

5 Simple Steps to Complete Your PRP Compensation Worksheet

This guide walks you through 5 steps to enter PRP Compensation Award recommendations for your direct reports and submit your worksheet to your manager for approval.

Before you begin... See our easy guide to RivCo Talent login and navigation.

2023 PRP COMPENSATION LIST - MANAGER 1 WORKSHEET

WORKSHEET ROLLUP

Save Approve Import Export Clear Filters Columns Filter Employees Employee Actions

Name	Status	Sal Plan	Grade	Current ...	Min Hrlly ...	Max Hrlly...	Pri...	Current Anni Sa...	2023 Performance	Merit R...	Actu...	New Hrlly...	New Anni Salary	Rejection Reason	Comments
SC Crab, Sebastian	Not Updated	MRP	281	\$46,099,631	\$37,315,200	\$59,155,210	6.00%	\$95,887,232			0.00%	\$46,099,631	\$95,887,232		
DD Djarin, Din	Not Updated	MRP	660	\$83,382,000	\$61,141,700	\$85,466,550	2.00%	\$173,434,560			0.00%	\$83,382,000	\$173,434,560		
QB Hunchback, Quasimodo	Not Updated	MRP	660	\$83,382,000	\$61,141,700	\$85,466,550	2.00%	\$173,434,560			0.00%	\$83,382,000	\$173,434,560		
US SeaWitch, Ursula	Not Updated	XMB	229	\$89,235,900	\$51,774,700	\$91,466,798	2.00%	\$185,610,672			0.00%	\$89,235,900	\$185,610,672		

1

VIEW YOUR TEAM'S INFORMATION

During the Preview Period: Confirm that your PRP eligible direct reports are listed and their information is accurate.

Contact PRPSupport@rivco.org immediately if corrections are needed.



2

ENTER MERIT INCREASES

During the Rate & Approve Period: Enter a merit increase % for each of your direct reports in the **Merit Rate %** column.

Note: Any award of 6% must be accompanied by comments to support the recommendation.

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Name	Status	Sal Plan	Grade	Current ...	Min Hrly ...	Max Hrly...	Pri...	Current Annl Sa...	2023 Performance ...	Merit R...	Actu...	New Hrly...	New Annl Salary	Rejection Reason	Comments
DeGyspie, Esmerelda	Updated	MRP	181	\$42,580.100	\$32,716.100	\$50,471.308	0.00%	\$88,566.608		6	6.00%	\$45,134.906	\$93,880.604		Comments

3

**ADD COMMENTS/
EDIT WORKSHEET**

Add **Comments** for any 6% ratings as noted in Step 2, up to 255 characters total.
You can edit your worksheet up until the submission deadline.

4

SAVE YOUR WORK

Important:
Save your worksheet often to avoid errors.

5

APPROVE YOUR WORKSHEET

The Approve button appears after all your direct reports submit their PRP Compensation Worksheets.
Click **Approve** when you are finished making changes to your worksheet.
Your manager will review and either approve your worksheet or reject and return it to you for revision.