

Reference Guide

Academic Salary Anomalies: Submit Your Application and Supporting Documentation

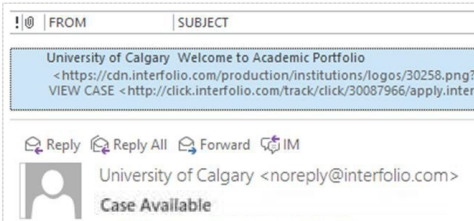


UNIVERSITY OF
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A

Get started

Following your submission of your **Intent to Apply** for a salary anomaly, People and Culture will create a case for your application in Academic Portfolio.

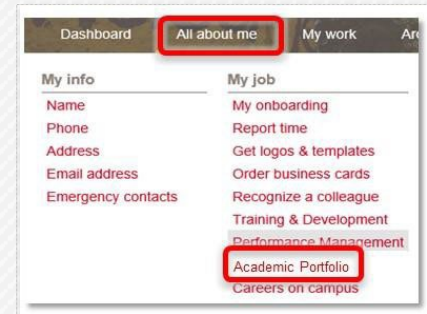


Once your case is created, you will receive an email from *University of Calgary* <noreply@Interfolio.com> saying “The University of Calgary has initiated a review on your behalf.” You will access this case to submit your documentation, or “packet,” for the current review cycle. To access your case in Academic Portfolio, click the **View Case** button in the email or navigate to the **MyUCalgary** portal.

From your email



From the portal

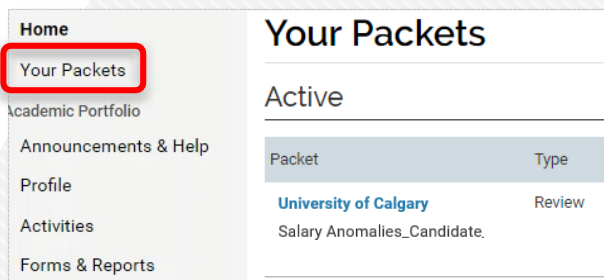


B

Access



From *Your Packets*, click appropriate packet.

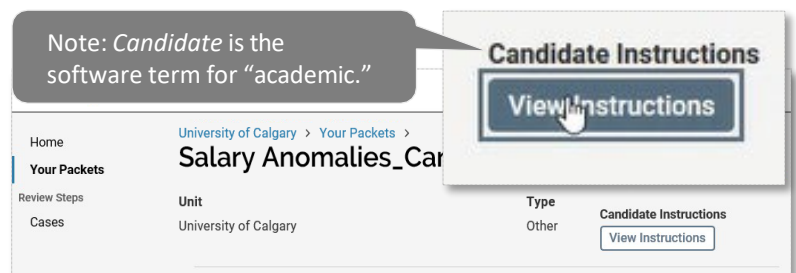


C

Prepare

Click the **View Instructions** button to see guidance on required documents as well as helpful information.

Note: *Candidate* is the software term for “academic.”



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D Review

The first tab, *Overview*, has three sections:

- **Candidate Documents** lists the three *required* documents—
 - Letter of rationale that clearly describes the perceived salary anomaly, including the applicant's concerns, supporting rationale, and any relevant market conditions at the time of hire.
 - CV at time of hire
 - Salary Anomaly Application Form

Type	# Required
Letter of rationale	1 required
CV at time of hire	1 required
Salary Anomaly Application form	0 required

E Add documents

To upload documents:

- If in the *Overview* tab, click the **Edit** button.
 - If in the *Packet* tab, click the **Add** button.
1. Click the **Add New File** tab.
 2. Click the **Browse to Upload** and navigate to your files in Windows Explorer – OR – drag a file from its current location into this window.
 3. When the file name displays in the field, click the **Add** button to upload. Please note, it may take a few minutes to complete the upload.
 4. Lastly, click the **Fill Out Form** button and complete the online application form.

This upload procedure is the same for all of the document types listed in the Overview tab.

Letter of Rationale.docx Success

System confirms upload with message: Success.

Fill Out Form

F Submit report

BEFORE: Preview what reviewers will see. The **Preview** function lists the titles of your documents in a sidebar.

1. Click the **Packet** tab.
2. Click the **Submit** button.

Warning! Your submission is **locked** after the next step.

3. Click **Yes** to confirm. Note the **SECTION SUCCESSFULLY COMPLETED** message.

AFTER: See what you submitted. Click **View** on the *Overview* tab to see previous submissions.

Click the **Preview** button to view. Note: Ensure all documents are loaded properly before you click on the **Submit** button.

SECTION SUCCESSFULLY SUBMITTED

The section is now available to the appropriate committee members for review.

Confirms submission

Previous submissions