either the Deferred Payment Option or the Non-Deferred Payment Option
For the **Non-Deferred Payment Option**

- Selecting this option indicates salary payments for the period Aug 15-May 14
- To select, check the box and click Submit for Non-Deferred Option

For the **Deferred Payment Option**

- Selecting this option indicates salary payments for the period Aug 15-Aug 14
- To select, check the box
- **Read the 6 statements** that apply to the Deferred Payment Option
- **Check the box** to attest you have read and understand those statements
- **Click Submit for Deferred Option**

Once the submit button has been clicked, the **Confirmation** page will display

- **Click OK** if you wish to print a copy
- To make changes, close the form and access again through the **UAB Self Service Applications** menu