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. For additional information concerning Nine-Month Faculty Pay, click here.

The election form is available from March 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.

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**UAB Self Service Applications > Nine Month Pay Election**

1. Select the **NINE MONTH PAY ELECTION** menu option from the **UAB SELF SERVICE APPLICATIONS** menu.

A form similar to the one below will open.
2. The nine-month employee **must** select 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 Options**.

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

The NINE MONTH PAY ELECTION FORM will reload displaying your selected option. 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 the UAB Self Service Applications menu.