# Quick Reference

## Utilities

### Recalculation

**Responsibility:** Only those users with access to the salary module in enVisage can recalculate.

1. Click on Utilities in the main menu.
2. Click on Recalculation.
3. Select the desired level from the Organisational Level pull down list.
4. Click on the Submit Recalculation button.
5. An email message will be received informing you of the completion of the recalculation.
6. Click on Staffing in the main menu.
7. Click on Salary Summary to view the effect of the recalculation.

### Job Queue

8. Click on Job Queue within the Utilities options.
9. Select the type of job queue you require from the pull down list.
10. Click on the Refresh button to ensure you have up to date information.

   (Users can only view their own jobs and if queued jobs do not appear to be processing, contact systems administration).