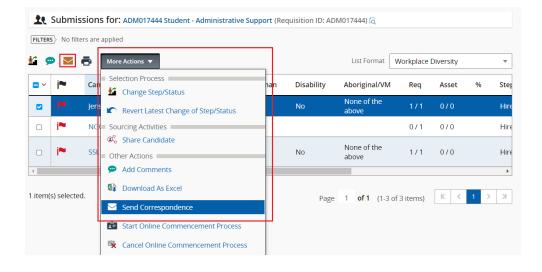
Sending Salary Calculation Request

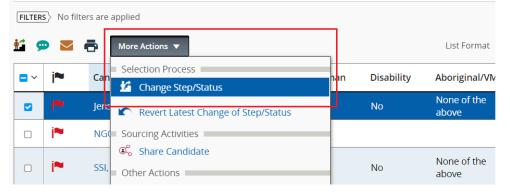
Taleo Version 21A

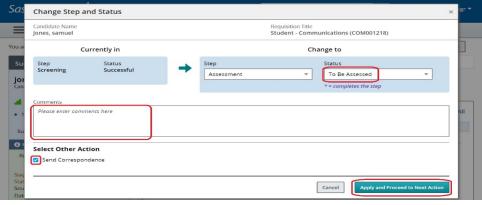
Last reviewed: May 2021 Next review: May 2022





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





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.

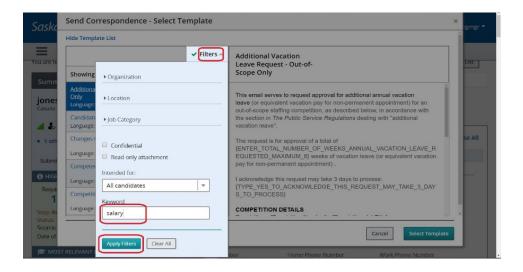
See Salary on Taskroom for more information.

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.

Send Correspondence		×
Candidate Name Onboarding, Can1(780155)	Current Step Assessment	Current Status To Be Assessed
Requisition Title Court Administrative Assistant - Provincial Court		
Send message by:		
C Email		
○ Printed Letter		
Write a message		
From Scratch From Template		



Email and From Template are selected by default.

Click Next.

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

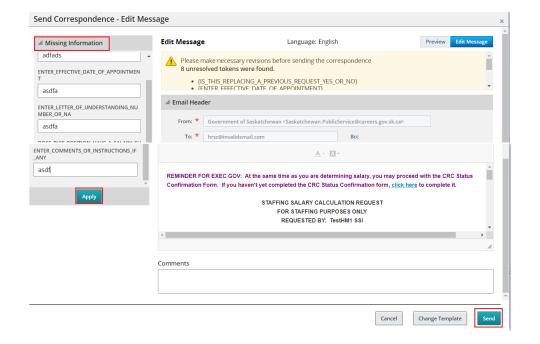
OR

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

Click Select Template.

Next

Cancel



Send Correspondence - Preview Message Message Preview Language: English = 🕑 No u Email Header From: Government of Saskatchewan <Saskatche To: hrsc@invalidemail.com Low Cc: hrsc@invalidemail.com Reply To do not reply@invalidemail.com Bcc. taleo.testing@gov.sk.ca; 201BF0DC09C651AAE04400 C1E9CCB7BAD96950E040680A9350628C@invalidema MIN(SAL) Salary Calculation Request - ADARSH KOPPA ated from Salary Calculation Request (goes to HRSC) - NOT for up-in-range B Source | X B B B B + + | Q B | ₩ | ₩ | ₩ | ₩ # | ± ± ± ± | + + | = + | . $B \quad I \quad U \quad S \quad x_* \quad x^* \quad x^* \quad I_x \quad \Box \quad \Box \quad \Box \quad \Box \quad \Box \quad Symmetry \quad Symm$ - | Format - | Size - | <u>A</u> - 🔯 -+ Ret REMINDER FOR EXEC GOV: At the same time as you are determining salary, you may proceed with the CRC Status Conf the CRC Status C STAFFING SALARY CALCULATION REQUEST Cancel Change Template

Send Correspondence

1 submission(s) were processed

Successfully sent correspondence to 1 submission(s)

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 semicolon 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.

Close

×