

# Faculty Leave Request Process: A Quick Reference Guide for Managers

## ACCESSING THE LEAVE REQUEST MANAGEMENT MENU

1. Login to your HR Self-Service at: [www.princeton.edu/selfservice](http://www.princeton.edu/selfservice)
2. Click on the "Compass" icon at the top of the screen, and then click Navigator > Workforce Administration > DOF Forms > Manage Faculty Leaves. Or, click the search icon and search for "Faculty Leaves".

## VIEWING AND MANAGING LEAVE REQUESTS

1. On the "Manage Faculty Leaves" screen, you will see a listing of all leave requests from faculty in your department. Use the "Filter by" menu to filter the leave requests by department, academic year and leave status.
2. As a department manager, you will need to review all leave requests marked with the status "Submitted to Department." To review a leave, click on the faculty member's name.
3. Clicking on a faculty member's name will bring you to the individual's leave request information. You will want to review the information submitted and view attachments. You may also add attachments to the application if needed. *You are responsible for reviewing content and double-checking for accuracy, especially as it relates to the type of leave(s) requested and type(s) of pay requested.*
4. Below the "Additional Comments" box, you'll see a space to enter the chart string details for the leave. Under "Salary Allocation", enter the term, department, fund, program, account, site, and other information as needed (in the same way as you did on the old PDF leave request form).
5. Enter your own comments (if you would like) in the "Chair/Dept Mgr Comments" box at the bottom of the page. The faculty member will not be able to view these comments -- only the Chair and the Office of the Dean of the Faculty will have access to these.
6. To return to the list of leaves without saving, click the "Return to Main Page" button.
7. To save any changes without sending the leave request to your chair, click the "Save" button. Once you have reviewed the request and entered all additional information, click "Submit to Department Chair" to send the information to your department's Chair for review.

**Review a Faculty Statement here**

**Use to attach Chair's Memo and supporting docs**

**Use to search for department codes, fund codes, etc.**

**Click to add more rows to this section**

**Use this space to add comments, which are viewable only by the chair and the Office of the Dean of the Faculty**

**Save without submitting**

**Submit to your Chair for review**

**Attach Faculty Member's Statement**

**Attach Chair's Memo**

**Attach Other Supporting Doc**

**Return to Main Page**

**Save**

**Submit to Department**

We encourage you to use the template found here for your Faculty Leave Statement

The department manager must attach a detailed memo for each faculty request that speaks to the value of this leave to the individual and department and how the department will cover the teaching, advising, and service responsibilities of the faculty member.

Description	Attached File	Last Update Date/Time	View Attachment	Delete Attachment
Faculty Member's Statement	Attachment_1.docx	10/28/2016 10:46:07AM	View Attachment	Delete Attachment
Chair's Memo	Attachment_2.docx	10/28/2016 10:52:51AM	View Attachment	Delete Attachment

Below, please specify the actual amounts and chart strings to be charged. Begin Date: 09/01/2017 End Date: 07/01/2018

Term	Department	Fund	Program	Account	Site	PC BU	Project	Activity	Amount	%
1	Academic	21300	A0024							

Chair / Dept Mgr Comments

