HR Reports – University Documentation
PRUAB Report Nine Month Faculty Election RPTPR208

The **NINE- MONTH FACULTY ELECTION REPORT** is a list of all nine month employees in an organization and the pay election that has been submitted for the upcoming academic year (August 15 – May 14) via **UAB SELF SERVICE APPLICATIONS**. The report is burst weekly between April and July to the *HR Organization Contact* of the employee's primary organization.

To access information regarding the nine month pay election process, ***click here***.

The report is delivered via the **UAB REPORT VIEWER**. The recipient of the report will receive an email indicating that the report has been added to the **UAB REPORT VIEWER**. To access the **UAB REPORT VIEWER**, ***click here***.

Sample Report

	A	B	C	D	E	F	G	H
1	FULL_NAME	EMPLOYEE_NUMBER	BLAZERID	EMAIL ADDRESS	JOB	PRIMARY ORGANIZATION AFFILIATION	NINE MONTH PAY ELECTION FORM DOC NUMBER	ELECTION
2								
3								
4								
5								
6								
7								

The *Nine Month Pay Election Form Doc Number* is the number assigned to the election when a nine month pay employee submits the pay election form through **UAB SELF SERVICE**.

The *Election* column will contain one of the following values:
- **Null or Blank** - indicates that the nine month employee has not submitted an election form via **UAB SELF SERVICE**
  - If no election is submitted, the employee will be paid on the default payroll, 9/9, beginning August 15.
- **Default** – indicates that the employee has submitted the election form via **UAB SELF SERVICE** and has chosen to be paid on the 9/9 payroll for the upcoming academic year
- **Deferred** – indicates that the employee has submitted the election form via **UAB SELF SERVICE** and has chosen to be paid on the 9/12 payroll for the upcoming academic year