



Faculty Salary Equity Program User Guide

(For Faculty Requestors)

*Last update 12/16/25; additional information will be forthcoming as remaining
Faculty Salary Equity Program deadlines approach.*

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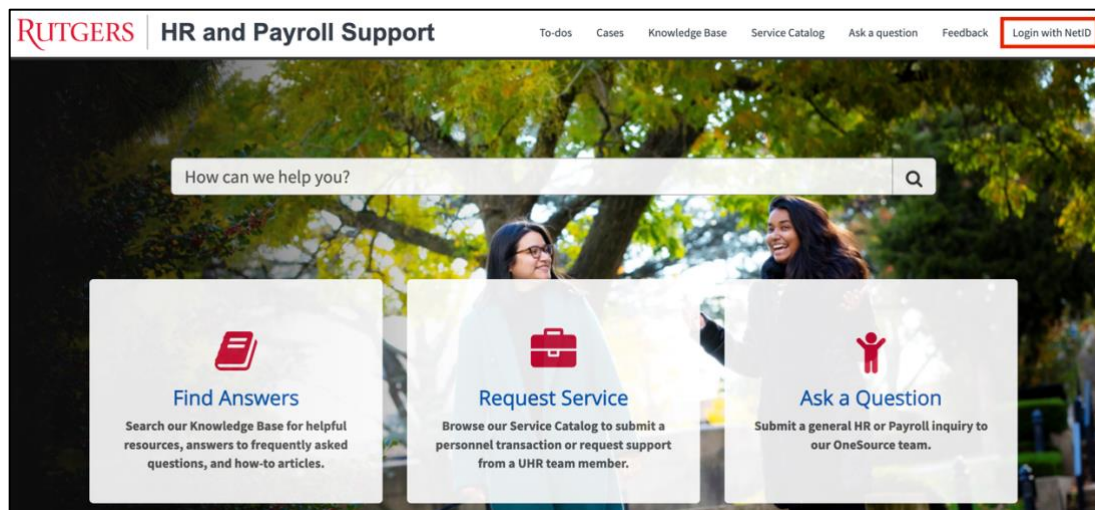
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Part I - How to Submit a Faculty Salary Equity Review Request

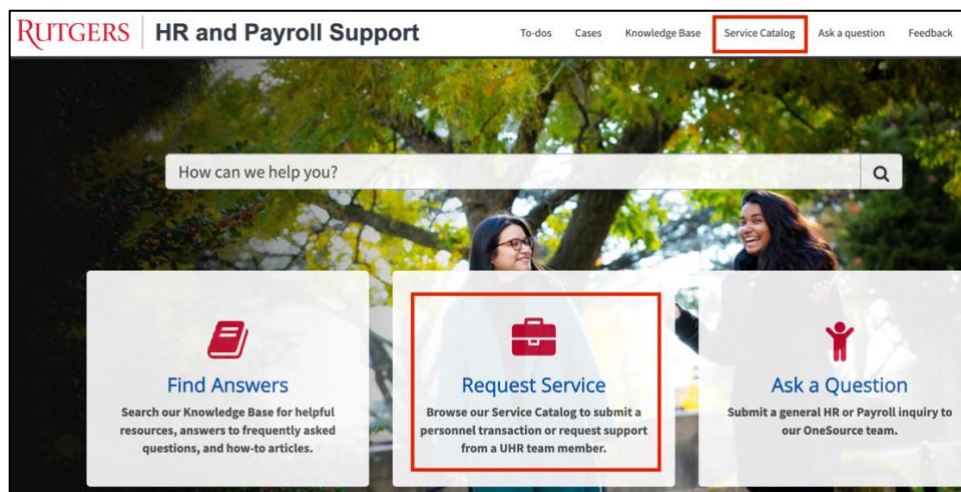
A faculty member requesting a pay equity adjustment must submit a written request with supporting documentation to the Dean and to Compensation Services via the [HR/ Payroll Self-Service Portal](https://rutgers.service-now.com/hrportal).

Listed below are the navigation steps:

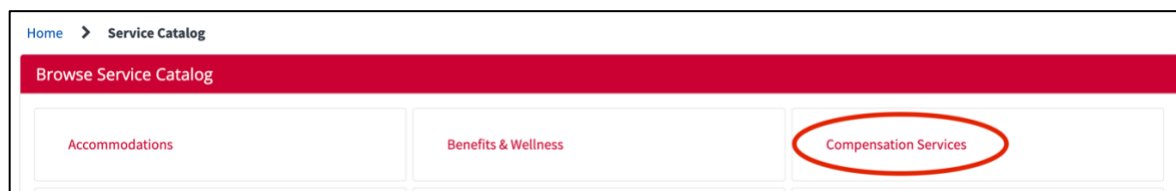
1. Navigate to the HR/ Payroll Self-Service Portal (<https://rutgers.service-now.com/hrportal>) and click “**Login with NetID.**”



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



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



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

Home > Human Resources Catalog > Compensation Services

Search

Categories

- Accommodations
- Benefits & Wellness
- Compensation Services**
- Employee Relations
- Employment Equity Complaints
- General
- HCM
- HR Systems

Compensation Services

Item	Description
Acting Appointment Inquiry or Request	Use this to submit documentation to support an acting appointment personnel transaction or to submit an inquiry regarding acting appointments to University Human Resources.
Compensation Services Inquiry or Request	Use this to submit a compensation-related inquiry to University Human Resources.
Faculty Salary Equity Application/ Review Request	Use this electronic form to submit your Faculty Salary Equity Request with supporting documentation.

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.*

5. 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**.

* Indicates required

* Please provide your School(s)/Unit(s)

* Please provide your Dean's name

* Please select your Chancellor's office

-- None --

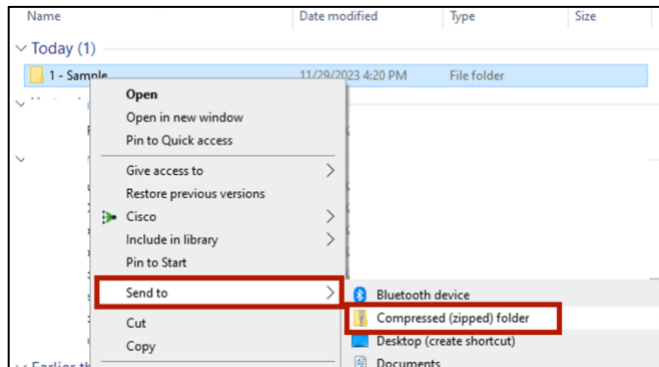
* Please provide your field of study, as well as degrees and professional licensure

Please provide your preferred phone number

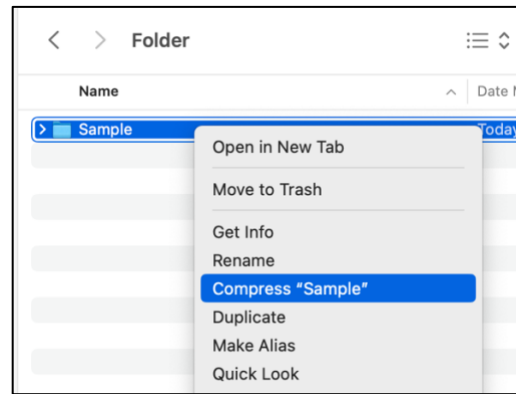
6. Continue completing the form by entering information in the listed field boxes.
- Additional/helpful information is provided by clicking on the question marks that appear throughout the application process.*
 - If you prefer to upload an attachment detailing the reason for your request, please enter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

Supporting Documentation ?

All supporting documentation must be clearly labeled. Supporting documentation may include but need not be limited to: teaching, research, clinical service achievements and accomplishments; other relevant productivity and performance indicators; information regarding quality and/or significance of the publication outlets in which your work appears; notable courses and curriculum development and service to the University, the profession, and the public; specific institutional and individual faculty comparators; and education, individual training, specialty, sub-specialty, professional experience, unique skillsets, duties, performance, achievements, awards, and any other additional or unique information or experiences relevant to this request.

Should you have multiple documents to attach, please compress all documents into a single zip file. See the user guide under “Forms” at the bottom of this page for instructions.

Upload

* My current curriculum vitae ?

Please be sure to clearly label your CV. ✖

Required - Upload

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.”

* Do you have faculty comparators to submit? ?

It is highly recommended that you select at least one faculty comparator when submitting this request. ✖

-- None --

-- None --

Yes

No

-- None --

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 sections of the application form. The first section is titled “* Faculty Comparators ?” and contains a text box with 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 ?” and contains a text box with 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. Select the “**Consideration Date**” for your application.

The screenshot shows the “* Consideration Date ?” section of the application form. It contains a text box with the instruction: “Indicate whether the application shall consider the equity compensation on: (1) the date of application to Compensation Services; or (2) January 2 of the preceding calendar year. Such selected date is the 'Consideration Date' ✕”. Below this is a dropdown menu currently showing “-- None --”. A search bar is visible below the dropdown. The dropdown menu is open, showing two options: “Date of Application” and “January 2 of the Preceding Calendar Year”.

11. 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 the bottom of the application form. On the left, there is a section titled “* I certify that ?” with a text box containing the certification statement: “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 currently showing “-- None --”. A search bar is visible below the dropdown. The dropdown menu is open, showing two options: “Date of Application” and “January 2 of the Preceding Calendar Year”. On the right side of the form, there is a red “Submit” button. Below the button, there is a section titled “Required information” with three red boxes containing the following text: “Please provide your School(s)/Unit(s)”, “Please provide your Dean's name”, and “Please select your Chancellor's office”.

12. 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, along with the history of your request. You and the Dean you selected will also receive a notification to your standard Rutgers email address to confirm your application was submitted.

Home > My Request - HRC0742011

Faculty Salary Equity Application/ Review Request case

Opened by Subject Person Opened for

Case Details Case Comments and History Case Attachments

Your request has been submitted

Number	HRC0742011
State	Ready
Workflow status	Under Dean review
Functional Area	Compensation
Functional Area Subtopic	Faculty Salary Equity
Description(description)	The following fields have been provided: Please provide your School(s)/Unit(s): SMLR

13. 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.

RUTGERS | HR and Payroll Support

To-dos 2 Cases Knowledge Base Service Catalog Ask a question Feedback

14. Your case will appear under “**My HR Requests**”. You may click on the appropriate case number to view the case details, including all information submitted to date.

RUTGERS | HR and Payroll Support

To-dos 1 Cases Knowledge Base Service Catalog Ask a question

Home > My HR Requests

My HR Requests

View Open Search open requests

Faculty Salary Equity Application/ Review Request case
HRC0741980

Ready 2h ago

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

Faculty Salary Equity Application/ Review Request case

Opened by Subject Person Opened for

Case Details Case Comments and History Case Attachments

Type your message here...

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

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

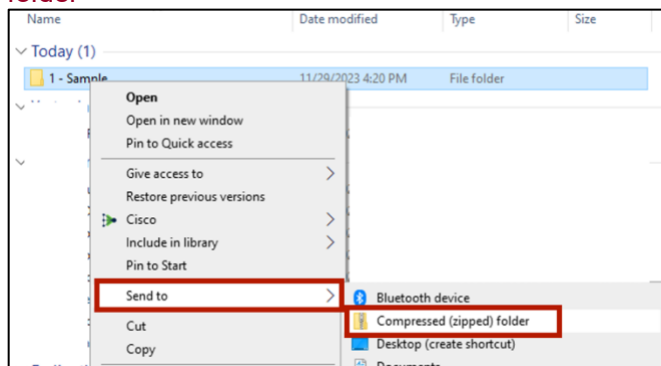
5. If you choose to provide feedback to the Dean, you may enter it on the “**Please provide your response to the dean’s comments if applicable**” field. You may also attach supporting documentation for review by clicking on the “**Upload**” button.

The screenshot shows a web form for providing feedback. At the top, a red asterisk and a question mark icon precede the text: “Please provide your response to the dean's comments if applicable”. Below this is a light gray instruction box with a red ‘X’ icon: “Please use the space below to provide your feedback to the Dean regarding the comments they left on your request.”. Underneath is a large, empty white text area. Below the text area is another red asterisk and question mark icon, followed by the text: “Additional Supporting Documentation for Dean's Review”. Below this is another light gray instruction box with a red ‘X’ icon: “Should you have multiple documents to attach, please compress all documents into a single zip file. See the user guide under 'Forms' at the bottom of this page for instructions”. At the bottom left of the form is a red button with a white upload icon and the text “Upload”.

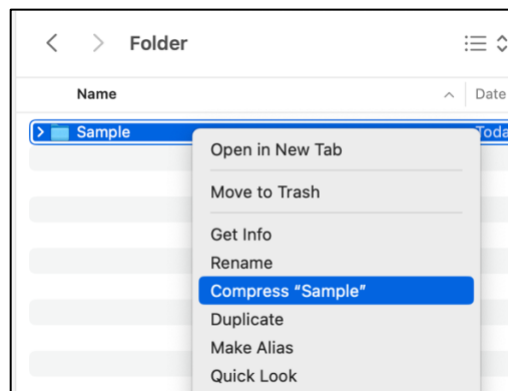
Should you have multiple documents to attach, please compress all documents into a single zip file by following the steps below:

- Create a folder of all the files you want to add to your zip file
- Add in all the documents you want included into that new folder
- 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’”



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.

The screenshot shows a red “Submit” button. Below it is a section titled “Required information”. Under this section is a red box with white text that reads: “Please provide your response to the dean's comments if applicable”.