Sending Salary Calculation Request
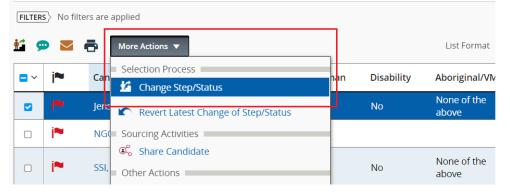## Taleo Version 21A
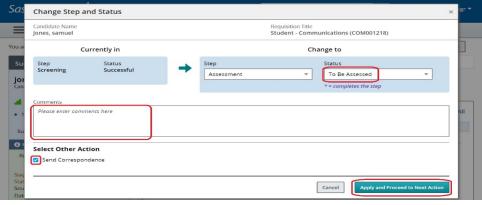
Saskatchewan

A Salary Calculation Request is required for the following hires:

- Current Executive Government employee
- Student position
- Ex-employee returning to Executive Government

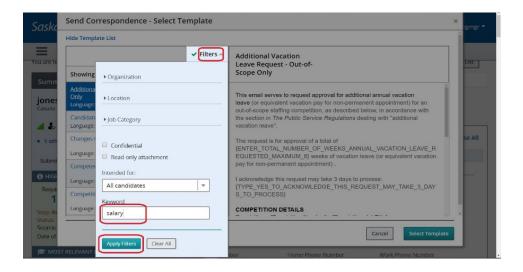A Salary Calculation Request is not required for new employees being hired at the bottom of the salary range.

See Salary on Taskroom for more information.

If the candidate's application is already in the Assessment step, then in the **More Actions** drop-down, select **Send Correspondence or** click the **Send Correspondence** ✉ icon**.**

If the candidate's application is not yet in the Assessment step, use **Change Step/status** to achieve that, and check the Send Correspondence box.

Click **Apply and Proceed to Next Action** button.

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

Click **Next**.

Select the correspondence Salary Calculation Request (goes to HRSC) – NOT for up-in-range.
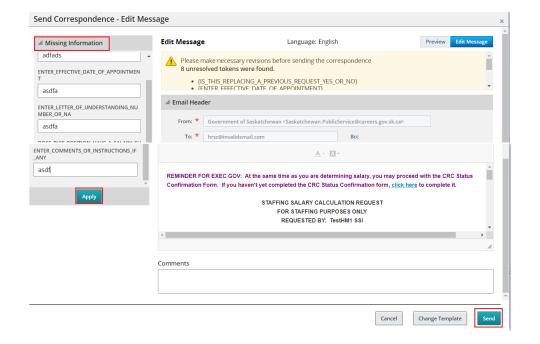
        OR

Click **Filters** to open the filter window. Type **Salary** in the Keyword field and click **Apply Filters**. Then select the correspondence.

Click **Select Template**.

Fill in all the Missing Information. 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.