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.

Select *Nine Month Pay Election Form* from the UAB SELF SERVICE APPLICATIONS menu.
The **NINE MONTH PAY ELECTION FORM** page will load.

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

### Nine Month Pay Election Form

<table>
<thead>
<tr>
<th>Name</th>
<th>Mitchell, Kimberly M</th>
<th>Current Election</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>FAS38006, Asst Dir</td>
<td>Doc No: 49</td>
</tr>
<tr>
<td>Payroll Svcs</td>
<td></td>
<td>Option: Deferred</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:kmitchell@auburn.edu">kmitchell@auburn.edu</a></td>
<td></td>
</tr>
<tr>
<td>Employee ID</td>
<td>101597</td>
<td></td>
</tr>
<tr>
<td>Organization</td>
<td>113603900 Payroll</td>
<td></td>
</tr>
<tr>
<td>Payroll</td>
<td>9/12 Monthly</td>
<td></td>
</tr>
</tbody>
</table>

#### Default Payment Option: Payments disbursed over the contract period

<table>
<thead>
<tr>
<th>Current Assignment Length Contract Period</th>
<th>Salary Distribution Months</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ 8 Months</td>
<td>August 15 - May 14/12 August, September - April, 1/2 May</td>
</tr>
</tbody>
</table>

#### Deferred Payment Option: Payments disbursed over 12 Months

<table>
<thead>
<tr>
<th>Current Assignment Length Contract Period</th>
<th>Salary Distribution Months</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ 9 Months</td>
<td>August 15 - May 14/12 August, September - July, 1/2 August</td>
</tr>
</tbody>
</table>

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.

Submit for Deferred Option

**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**.

### Deferred Payment Option: Payments disbursed over the contract period

<table>
<thead>
<tr>
<th>Current Assignment Length Contract Period</th>
<th>Salary Distribution Months</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ 9 Months</td>
<td>August 15 - May 14/12 August, September - April, 1/2 May</td>
</tr>
</tbody>
</table>

Submit for Default 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.

Deferred Payment Option: Payments disbursed over 12 Months

<table>
<thead>
<tr>
<th>Current Assignment Length Contract Period</th>
<th>Salary Distribution Months</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 Months</td>
<td>August 15 - May 14/2 August, September - July, 15 August</td>
</tr>
</tbody>
</table>

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.

Submit for Deferred Option

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.

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.
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**.

### Nine Month Pay Election Form

<table>
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</tr>
<tr>
<td>Employee ID</td>
<td>1015971</td>
</tr>
<tr>
<td>Organization</td>
<td>Payroll</td>
</tr>
<tr>
<td>Payroll</td>
<td>9/12 Monthly</td>
</tr>
</tbody>
</table>

**Current Election**

- **Doc No:** 81
- **Option:** Default

### Default Payment Option: Payments disbursed over the contract period

<table>
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<th>Contract Period</th>
<th>Salary Distribution Months</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 Months</td>
<td>August 15 - May 14</td>
<td>1/2 August, September - April, 12 May</td>
</tr>
</tbody>
</table>

Submit for Default Option

### Deferred Payment Option: Payments disbursed over 12 Months

<table>
<thead>
<tr>
<th>Current Assignment Length</th>
<th>Contract Period</th>
<th>Salary Distribution Months</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 Months</td>
<td>August 15 - May 14</td>
<td>1/2 August, September - July, 12 August</td>
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</table>

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.
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- 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:

Submit for Deferred Option

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