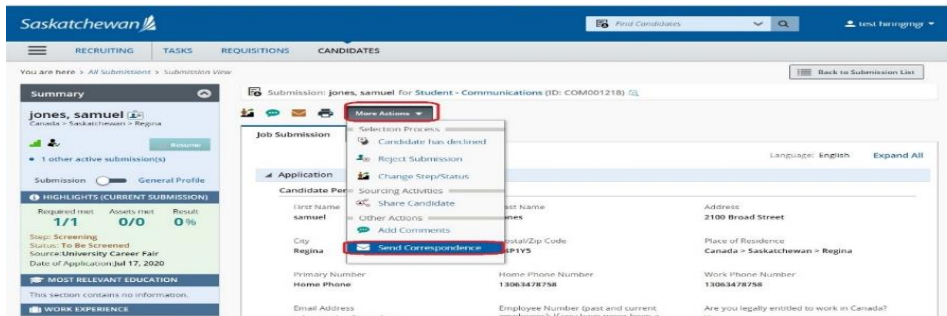


Requesting Approval for Up-in-Range Salary

Taleo Version 20B

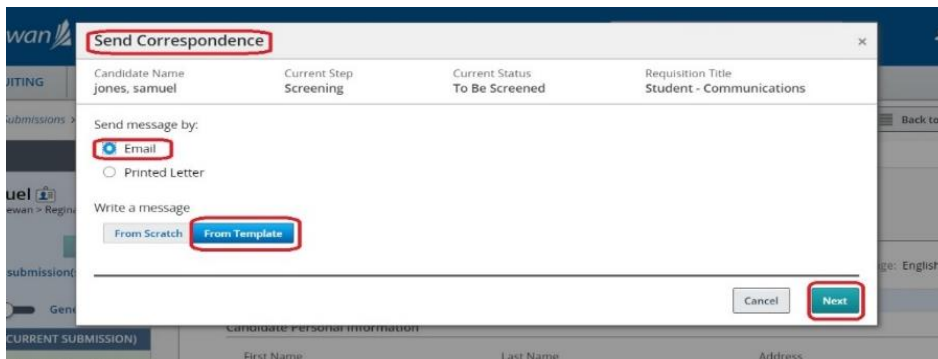
Last revised: August 2020
Last reviewed: August 2020
Next review: August 2021





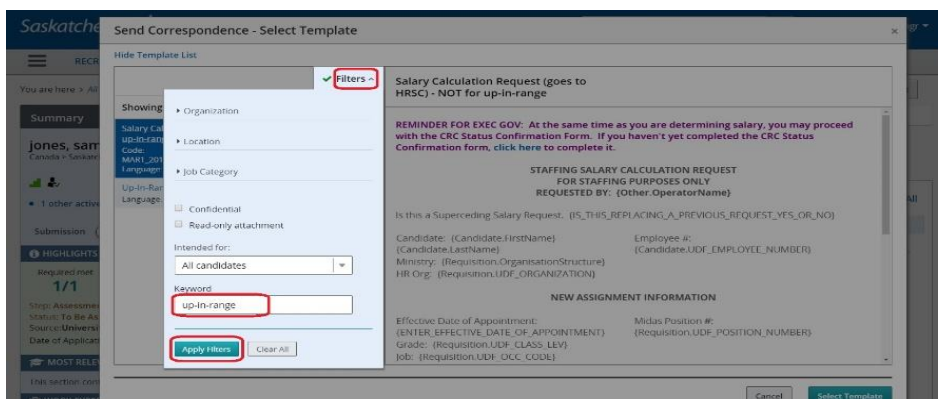
Note 1: When a hiring manager wishes to offer a salary above the minimum of the salary range to a candidate, the salary must first be approved by a PSC Consultant. This requirement applies to both in-scope and out-of-scope, and both permanent and non-permanent appointments. **See Taskroom for more information related to [Up in Range Salary Requests](#).**

Note 2: Once correspondence is sent to a candidate, or moved through a step/status, their name remains checked(ticked/highlighted) on the candidate screen. This means that the selected candidate(s) have to be manually un-selected(un-checked) after the action.



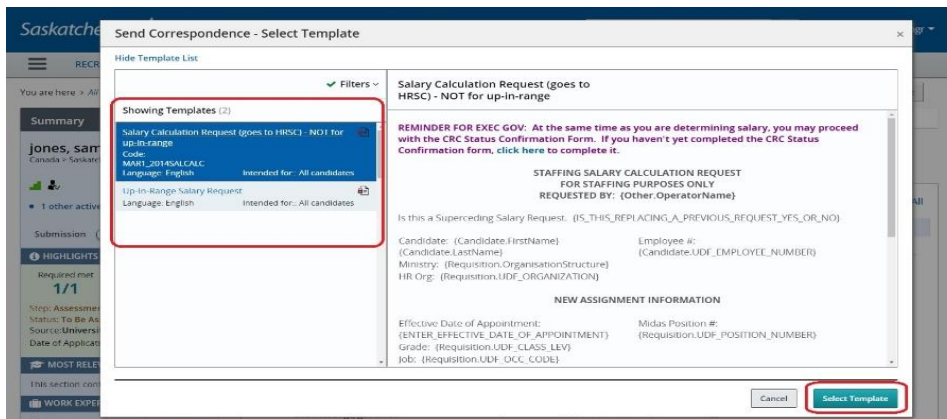
While viewing the candidate's application select **Send Correspondence** from the **More Actions** drop-down. **Alternatively**, click the **Send Correspondence** (envelope icon) by the left side of **More Actions** button.

Ensure the **"Email"** option is selected, and **"From Template"** button is selected. Then, click on **Next** button.



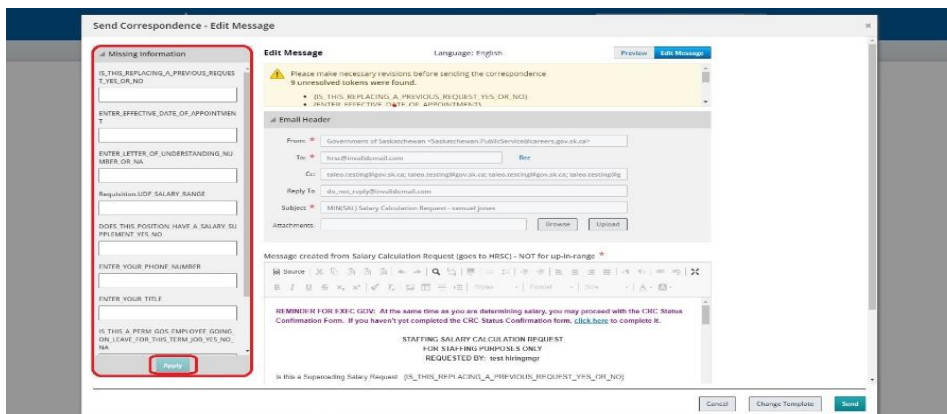
Type **"up-in-range"** in the Keyword text field.


Click **Apply Filters** button.



Select the right Template according to the employee involved by the left side.

Click **Select Template** button.

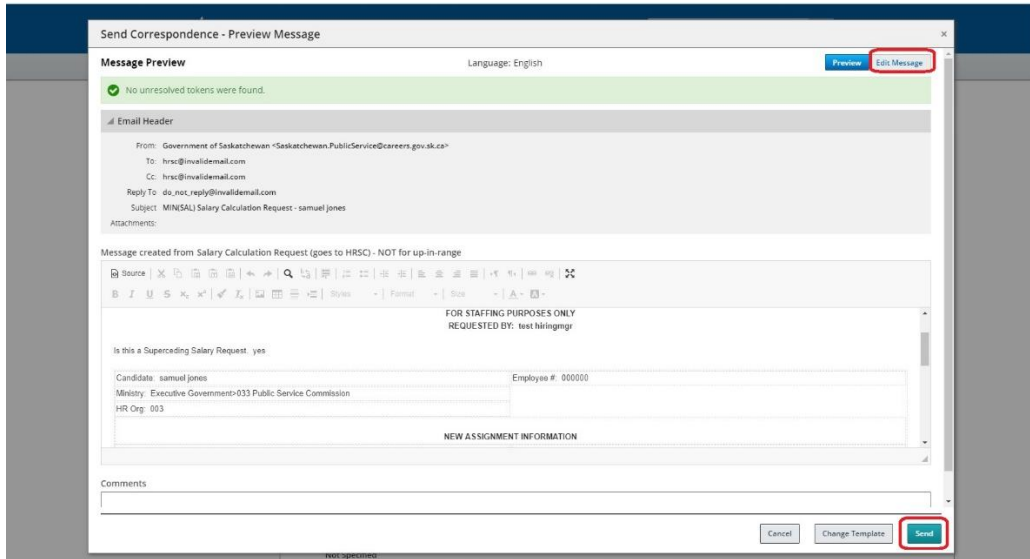


Read the warning  message in this window for more information.

Fill in all the missing information by the left panel. Scroll down to complete 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 when you have completed all the missing information.



This is the preview screen. Scroll through the correspondence to ensure the content is accurate, and to correct the errors.

In this screen, fields which populate from the candidate's application or from the competition will NOT be auto-filled.

If you wish to edit this correspondence, click on **Edit Message** button.

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.

When the correspondence is ready to be sent, Click **Send** button.

NOTE: The "Send" button does not save the correspondence as draft so that you can come back later to finish it. It simply saves the edits you just did. You must complete the entire correspondence in one sitting or you will lose all information you have input