Faculty Pay Schedule Reform
Election Process Guide

Election Process

The election process for making your 2020-21 academic year pay schedule election will open on Monday, April 13, 2020 and run through Friday, May 8, 2020.

On April 13, 2020, you will receive an email notification that a new tile on your HR Self Service is available. To make your pay schedule choice through the HR Self-Service portal, please select the Faculty Pay Election icon: (https://hr.princeton.edu/myhr/application-systems).

The Faculty Pay Election tile will house your pay schedule elections, starting with the 2020-21 academic year. You may only make changes to your pay schedule if the status indicates the election period is Open.
The election period will be held in the spring prior to each academic year. Faculty will have several weeks to make their selection. Once a selection is made, the pay schedule will roll over from year to year until a change is made.

To make an election for the 2020-21 academic year, click on the arrow next to the Open indicator.
When you arrive at the pay schedule election page, see below, choose your preferred pay schedule for the 2020-21 academic year. Your gross monthly pay will be calculated in the bottom of the page. When you are satisfied with your election, click the **Elect** button.

![Pay Schedule Election](image)

*Please note that the site calculates your gross monthly pay and does not include any deductions.*
Once you elect your pay schedule, you will arrive at the confirmation page. Read the text carefully, understand what you are agreeing to, and click the **Submit** button once you are done.

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](https://dof.princeton.edu/policies-procedures/faculty-pay-schedule).

Thank you.

Once you receive the confirmation email, the election process is complete.