

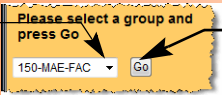
Salary Review for Faculty

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.

Tip! For faculty, the total pool amount is sent separately.

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 and 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 Kris Miller (8-1660) or Sandy Johnson (8-5230). 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, use the drop-down arrow and select the worksheet you want to review in the *Please select a group...* field. 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.

4. Read the information at the top of the page.

Entering Normal Increases

A normal increase is funded from the Department Pool and sometimes from the Special Pool.

To enter a normal increase for a person:

1. Locate the person's name, scrolling as needed.
2. To enter an increase from the department pool:
 - a) Enter the dollar amount to the nearest \$100 in the *Dept Pool* field.
 - b) Press the Tab key. The percentage will be calculated automatically.

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

3. To enter an increase from the special pool, enter the dollar amount to the nearest \$100 in the *Special Pool* field and press the Tab key. The percentage will be calculated automatically.

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

Increase fields → Calculated results

Present Salary (\$)	Dept Pool (\$)	Dept %	Special Pool (\$)	Special %	Proposed FTE Salary (\$)	Total Prop %
190800	500	0.26	1500	0.79	192800	1.05

4. The *Proposed FTE Salary* and the *Total Prop %* are calculated automatically, and the Dept Totals at the top of the page are updated as you work.

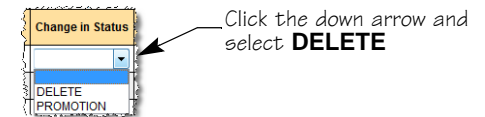
Important! Be sure to send the individual Faculty Salary Recommendation Form (replacing Form F-3), which is created from the worksheet when you click the link on the confirmation page after submitting the worksheet.

Deleting Faculty Members

If your worksheet shows a faculty member who has terminated his or her employment at Princeton, you can delete that person from the worksheet. **Note:** If you delete a faculty member, your Department Pool allocation will change. Contact Sandy Johnson (8-5230) for the revised allocation.

To delete a faculty member:

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 letter of resignation to the Office of the Dean of the Faculty.



Salary Review for Faculty

Moving a Faculty Member to the Promotion Pool

If you are recommending a faculty member on your worksheet for promotion consideration rather than a normal increase, you can enter the promotion separately. When you change the status to Promotion, the person is removed from the current rank section and added to a new Promotions section below the existing faculty rank groups, where you can enter increase amounts or percentages.

Note: If you move someone to the Promotions section, your Department Pool allocation will change. Contact Sandy Johnson (8-5230) for the revised allocation.

To move a faculty member to the promotion pool:

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

Note: A professor cannot be promoted.

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 faculty groups, where you can enter increase amounts or percentages.

3. In the *Comment* field, enter the promotion rank.

Enter promotion increase in the appropriate pool

distributed separate cover

Change in Status	Present Salary (\$)	Dept Pool (\$)	Dept %	Special Pool (\$)	Special %	Proposed FTE Salary (\$)	Total Prop %	Comment - For promotions indicate new rank.
PROMOTION	92500	27500	29.73	0		120000	29.73	Promo appr 3/2019
PROMOTION	109300	0	0.00	0	0.00	109300	0	
	201800	27500	13.63	0	0	229300	13.63	

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

Important! Remember to complete the Faculty Reappointment/Promotion Recommendation Form (Form F-2).

Adding a Faculty Member

If a faculty member in your department does not appear on your worksheet, you can add the faculty member to the appropriate rank group, and then enter the recommended increase amount or percentage.

Note: If you add new faculty members, your Department Pool allocation will change. Contact Sandy Johnson (8-5230) for the revised allocation.

To add a faculty member:

1. Scroll to the bottom of the page to the Add New Faculty section.

Complete the fields and click the Add New Faculty button

2. Enter the person's name in the *Last Name* and *First Name* fields.
3. Enter their 9-digit EmpID in the *PU EmpID* field.
4. Select the person's *Title* from the drop-down list.
5. Enter the new faculty member's current salary in the *Present Salary* field.
6. Click the Add New Faculty button. The person will be added to the appropriate rank section above.
7. Locate the new faculty member in the appropriate rank section, and enter any increase amounts or percentages, as described in "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 web page. 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 [Faculty Salary Recommendation Form](#) to create a form from the worksheet for each faculty 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.

