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 canel?
- 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