

# Sending Salary Calculation Request

Taleo Version 21A

Last reviewed: May 2021

**Next review: May 2022**

*Saskatchewan!* 

Submissions for: ADM017444 Student - Administrative Support (Requisition ID: ADM017444)

FILTERS No filters are applied

More Actions

- Selection Process
- Change Step/Status
- Revert Latest Change of Step/Status
- Sourcing Activities
- Share Candidate
- Other Actions
- Add Comments
- Download As Excel
- Send Correspondence
- Start Online Commencement Process
- Cancel Online Commencement Process

Can	Disability	Aboriginal/VM	Req	Asset	%	Step
<input checked="" type="checkbox"/>	No	None of the above	1 / 1	0 / 0		Hire
<input type="checkbox"/>			0 / 1	0 / 0		Hire
<input type="checkbox"/>	No	None of the above	1 / 1	0 / 0		Hire

1 item(s) selected. Page 1 of 1 (1-3 of 3 Items)

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.

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- Sourcing Activities
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- Other Actions

Can	Disability	Aboriginal/VM
<input checked="" type="checkbox"/>	No	None of the above
<input type="checkbox"/>		
<input type="checkbox"/>	No	None of the above

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.

Change Step and Status

Candidate Name: Jones, samuel Requisition Title: Student - Communications (COM001218)

Currently in: Step Screening Status Successful

Change to: Step Assessment Status **To Be Assessed**

\* = completes the step

Comments: Please enter comments here

Select Other Action:  Send Correspondence

Cancel Apply and Proceed to Next Action

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

**Send Correspondence** x

Candidate Name Onboarding, Can1(780155)	Current Step Assessment	Current Status To Be Assessed
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Requisition Title  
Court Administrative Assistant - Provincial Court

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Send message by:

Email

Printed Letter

Write a message

From Scratch From Template

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Cancel Next

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

Click **Next**.

**Send Correspondence - Select Template** x

Hide Template List Filters

Showing: Organization

Location

Job Category

Confidential

Read only attachment

Intended for: All candidates

Keyword: salary

Apply Filters Clear All

**Additional Vacation Leave Request - Out-of-Scope Only**

This email serves to request approval for additional annual vacation leave (or equivalent vacation pay for non-permanent appointment) for an out-of-scope staffing competition, as described below, in accordance with the section in *The Public Service Regulations* dealing with "additional vacation leave".

The request is for approval of a total of {ENTER\_TOTAL\_NUMBER\_OF\_WEEKS\_ANNUAL\_VACATION\_LEAVE\_REQUESTED\_MAXIMUM\_6} weeks of vacation leave (or equivalent vacation pay for non-permanent appointment) .

I acknowledge this request may take 3 days to process: (TYPE\_YES\_TO\_ACKNOWLEDGE\_THIS\_REQUEST\_MAY\_TAKE\_3\_DAYS\_TO\_PROCESS)

**COMPETITION DETAILS**

Cancel Select Template

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**.

Send Correspondence - Edit Message

Missing Information

adfds

ENTER\_EFFECTIVE\_DATE\_OF\_APPOINTMENT

asdfa

ENTER\_LETTER\_OF\_UNDERSTANDING\_NUMBER\_OR\_NA

asdfa

ENTER\_COMMENTS\_OR\_INSTRUCTIONS\_IF\_ANY

asdf

Apply

Edit Message Language: English Preview Edit Message

Please make necessary revisions before sending the correspondence  
8 unresolved tokens were found.

- {IS\_THIS\_REPLACING\_A\_PREVIOUS\_REQUEST\_YES\_OR\_NO}
- {ENTER\_EFFECTIVE\_DATE\_OF\_APPOINTMENT}

Email Header

From: \* Government of Saskatchewan <Saskatchewan.PublicService@careers.gov.sk.ca>

To: \* hrsc@invalidemail.com Bcc

REMINDER FOR EXEC GOV: At the same time as you are determining salary, you may proceed with the CRC Status Confirmation Form. If you haven't yet completed the CRC Status Confirmation form, [click here](#) to complete it.

STAFFING SALARY CALCULATION REQUEST  
FOR STAFFING PURPOSES ONLY  
REQUESTED BY: TestHM1 SSI

Comments

Cancel Change Template Send

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.

Saskatchewan Send Correspondence - Preview Message

Message Preview Language: English Preview Edit Message

No unresolved tokens were found.

Email Header

From: Government of Saskatchewan <Saskatchewan.PublicService@careers.gov.sk.ca>

To: hrsc@invalidemail.com

CC: hrsc@invalidemail.com

Reply To: do\_not\_reply@invalidemail.com

Bcc: talao.testing@gov.sk.ca; 2018F0DC09C651AAE04400306E4722F3@invalidemail.com; C18PC87BA09690814660A9350628C@invalidemail.com

Subject: MIN(SAL) Salary Calculation Request - ADARSH KOPPA

Attachments:

Message created from Salary Calculation Request (goes to HRSC) - NOT for up-in-range

REMINDER FOR EXEC GOV: At the same time as you are determining salary, you may proceed with the CRC Status Confirmation Form. If you haven't yet completed the CRC Status Confirmation form, [click here](#) to complete it.

STAFFING SALARY CALCULATION REQUEST  
FOR STAFFING PURPOSES ONLY

Cancel Change Template Send

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.

Send Correspondence

1 submission(s) were processed

Successfully sent correspondence to 1 submission(s)

Close

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