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.

Getting Started

1. Open your browser, and enter the address: www.princeton.edu/SalaryReviewProcess.
2. Log in 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.

3. The Proposed FTE Salary is calculated automatically, and the Dept Totals at the top and the Remaining Pools above the staff group are updated as you work.

**Important!** Be sure to send the Acad. Professionals Salary Recommendation Form created from the worksheet when you click the link on the confirmation page after submitting the worksheet, with the supporting materials.

Deleting Academic Professionals

You can delete any academic professional who has terminated his or her employment at Princeton. 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.
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 will revert to 0, and the group increase pool will be recalculated without that salary.

**To continue a professional without increase:**

1. Click on the Change in Status field, and select CONTINUE.
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.

Reappointing Academic Professionals

You can reappoint a professional effective July 1 with a proposed merit increase.

**To reappoint a professional:**

1. Click on the Change in Status field and select REAPPT.
2. When prompted to verify the reappointment, click OK. The Reappt End Date field opens, blanking out any current end date. Enter a new proposed Reappt End Date or leave the field blank if the professional will serve without a specific end date.
3. Enter the Merit Pool Increase ($) or the Merit Pool % Change.
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.
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.

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.
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 Print 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 Print 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.

Canceling 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. Prof. Reappt/Promotion/Salary Change Form to create a form from the worksheet for each staff member. Print the displayed forms, have them signed, then scan and submit them along with any supporting documents.

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.