Step-by-Step Instructions for CALM

You can log in at www.princeton.edu/selfservice.

LOG IN HERE

**To View Balances**

Self Service
Time Reporting
Balance Statement View
Leave Plan – pull down menu – sick or vacation or personal

**To Report an Absence**

Self Service
Time Reporting
Report Absence
  - Start Date
  - Select Absence Name (Vacation Leave, Personal Leave, Sick Leave, etc)
  - Total Hours: 7.25 (all day out of office)
  - Click Submit

**To Edit/Cancel Unprocessed Time**

- Go To: Edit/Cancel Unprocessed Time
- Edit/Cancel Unprocessed Time
- Edit/Cancel
- Cancel
- Are you sure you want to cancel?
- Yes
- The Absence was successfully cancelled (confirmation)
- OK

**Balance Adjustments**

In some cases, employees may have taken time between the submission of the balance worksheet and the end of the pay period. If you need to make an adjustment please send me the information.

*For example:* You were sick on July 28th and the sick time did not make it into the initial CALM system totals. Send me an email with the date, type of day and hours

**July 28**
Sick
-7.25 hours

OR - you planned on taking a day off but didn’t:

**July 28**
Personal Holiday
+7.25

*Any Questions – call me or email, x8-7338 or kdugo@princeton.edu

Kind Regards,
Kim