

Salary Review for Academic Professionals

Overview of the Salary Review Process Website

The Salary Review Process for faculty and academic professionals is online, accessed through your web browser. After you log in, you'll see a welcome page, with a left menu where you can access general instructions and the memos with specific instructions for the various groups.

Above these links, you'll find a field where you can select the group you want to review. Groups are identified by department and staff type (**FAC** for faculty and **RSL** for academic professionals). Only groups you are authorized to review will be listed in this field.

Click the down arrow & select the group



Click Go when you have selected the group

Once you select a group, a worksheet is displayed that lists the employees, grouped by either rank or staff group. The worksheets allow you to enter pool allocations in either dollar amounts or percentages. Columns in which you may enter data have open fields, and formulas are provided in the worksheet to assist in your analysis.

Note: You cannot change the current FTE salary on the worksheet. If there is a discrepancy, contact Nita Cherry (8-3025) or Kris Miller (8-1660). If necessary another worksheet will be generated for you with corrected figures.

Enter your salary recommendations in the worksheet, following the appropriate instructions. If desired, you can save changes you have made and return to the worksheet later to complete the review. When you are finished, submit your final recommendations by clicking the Submit button.

Important! Remember to send all required supporting materials (salary recommendation forms, c.v.'s, etc.) to the Office of the Dean of the Faculty. Forms can be found at www.princeton.edu/dof/policies/forms.

Tip! To bookmark this website, use the www.princeton.edu/SalaryReviewProcess page, not the CAS or home page.

Getting Started

1. Open your browser, and enter the address: www.princeton.edu/SalaryReviewProcess.
2. Log in on the Central Authentication Service page by typing your Princeton *NetID* and your *Password* and clicking the Login button.
3. On the Welcome page, click the down arrow and select the worksheet you want to review in the *Please select a group...* field, and then click the Go button.

Tip! Only groups you are authorized to review will be listed. Groups are named by department number–department code–group type, where group type is **FAC** for faculty or **RSL** for academic professionals (researchers, specialists, and librarians).

Note: Do not open another tab or browser window to display another salary review worksheet.

Entering Normal Increases

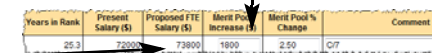
A normal increase is funded from the Merit Pool.

To enter a normal increase for a person:

1. Locate the person's name, scrolling as needed.
2. Enter the dollar amount to the nearest \$100 in the *Merit Pool Increase* field and press the Tab key. The percentage will be calculated automatically.

Alternatively, you can enter the percentage of the increase in the *Merit Pool % Change* field. The dollar amount will be calculated automatically and rounded to the nearest \$100 when you tab out of the field.

Increase fields
Calculated salary



Years in Rank	Present Salary (\$)	Proposed FTE Salary (\$)	Merit Pool Increase (\$)	Merit Pool % Change	Comment
25.3	72000	73800	1800	2.50	C17

3. The *Proposed FTE Salary* is calculated automatically, and the Dept Total (top of page) is updated as you work.

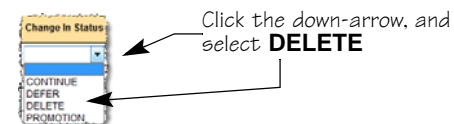
Important! Be sure to send the *Acad. Professionals Salary Recommendation Form* (replacing *Form RSL-2*), which is created from the worksheet when you click the link on the confirmation page after submitting the worksheet.

Deleting Academic Professionals

If your worksheet shows an academic professional who has terminated his or her employment at Princeton, you can delete that person from the worksheet. **Note:** When you delete an academic professional, the system removes the salary figures and recalculates the group pool.

To delete an academic professional:

1. Click on the *Change in Status* field, and select **DELETE** from the drop-down list.



2. When prompted to verify the delete, click OK. If this was a mistake, click Cancel.
3. In the *Comment* field, enter the termination date and the reason for termination.

Important! Be sure to send the termination form to the Office of the Dean of the Faculty.

Continuing Without an Increase

You can continue a professional appointed effective January 1 or later without an increase by selecting a *Status* of **CONTINUE**. All the fields, including the present salary, will revert to 0, to remove the salary from the pool calculations. The group pool will be recalculated without that salary.

To continue a professional without increase:

1. Click on the *Change in Status* field, and select **CONTINUE** from the drop-down list
2. When prompted to verify the continuation, click OK. The values will all be reset to zero, and you will not be able to change them. If this was a mistake, click Cancel.
3. Enter the appointment start date in the *Comment* field.



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Deferring a Decision

If you can't make a decision yet (for example, when grant funding is uncertain), but you do intend to give an increase, you can select a *Status* of **DEFER**. This has no effect on the group pool, and leaves the salary figures unchanged.

To Defer a Decision:

1. Click on the *Change in Status* field, and select **DEFER** from the drop-down list. When prompted to verify your selection, click OK. If this was a mistake, click Cancel.
2. Leave the *Merit Pool Increase* (\$) and *Merit Pool % Change* fields zero.

Leave the increase fields blank Enter the reason

DEFER	2.0	40100	40100	0	0.00	
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3. In the *Comments* field, indicate the reason for deferment.

Moving a Person to the Promotion Pool

If you are recommending an academic professional on your worksheet for promotion consideration rather than a merit increase, enter the promotion separately. When you change the *Status* to **Promotion**, the person is moved from the current group section to a new Promotions section below the existing groups, where you can enter the increase amount or percentage.

Note: Dept Totals do not include promotions.

To move a person to the promotion pool:

1. Click on the *Change in Status* field, and select **PROMOTION** from the drop-down list.
2. When prompted to verify the promotion, click OK. If this was a mistake, click Cancel.
The person will be added to a new Promotions section below the existing staff groups, where you can enter increase amounts or percentages.
3. In the *Comment* field, enter the promotion rank.

Enter the amount or % of increase

Change in Status	Years in Rank	Present Salary (\$)	Proposed FTE Salary	Merit Pool Increase	Merit Pool % Change	Comment - For promotions indicate new rank
PROMOTION	3.1	42800	45400	2600	6.07	promo ProfSpec as of 2/1/10
		42800	45400	2600	6.07	

Don't forget to enter the promotion rank in the comment field

Important! Remember to complete Form RSL-2, the Reappointment/Promotion/Salary Change Form.

Adding an Academic Professional

If an academic professional in your department does not appear on your worksheet, you can add the staff member to the appropriate staff group, and then enter the recommended increase amount or percentage. The pool will be recalculated automatically.

To add an academic professional:

1. Scroll to the bottom of the page to the Add New Staff Member section.

Adding New Staff Member
Please fill in new staff member's name, PU EmplID, Present FTE Salary and title. Then click Add New Staff button and Staff will be inserted into appropriate rank group above.
Note: ALL fields are required.

Last Name:	First Name:
PU EmplID:	Title:
Present Salary:	
Add New Staff	

Complete the fields and click the Add New Staff button

2. Enter the name in the *Last Name* and *First Name* fields.
3. Enter their 9-digit EmplID in the *PU EmplID* field.
4. Select the person's *Title* from the drop-down list.
5. Enter the new staff member's current salary in the *Present Salary* field.
6. Click the Add New Staff button. The person will be added to the appropriate rank section above.
7. Locate the new staff member in the appropriate group section, and enter any increase amounts or percentages (see "Entering Normal Increases").

Functions and Controls

The Preview, Save, Submit, Cancel, and Logout buttons are located in a group at both the top and bottom of the page.

Printing Your Worksheet

If you need to keep a printed copy of your worksheet for reference, you can print the worksheet by clicking the Preview button at the top or bottom of the page and then clicking on the Print button on the preview webpage. When you are finished, click the Return to the Work Sheet button.

Cancelling Changes

If you have made changes for one person that you no longer want, you can click the [Refresh](#) link at the end of that line to return the values to the *original* worksheet values.

To cancel more extensive changes, you can close the worksheet without saving changes by clicking the Cancel button at the top or bottom of the page. When prompted for confirmation, click OK. When you reopen the worksheet, you will see the last saved version.

Saving/Submitting Recommendations

You can save work as often as needed until you are ready to submit your recommendations. For example, if you need to end your session before your recommendations are completed, you can save your work and log out.

To save work, click the Save button at the top or bottom of the page. Log out and close the browser.

When your recommendations are final, you can submit the worksheet to send the recommendations to the Office of the Dean of the Faculty. Final submissions must be received by the specified due date.

To submit final recommendations, click the Submit button at the top or bottom of the page. On the confirmation page, click the link for the [Acad. Professionals Salary Recommendation Form](#) to create a form from the worksheet for each staff member. Print the displayed forms, have them signed, and attach all supporting materials.

Important! Always **log out** and close the browser when you are finished to protect data confidentiality. If you do not log out, the worksheet remains locked to other users for 24 hours, after which other authorized users can access the worksheet, and any unsaved work will be lost.

