



Faculty Salary Equity Program System User Guide

(For Faculty Requestor)

*Last update 12/21/23; additional information will be forthcoming as remaining
Faculty Salary Equity Program deadlines approach.*

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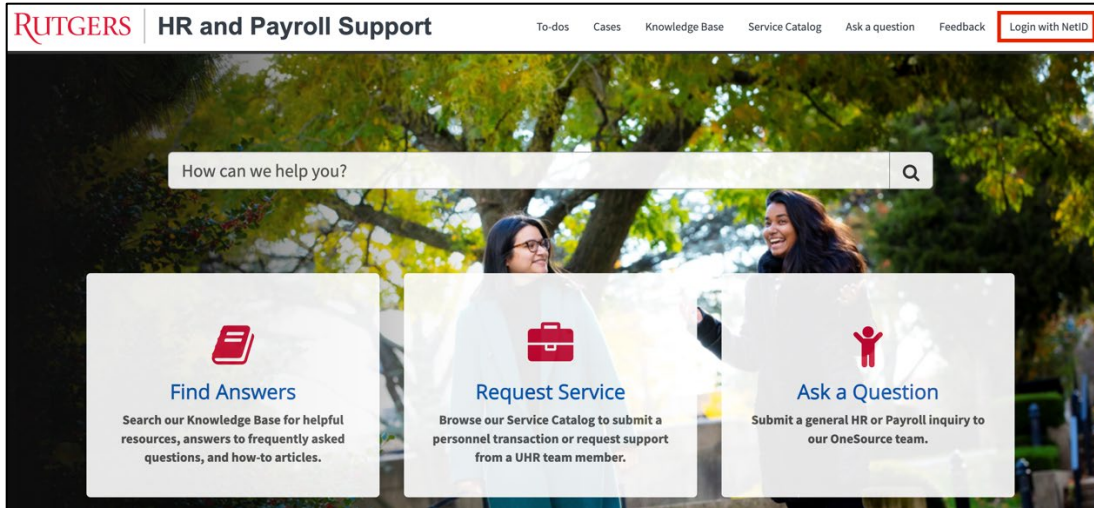
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Part I - How to Submit a Faculty Salary Equity Request

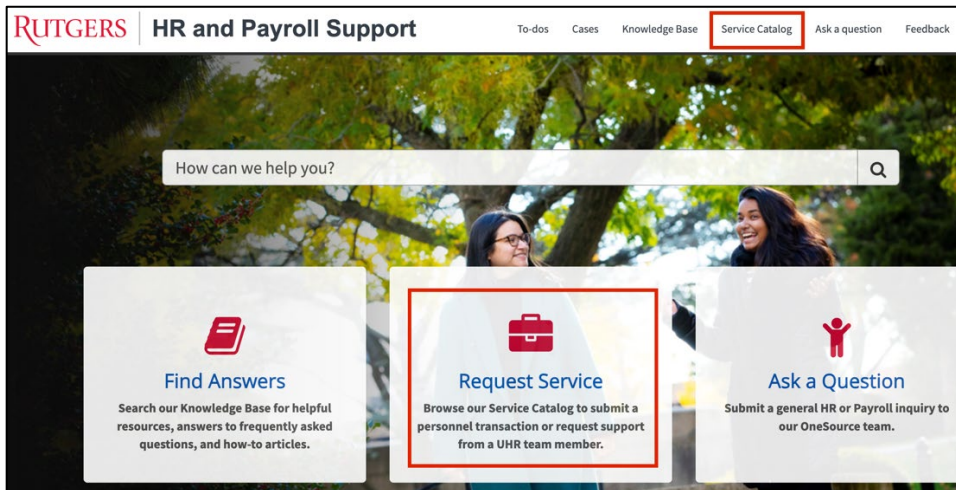
A faculty member requesting a pay equity adjustment must submit a written request with supporting documentation to the Dean and to Compensation Services via the [HR/ Payroll Self-Service Portal](https://rutgers.service-now.com/hrportal).

Listed below are the navigation steps:

1. Navigate to the HR/ Payroll Self-Service Portal (<https://rutgers.service-now.com/hrportal>) and click “**Login with NetID.**”



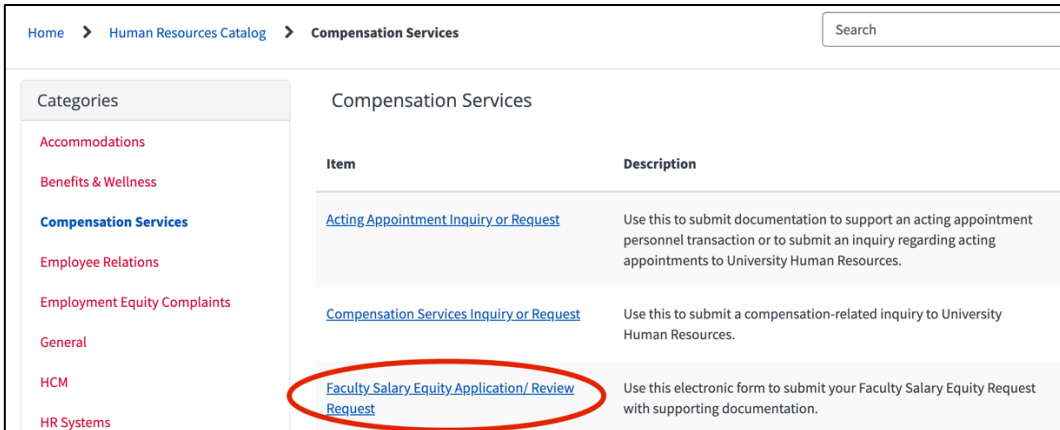
2. Click “**Service Catalog**” on the top menu bar or “**Request Service.**”



3. Click the “**Compensation Services**” tile.



- Click “**Faculty Salary Equity Application/Review Request**” to begin the submission of the application form.



IMPORTANT NOTE: *Prior to submitting your request, be sure that you have all required information and documentation prepared, clearly labeled, saved to the device that you are using to submit your request and that you are ready to submit your request in its entirety, as you will be unable to save a draft for later submission. Navigating away from the request form will require you to restart your request from the beginning.*

- Complete the form by entering information in the listed field boxes.
 - To select a **Dean**, start typing their name or NetID. A list will be generated, and within the list you will see the Dean’s name, NetID, job title and department. Once you find the individual you are looking for, click on the name.
 - Click on the arrow button to select your **Chancellor’s Office**.

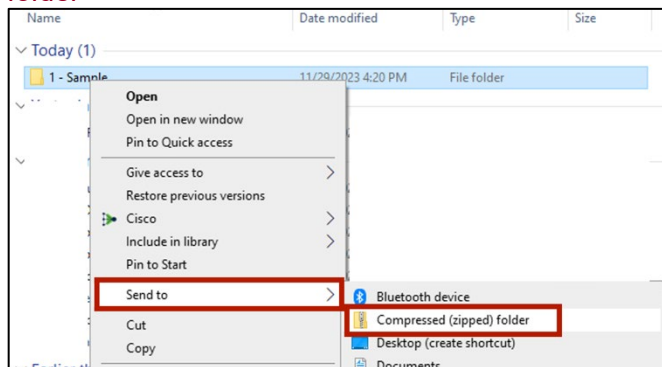
The screenshot shows a web form with several required fields, each marked with an asterisk (*). The fields are:

- * Indicates required
- * Please provide your School(s)/Unit(s) (text input)
- * Please provide your Dean's name (text input)
- * Please select your Chancellor's office (dropdown menu with "-- None --" selected; the dropdown arrow is circled in red)
- * Please provide your field of study, as well as degrees and professional licensure (text input)
- Please provide your preferred phone number (text input)

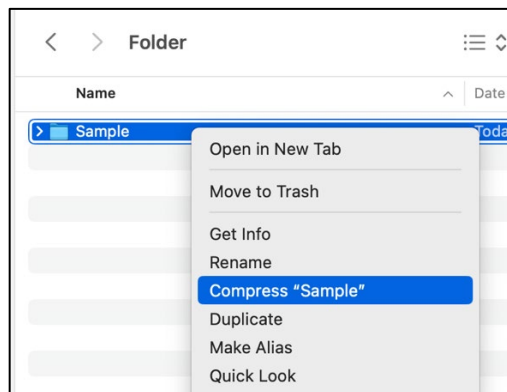
- Continue completing the form by entering information in the listed field boxes.
 - Additional/helpful information is provided by clicking on the question marks that appear throughout the application process.*
 - If you prefer to upload an attachment detailing the reason for your request, please enter “see attached” in the “**Please provide a factual statement detailing the reason for this request**” field.*

7. You may upload supporting documentation by clicking on the “**Upload**” button below and selecting the document you wish to submit with your request. Should you have multiple documents to attach, please compress all documents into a single zip file by following the steps below:
 - a. Create a folder of all the files you want to add to your zip file
 - b. Add in all the documents you want included into that new folder
 - c. Right-click on the folder and depending on your operating system click applicable “Compress” feature

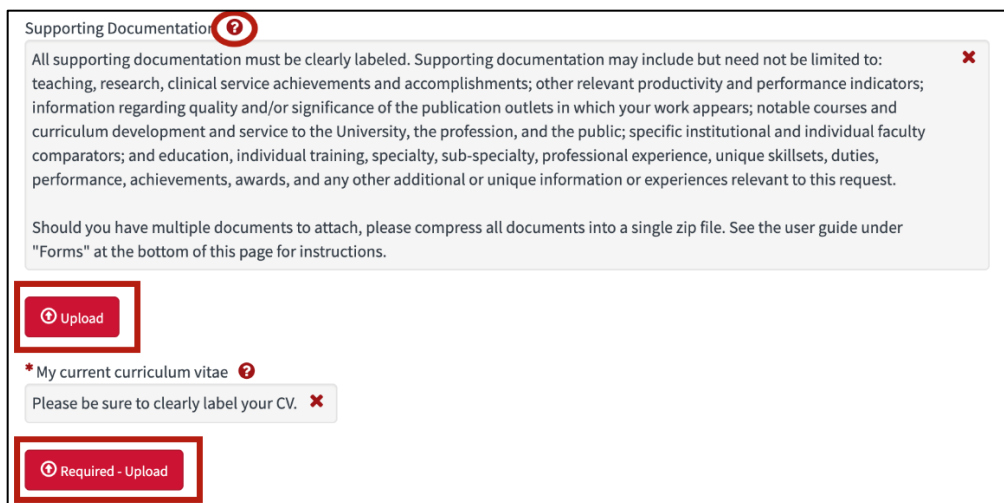
Microsoft Windows = “Compressed (zipped) folder”



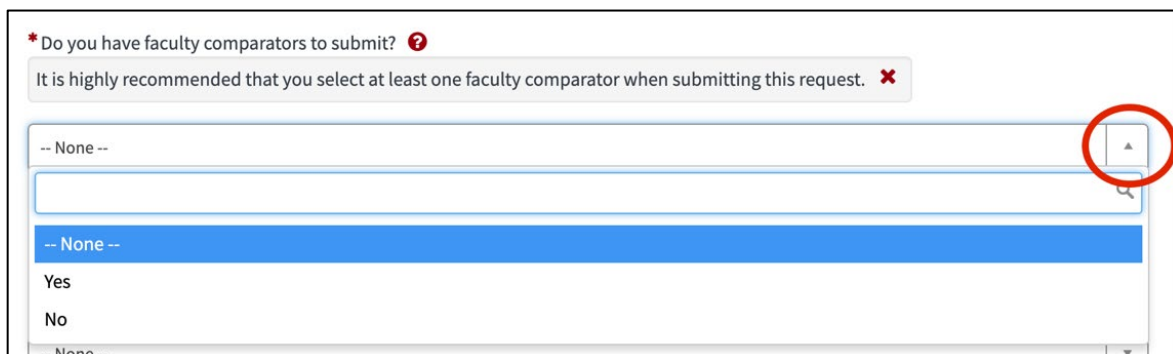
Apple macOS = “Compress ‘Folder_name’”



You must upload a copy of your current CV by clicking on the “**Required - Upload**” button.



8. In the next section, you will be asked if you have faculty comparators to submit. Click on the arrow to select “Yes” or “No.”



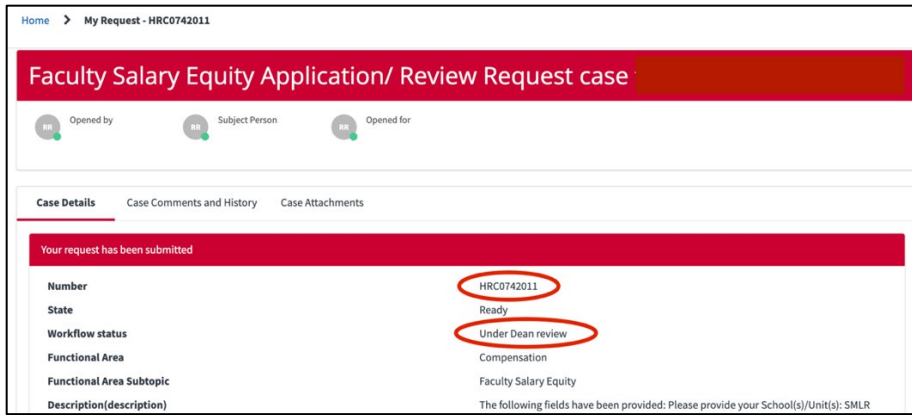
9. If you answer “**Yes**,” you will be asked to submit as many or as few comparators in support of your request. To do so, click on the “**Faculty Comparators**” field and type the name of your comparator, select the appropriate person in the drop down. Repeat this step to select additional comparators. You will also be required to provide overall comments on the comparators you entered. If you provided comments on your comparators in the uploaded documents, please enter “see attached” in the “**Comments**” field.

The screenshot shows two form sections. The first section is titled “* Faculty Comparators” with a help icon and a red “X” icon. Below the title is a text box containing the instruction: “Please submit as many or as few faculty comparators in support of your request.” Below this is a large empty text input field. The second section is titled “* Comments” with a help icon and a red “X” icon. Below the title is a text box containing the instruction: “If you have identified faculty comparators to include as part of your salary equity request, please provide a detailed explanation of how their academic credentials and profile compare to your own (e.g., scholarly activity, service, teaching, research, prominence in field, clinical practice, specialty, etc.).” Below this is another large empty text input field.

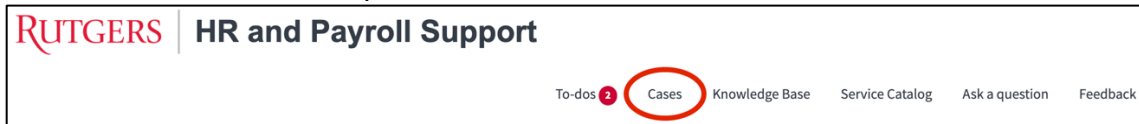
10. Once done, click the “**Submit**” button on the right side of the screen (*The button will be enabled after you have completed all required fields on the application form, including completion of the certification at the bottom of the form*).
- If you click the “**Submit**” button prior to completing all the mandatory fields, an error message will be displayed to notify you which fields still need to be filled in.
 - Below the “**Submit**” button there will be a list of the required information needed to submit the application.

The screenshot shows a certification section on the left and a “Required information” section on the right. The certification section is titled “* I certify that” with a help icon and a red “X” icon. Below the title is a text box containing the instruction: “I have clearly labeled and attached any and all additional documentation to support my request (if applicable). The information provided within this request is true and accurate and I understand that answering “Yes” to this question serves as my signature.” Below this is a dropdown menu with “-- None --” selected. Below the dropdown is a search input field with a magnifying glass icon. Below the search field is another dropdown menu with “-- None --” selected. Below the second dropdown is a blue button labeled “Yes”. The “Required information” section is titled “Required information” and contains three red buttons: “Please provide your School(s)/Unit(s)”, “Please provide your Dean’s name”, and “Please select your Chancellor’s office”. A red “Submit” button is located at the top right of the form, circled in green. A red circle highlights the search icon in the search input field.

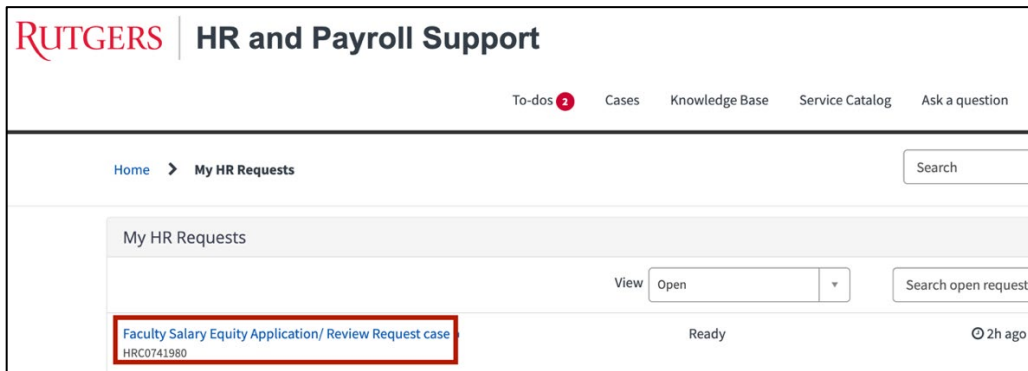
11. Upon successful completion of your application for a faculty salary equity review, you will be redirected to a confirmation page that will provide your case number and show the current workflow status. You and the Dean you selected will also receive a notification to your standard Rutgers email address to confirm your application was submitted.



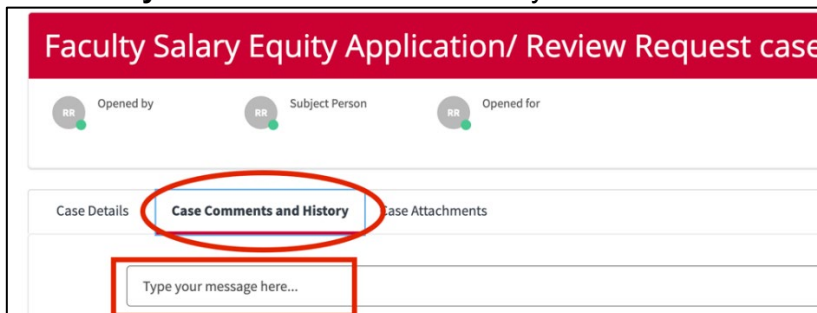
12. You may check on the status of your case throughout the process. Navigate to the HR/ Payroll Self-Service Portal (<https://rutgers.service-now.com/hrportal>) and login using your NetID and Password. Click on the “Cases” tab at the top of the screen.



13. Your case will appear under “My HR Requests”. You may click on the appropriate case number to view case details.



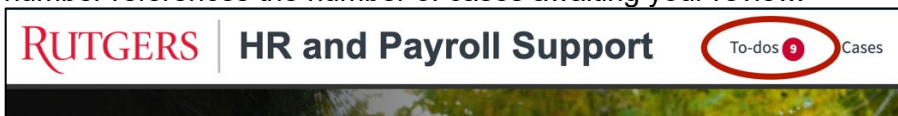
You may reach out to Compensation Services by going into the case and clicking the “Case Comments and History” tab to leave a comment on your case.



Part II - Faculty Member's Review of Dean's Comments

Once the Dean's written comments in response to the salary equity request are available to review, the faculty requestor will receive an email with the subject line **"ATTENTION: Review of the Faculty Salary Equity Request case [Case #] for [Faculty Requestor's Name]"** to review the Dean's comments.

1. Click on the **"Faculty member's review of Dean's comments"** webform link within the body of the email. If you are not already logged into the HR/ Payroll Self-Service Portal (<https://rutgers.service-now.com/hrportal>), you will be redirected to the Rutgers CAS page to login with your NetID and password.
2. Once you are logged in, the webform page will open where you will be able to review the Dean's written comments and provide your response to the Dean's review if you choose to do so.
 - You may also navigate to the **"Faculty member's review of Dean's comments"** webform by logging into the [HR/ Payroll Self-Service Portal](#), and clicking **"To dos"** on the top menu bar. The number references the number of cases awaiting your review.



- Click on task you want to review, then click the **"Faculty member's review of Dean's comments"** webform link on bottom of the screen to review the Dean's comments.

My tasks

| Open | Completed | |
|---|-----------|--|
| View the Dean's comments and submit a response to their comments if needed. | | <p>View the Dean's comments and submit a response to their comments if needed.</p> <p>HRC0735747 - Faculty Salary Equity Application/ Review Request case</p> <p>HRT0254204</p> <p>Details Task Comments and History</p> <hr/> <p>In accordance with the negotiated agreement between the University and the Union, you may submit a response to the Dean's comments.</p> <p>If you choose to submit a response, comments must be submitted no later than! (Deadline date will be provided here)</p> <p>To review the Dean's comments, case details, and submit your response, please complete the "Faculty member's review of Dean's comments" webform.</p> |

3. Once you are on the webform you will see all the details of the Dean’s review and if you chose to, you may submit a response to the Dean's comments.
 - a. *The **Case** field shows the associated task and case related to the faculty salary equity application.*
 - i. *The task (HRT) number is created for the faculty requestor to provide their response.*
 - ii. *The case (HRC) number refers to the faculty member’s original case number).*
 - b. The “**Deadline**” field provides the last day the faculty requestor can review the Dean’s comments and submit a response.

Faculty member's review of Dean's comments

* Indicates required

The Dean's written comments in response to your request for a salary equity adjustment appear below.

In accordance with the negotiated agreement between the University and the Union, you may choose to submit a response to the Dean's comments to Compensation Services and to the Dean. If you choose to submit a response, comments must be submitted no later than the stated deadline by completing the field at the bottom of this screen.

If you choose not to submit a response, please close this page when you have finished reviewing the Dean’s comments. If, at a later time, and prior to the deadline, you decide to submit a response you may do so by clicking “To-dos” on the top menu bar and navigating to the task associated to your Faculty Salary Equity Application/ Review Request.

IMPORTANT! Please be sure that you have entered all the required information prior to submitting your response as you will only be able to submit this form one time.

Note: You will be unable to save a draft for later submission. Navigating away from the page will require you to restart the webform from the beginning.

Deadline

04-25-2023

* Case

HRT0254204 | HRC0735747 ▼

4. Review the details concerning the “**Faculty Comparators**” on the table to see the Dean’s assessment and comments regarding each comparator provided by the Faculty Requestor, as well as any comparators added by the Dean.
 - You will also see if the Dean supports or does not support the request, along with their overall comments

Faculty Comparators

| Submitted By | Comparator | Dean Assessment | Dean Comments |
|-------------------|-------------------|-----------------|---------------------------------------|
| Dean | Comparator's name | Agree | Dean's response will be provided here |
| Faculty Requestor | Comparator's name | Does not agree | Dean's response will be provided here |

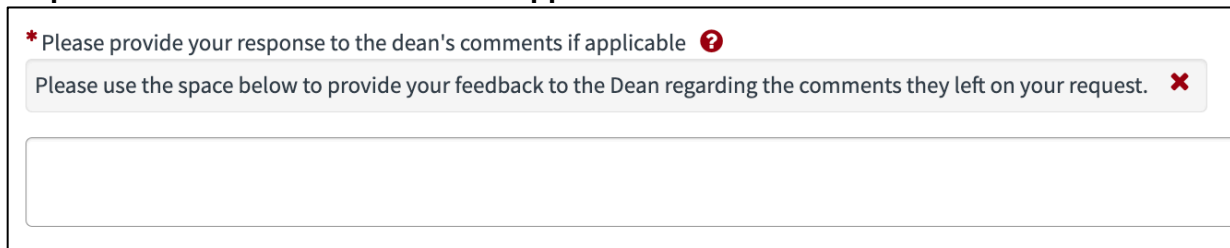
Dean's Support

Supported ▼

Dean's Overall Comments:

Dean's response will be provided here

5. If you choose to provide feedback to the Dean, you may enter it on the “**Please provide your response to the dean’s comments if applicable**” field



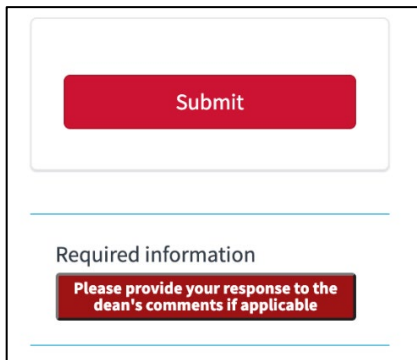
* Please provide your response to the dean's comments if applicable ?

Please use the space below to provide your feedback to the Dean regarding the comments they left on your request. ✖

Below the instructions is a large, empty text input area for providing feedback.

Note: If you choose not to submit a response, please close the webform page when you have finished reviewing the Dean’s comments. If, at a later time, and prior to the deadline, you decide to submit a response you may do so visiting your [“To-dos”](#) page and navigating to the task associated to your Faculty Salary Equity Application/ Review Request.

6. Click the “**Submit**” button on the right side of the screen if you wish to provide a response to the Dean.
- If you click the “**Submit**” button prior to completing the mandatory field(s), an error message will be displayed.
 - **IMPORTANT NOTE:** Please be sure to enter all required information prior to submitting your response. You will be unable to save a draft for later submission. Navigating away from the webform will require you to restart your review/response from the beginning.



Submit

Required information

Please provide your response to the dean's comments if applicable