

# How to Log In and Access Your PRP Compensation Worksheet

This guide shows you how to log into RivCo Talent and easily navigate to your PRP Compensation Worksheet. Follow these steps each time you receive a system notification that a PRP Compensation task has been assigned to you.

The first screenshot shows a login page with the text "The site you are trying to access requires you to sign in. Select your provider to login." Below this text are two buttons: "COUNTY EMPLOYEES" (highlighted with a red box and a blue circle with the number 1) and "NON COUNTY EMPLOYEES". There is also a checkbox labeled "Remember my selection" and the County of Riverside logo. The version number "23.2.5.0" is at the bottom.

The second screenshot shows the RivCo HR dashboard. The "My Tasks" icon in the left navigation pane is highlighted with a red box and a blue circle with the number 1. The "TASKS" tab on the Timeline is highlighted with a red box and a blue circle with the number 2. Below the Timeline, a task titled "COMPENSATION 2023 PRP Compensation List" is highlighted with a red box. The task details include "REQUIRED", "Start Date 11/01/2023", and "Due Date 12/29/2023". A "Go" button is highlighted with a red box and a blue circle with the number 2.

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## LOG IN TO RIVCO TALENT

You will be notified when the annual PRP Award Recommendation Process begins.  
**Log into RivCo Talent:** <https://corlearning.sumtotal.host/> with the same username and password you use to sign onto your computer.

**NOTE:** RUHS and Sheriff's Dept. managers may have a separate username for RivCo Talent.  
Call your **IT Help Desk** if you need assistance logging in.

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## ACCESS YOUR PRP COMPENSATION WORKSHEET

Click the **My Tasks icon** in the left navigation pane. Next, click the **Tasks tab** on your Timeline. Locate the task named [Year] *PRP Compensation List* and click **Go**. You will be taken to your PRP Compensation Worksheet, where you can review your direct reports' information, enter Merit Rate increases, and more. See additional Quick Start Guides for further instructions.