

# Faculty Pay Schedule Reform Election Process Guide

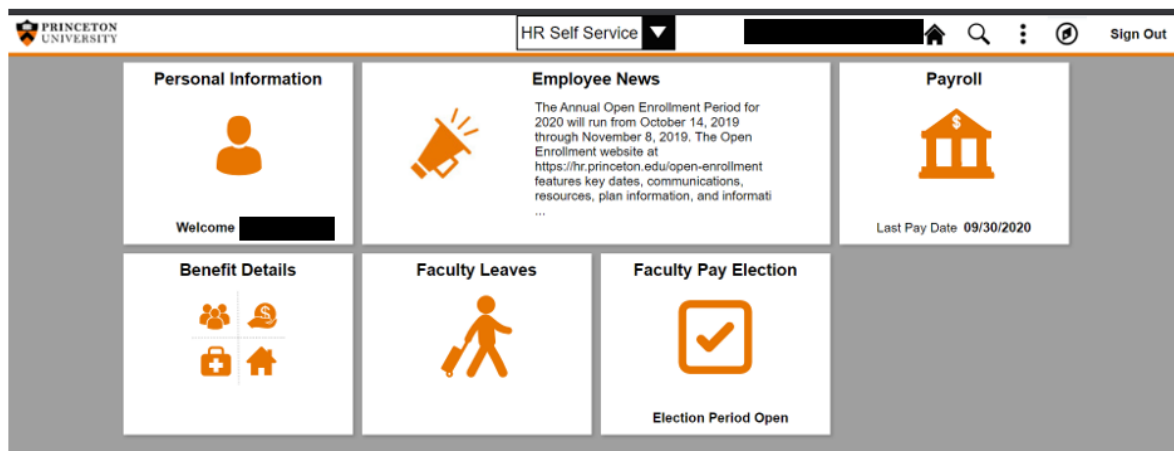
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## Election Process

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.

HR Self Service      Pay Schedule Election Years      [Redacted]      Home      Search      [Redacted]      Sign Out

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### 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 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.

HR Self Service Faculty Pay Schedule Election [redacted] Sign Out

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### 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

\*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.

The screenshot shows the top navigation bar of the HR Self Service portal. On the left is the 'HR Self Service' logo. In the center is the page title 'Faculty Pay Confirmation' followed by a redacted user ID. On the right are icons for home, search, and user profile, along with a 'Sign Out' link. Below the navigation bar is a 'Back' button. The main content area is titled 'Pay Schedule Election'. It contains a paragraph explaining the enrollment period for the Academic Year 2020-21, which is open from January 09, 2020, to April 01, 2020. It states that users can return to the page during this period to make changes, but will be locked into their election after April 01, 2020. Below this is a sub-heading 'By clicking Submit, you agree to the following:' followed by a bulleted list of three terms and conditions. At the bottom of the page is a 'Submit' button.

HR Self Service Faculty Pay Confirmation [Redacted] Sign Out

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### 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

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.

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