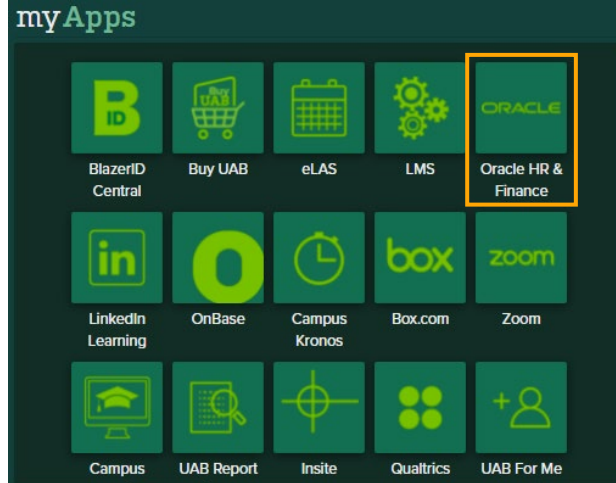


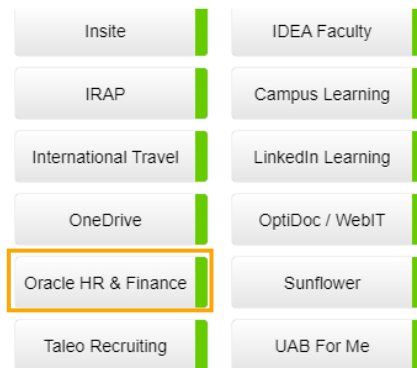
Log in to **Oracle HR & Finance**

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

myUAB Portal (my.uab.edu)

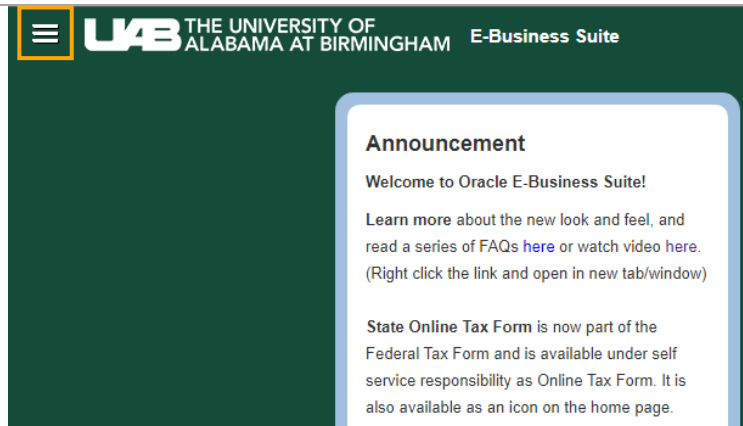


AdminSys (uab.edu/adminsys)



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**

Search

E-Business Suite

- UAB AP End User
- UAB Effort Report User
- UAB FN Document Entry/Approval
- UAB GA End User
- UAB GL End User
- UAB OnBase FN Campus Access
- UAB Report Viewer
- UAB Report Viewer -- Administrator
- UAB Self Service Applications**
  - UAB Sunflower Custom Reports
  - Online Tax Form
  - Employee Views
  - Faculty Data Form (VPN Required)
  - Employee W2
  - Employee Inquiry Form
  - Employment Verification Report
  - Educational Assistance Form
  - Nine Month Pay Election**
  - Nine Month Escrow Calculator

A form similar to this one will open

- You must select either the **Deferred Payment Option** or the **Non-Deferred Payment Option**

Nine Month Pay Election Form

Name: Example, Employee      Employee ID: 1234567  
 Title: 0134.Asst Prof      Organization: 431000000 Curriculum Instruction  
 Email Address: example@uab.edu      Payroll: 9/12 Monthly

**Non-Deferred Payment Option: Payments disbursed over the contract period**

Current Assignment Length	Contract Period	Salary Distribution Months
<input type="checkbox"/> 9 Months	August 15 - May 14	1/2 August, September - April, 1/2 May

Submit for Non-Deferred Option

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

Current Assignment Length	Contract Period	Salary Distribution Months
<input type="checkbox"/> 9 Months	August 15 - May 14	1/2 August, September - July, 1/2 August

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

**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**

Current Assignment Length	Contract Period	Salary Distribution Months
<input type="checkbox"/> 9 Months	August 15 - May 14	1/2 August, September - April, 1/2 May

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**

Current Assignment Length	Contract Period	Salary Distribution Months
<input type="checkbox"/> 9 Months	August 15 - May 14	1/2 August, September - July, 1/2 August

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 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

UAB Self Service Applications

Confirmation

Your election for the Deferred 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.

OK