

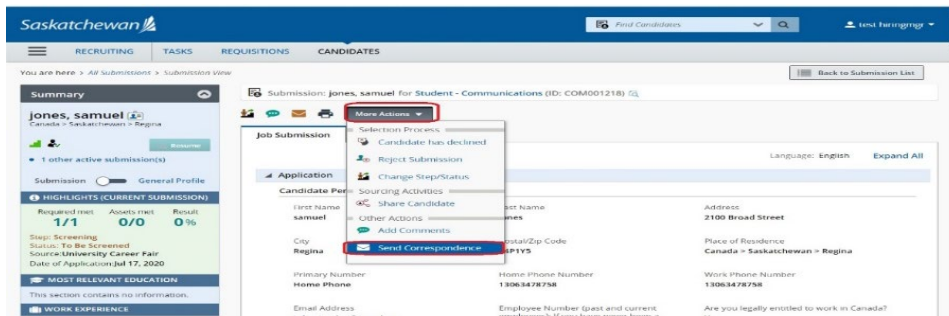
Requesting Approval for Up-in-Range Salary

Taleo Version 21A

Last reviewed: May 2021

Next review: May 2022

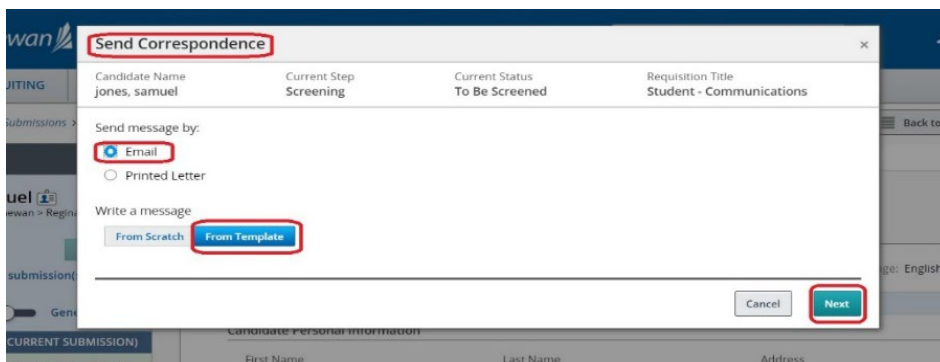
Saskatchewan! 



When a hiring manager wishes to offer a salary above the minimum of the salary range to a candidate, the salary must first be approved by a PSC Consultant.

This requirement applies to both in-scope and out-of-scope, and both permanent and non-permanent appointments.

See [Up in Range Salary Requests](#) on Taskroom for more information.

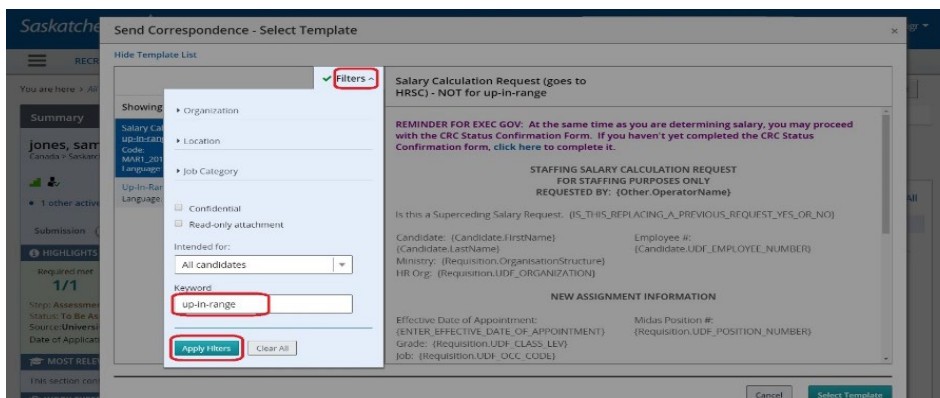


While viewing the candidate's application, select **Send Correspondence** from the **More Actions** drop-down.

Alternatively, click the **Send Correspondence** icon  by the left side of **More Actions**.

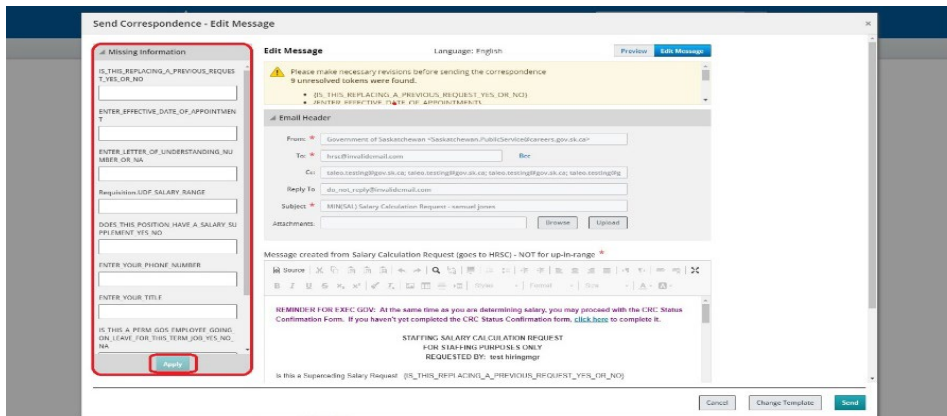
Email and **From Template** are selected by default.

Click **Next**.



Click **Filters** to open the filter window. Type "up-in-range" in the Keyword field and click **Apply Filters**.

Select the correspondence "Up-In-Range Salary Request" then click **Select Template**.



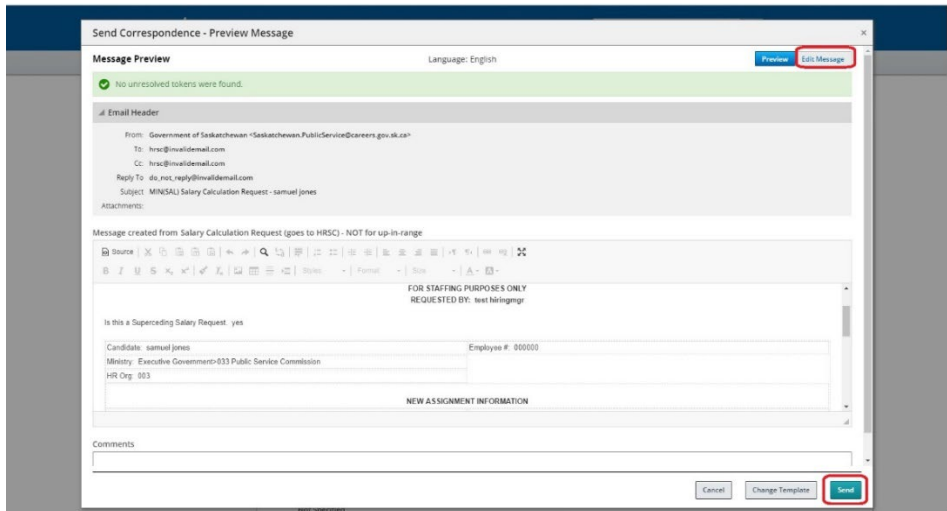
Fill in all the Missing Information.

Please provide as much relevant information in the fields as possible, as this information assists the PSC Consultant in determining if the request can be approved.

Click **Apply** button.

Scroll through the correspondence to ensure the content is accurate.

Click **Send** when the correspondence is ready to be sent.

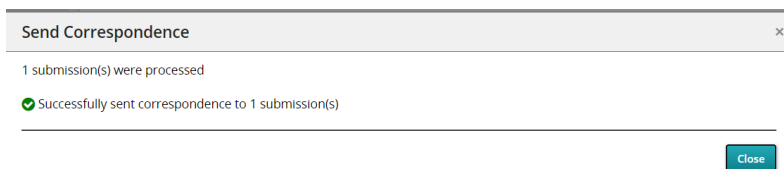


Click **Edit Message** to edit, if applicable.

If you wish to change the “From” email address, replace the content in that field with the desired email address.

If you are making changes to the “CC” or “BCC” lines, use a semi-colon between email addresses. Ensure the line does not end in a semi-colon.

Click **Send** when the correspondence is ready to be sent.



You will receive a message about the successful sending. Click **Close** to continue.