The **NINE MONTH PAY ELECTION** form is available only to those employees who are paid according to a nine-month contract. Nine-Month contract employees have the option to be paid over a twelve-month deferred payment cycle (August 15 – August 14) or nine-month non-deferred payment cycle (August 15 – May 14). 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 deferred payment schedule will be applied to anyone who has not requested an election by the deadline. The payment schedule will begin 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 **Deferred Payment Option** or the **Non-Deferred Payment Option**.

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

**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. The page may be printed using the printer icon in the browser toolbar.

The NINE MONTH PAY ELECTION FORM will reload displaying your selected option. The page may be printed using the printer icon in the browser 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.