



Faculty Pay Schedule Reform Instructional Guide

The Office of the Dean of the Faculty is pleased to offer you this instructional guide that will give you detailed information on the different options for faculty pay schedules and directions on how to elect your preference.

Pay schedule elections can be made through the **Faculty Pay Election** tile found on the HR Self Service website. Changes can be made each spring during the election period. The 2021-22 pay schedule election period will open on Monday, April 12, 2021 and close on Friday, April 30, 2021.

Benefits for Changing Faculty Pay Schedules

There are key benefits for allowing changes to the faculty pay schedule, especially in regards to the 12-month schedule:

1. Faculty can choose not to have potential pay gaps in the summer.
2. Faculty can have a regular cash flow, facilitating easier personal budgeting.
3. Faculty will have the ability to have benefit deductions withheld evenly throughout the year.

Faculty who receive summer salary and choose the 9- or 10-month pay schedule will receive a smoother cash flow than if they choose the 12-month schedule. Please note that faculty who are on a one-semester leave will receive slightly different monthly pay amounts in the fall versus spring semester.

Who is Eligible?

All assistant professors, associate professors and full professors will be impacted by the faculty pay schedule change and must select either a 9-, 10- or 12-month payment schedule.

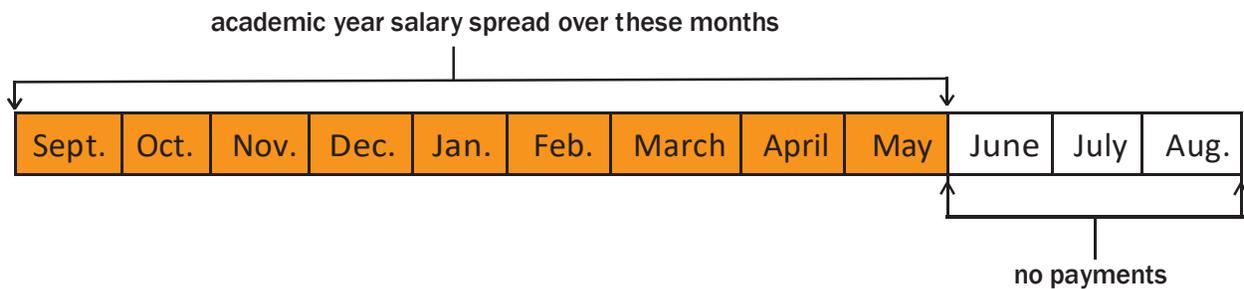
Newly-appointed or rehired ladder faculty in their first year will have the option to choose a 9-month schedule (pay from September through May) or a 10-month schedule (pay from September through June). After the first year, they may choose either a 9-, 10- or 12-month payment schedule.

Faculty Pay Schedule Options

Academic year salaries are currently based on a 9 month academic year, but are paid over 10 months. Under calendar reform, academic salaries will remain based on a 9 month academic year, but eligible faculty will have the option to spread their academic year salary over 9-, 10-, or 12-months. It is important to note that the total amount of your academic year salary will not change, only the timing of disbursement. Faculty who wish to remain on the current pay schedule should elect the 10-month schedule as it follows the current September through June model.

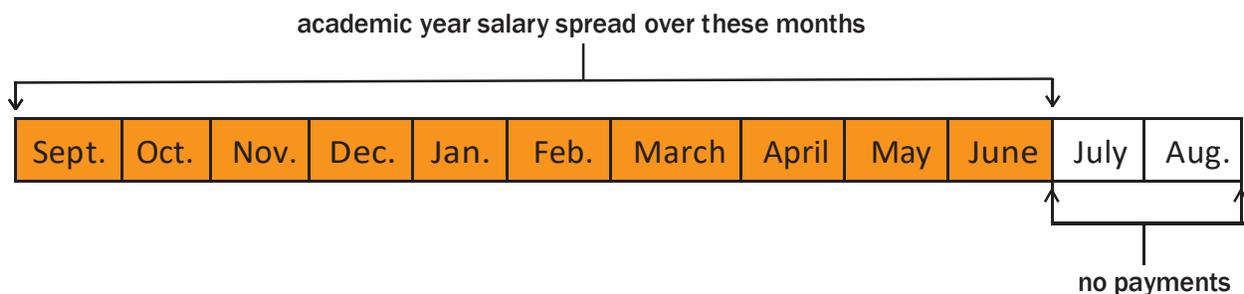
9 Month Pay Schedule

Faculty selecting a 9-month schedule will receive their academic year salary over the academic year (September through May). No payments during June, July and August. Details on summer pay are on page 3.



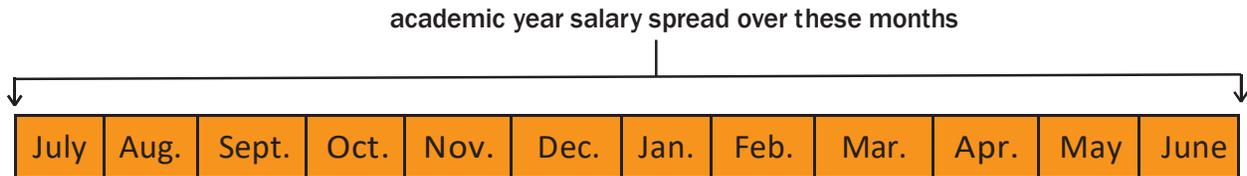
10 Month Pay Schedule

Faculty selecting a 10-month schedule will receive their academic year salary over 10 months (September through June). No payments during July and August. Details on summer pay are on page 3.



12 Month Pay Schedule

Faculty selecting a 12-month schedule will receive their academic year salary over 12 months (July through June). Details on summer pay are below.



Summer Pay

Faculty receiving summer salary may continue to do so regardless of pay schedule chosen. Due to the shift in the academic calendar, summer salary going forward may be earned during the months of June, July and August. The maximum summer salary earning remains at 2.5 months, provided at least .5 months are earned from external sources.

Due to calendar reform, the timing of summer break will change.

Currently summers are run from June 16 – September 15.
The new summer break will be from June 1 – August 31

	June	July	August	September
Current Summer				
Future Summer				

Additional notes:

Faculty who select the 10- or 12-month schedule will receive their summer salary payments in addition to their monthly FTE pay.

2020 is a transition year. Due to classes beginning September 2, 2020, faculty will only be eligible for summer salary for half of June (.5 month), July and August in 2020. In future years, summer salary can be earned in June, July and August.

Deductions

The University will maintain the current process of salary deductions with payroll deducting from paychecks whenever possible. Examples of deductions are health benefits, the mortgage program payments, and University-owned rental housing payments. Additional information is available for each of these programs below.

Health Insurance

Health insurance payments are currently deducted on a monthly basis and will continue as such.

Faculty members who do not receive a paycheck in the summer months will have their health insurance premiums taken out in their September and October paychecks in equal installments.

Mortgage Deductions

For those who participate in the Princeton mortgage program, all current mortgages are written with 10-month amortization schedules and mortgage holders are charged over 10 months from September through June.

Current participants who choose a 9-month pay schedule will be invoiced separately for the June payment, unless they receive summer salary (in which case it will be taken out through payroll deduction).

Future mortgages in the Princeton mortgage program will be written with a 12-month amortization schedule and mortgage holders will be charged over 12 months.

New participants who choose a 9- or 10-month pay schedule will receive a bill during any month they do not receive payment (i.e. summer salary).

University Rental Housing Deductions

Rental contracts are written from the date of occupancy through the following June and payments will continue to be collected monthly, preferably through payroll deduction.

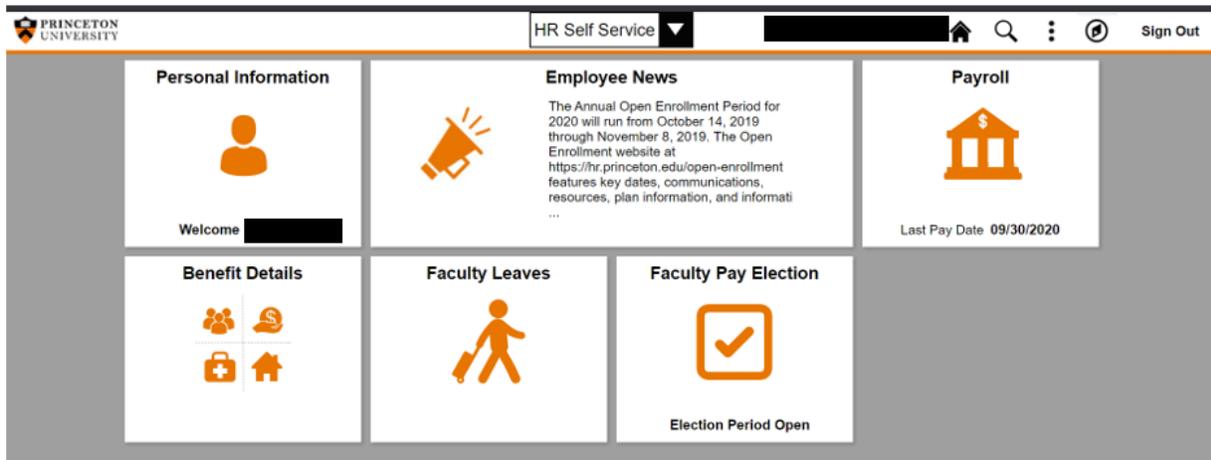
Faculty who choose a 9- or 10- month schedule will receive an invoice for their payment for any month they do not receive a paycheck (i.e. summer months).

Pay Schedule Election Process

The pay schedule election process will be similar to the open enrollment process for benefits. The window to make your selection for the 2021-22 academic year will run from April 12 through April 30, 2021.

Faculty will make their pay schedule choice through the HR Self-Service portal: (<https://hr.princeton.edu/myhr/application-systems>).

Once on the page, please click the **Faculty Pay Election** tile on the lower right corner.



Pay Schedule Election Process Cont.

Pay Schedule Election

Welcome to the Pay Schedule Election page. You are eligible to change your pay schedule if you see an 'Open' status next to the academic year. Simply click the Open button to begin making your election.

You may only make or change your pay schedule election during the open enrollment period. Once the election period has closed, you must wait until the following academic year to make any changes.

The election period for the Academic Year 2020-21 is open from January 09, 2020 and ends on April 01, 2020. You may log into your HR Self Service portal any time during this period to make changes.

For questions or additional information on faculty pay schedules, please visit the [Office of the Dean of the Faculty's website](#).

Academic Year	Open/Closed
1 2021 Academic Year 2020-21	Open >

When you are on the above page, click the **Open** button in order to begin the election process.

When you arrive at the pay schedule election page, see below, choose your preferred pay schedule for the 2021-22 academic year. Your gross pay will be calculated in the bottom of the page. When you are satisfied with your election, click the **Elect** button.

Back

Pay Schedule Election

Election for Academic Year 2020-21

The University offers eligible faculty the opportunity to spread their academic year salary over a 9-, 10-, or 12-month schedule according to their preference. Faculty who do not submit an election during the enrollment period will automatically be default to the 10-month schedule (September through June).

For questions or additional information on faculty pay schedules, please visit the [Office of the Dean of the Faculty's website](#).

Select One

- Pay Over 9 Months September through May
- Pay Over 10 Months September through June
- Pay Over 12 Months July through June

It is important to note that the total amount of your academic-year salary will not change, only the timing of disbursement. Faculty who wish to remain on the current pay schedule should elect the 10-month schedule as it follows the current September through June model.

You have elected the 10 Month Schedule. Your gross pay will be [Redacted] per month, to be paid from September through June.

Elect

Pay Schedule Election Process Cont.

You will then arrive at the confirmation page. Read the text carefully, understand what you are agreeing to, and click the **Submit** button once you are done.

The screenshot shows the HR Self Service portal interface. At the top, there is a navigation bar with "HR Self Service" on the left, "Faculty Pay Confirmation" in the center, and "Sign Out" on the right. A "Back" button is located in the top right corner. The main heading is "Pay Schedule Election". Below this, there is a paragraph explaining the annual enrollment period for the Academic Year 2020-21, which is open from January 09, 2020, through April 01, 2020. It states that users can return to the page as many times as they like during this period. Below the paragraph, it says "By clicking Submit, you agree to the following:" followed by a bulleted list of terms and conditions. At the bottom of the form area, there is a "Submit" button. Below the button, a message states "Your election has been successfully submitted."

Pay Schedule Election

The annual enrollment period for the Academic Year 2020-21 will be open from January 09, 2020 through April 01, 2020. During this time, you may return to this page as many times as you like and make any changes you wish. Once the enrollment period ends on April 01, 2020 you will be locked into your election until the next academic year enrollment period.

By clicking Submit, you agree to the following:

- I understand that I will not be able to revoke this election or make any changes after the enrollment period for the Academic Year 2020-21 ends on April 01, 2020.
- I understand that selecting a 10- or 12-month schedules does not affect the status of my appointment, which remains on a 9-month basis.
- I understand that this election will automatically carry forward to each new academic year that I am employed by the University unless I submit a change during the next available enrollment period.
- If I have selected the 12-month schedule and leave the University during the year, I am responsible for paying any amount received, but not yet earned.

Submit

Your election has been successfully submitted.

You will receive an email confirming your pay schedule election in your Princeton inbox.

Dear Faculty Member,

Your pay schedule election for the Academic Year 2020-21 has been successful submitted. You have selected the 12-Month Schedule and will receive monthly paychecks from July through June.

The election period for the Academic Year 2020-21 is open from April 13, 2020 and ends on May 08, 2020. You may log into your HR Self Service portal any time during this period to make changes.

For questions or additional information on faculty pay schedules, please visit <https://dof.princeton.edu/policies-procedures/faculty-pay-schedule>.

Thank you.

Questions?

We are here to assist you with any questions that you may have during this transition. For questions on a specific topic, please contact the appropriate department below:

General Inquiries: Office of the Dean of the Faculty | dof@princeton.edu

HR Benefits: Human Resources | benefits@princeton.edu

Payroll: Payroll Services | payroll@princeton.edu

Mortgage Program: Dede Nissen | nissen@princeton.edu

University Rental Housing: Housing & Real Estate Services | fshsg@princeton.edu

Additional resources are also available on the Dean of the Faculty's website [here](#).