

View & Reject a PRP Compensation Worksheet

This guide shows you how to view your direct reports' PRP Compensation Worksheets and return a worksheet for revision.

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

The image shows two screenshots of the PRP Compensation List interface. The top screenshot, titled "2023 PRP COMPENSATION LIST - MANAGER 2 WORKSHEET", shows the "ROLLUP" tab selected. A red box highlights the "ROLLUP" tab, and a red arrow points to it from a blue circle with the number "1". Another red box highlights the list of direct reports on the right, with a red arrow pointing to it from a blue circle with the number "2". The bottom screenshot, titled "2023 PRP COMPENSATION LIST - MANAGER 2 WORKSHEET > MANAGER: (ACTING AS MANAGER 1)", shows the "WORKSHEET" tab selected. A red box highlights the "ROLLUP" tab, and a red arrow points to it from a blue circle with the number "2". Another red box highlights the "Merit R..." column, and a red arrow points to it from a blue circle with the number "2". A third red box highlights the "Comments" column, and a red arrow points to it from a blue circle with the number "2".

Name	Title	Approval Sta...
Ursula Aye Se...	DIR OF SLIM...	Direct Reports...
Din Mando Dj...	DEP BOUNTY...	Direct Reports...
Quasimodo le ...	ADMIN OF BE...	Direct Reports...

Name	Division	Sal Plan	Grade	Current ...	Min Hly ...	Max Hly ...	Pri...	Current Annl Sa...	2023 Performance	Merit R...	Actu...	New Hly ...	New Annl Salary	Rejection Reas...	Comments
DeGypsie Esmerelda	ID	MRP	181	\$42,500.100	\$32,716.100	\$50,471.308	0.00%	\$80,566.608		\$	0.00%	\$45,134.906	\$93,880.604		Change to...

1

ROLLUP TAB

Click the **Rollup** tab on your PRP Compensation Worksheet. This opens a view of your complete reporting hierarchy. You can **expand the list** on the left to view all PRP eligible indirect reports.

2

VIEW DIRECT REPORTS' WORKSHEETS

Click a **direct report's name** listed on the right to see their worksheet. Review the **Merit Rate increases** and **comments** they have submitted. If you do not agree with the recommendation, you can reject the worksheet.

2023 PRP COMPENSATION LIST - MANAGER 2 WORKSHEET > MANAGER: (ACTING AS MANAGER 1)

WORKSHEET ROLLUP

Save Reject Import Export Clear Filters Columns Filter Employees Employee Actions

Name	Division	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
DeGypsie,Esmerelda	ID	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	Merit Percent Too High	Change to...

2023 PRP COMPENSATION LIST - MANAGER 2 WORKSHEET

WORKSHEET ROLLUP

Save Approve Import Export Clear Filters Columns Filter Employees

Name	Status	Sal Plan	Grade	Current ...	Min Hrly ...	Ma
SeaWitch,Ursula	Updated	XMB	229	\$89,235,900	\$51,774,700	
Djarin,Din	Updated	MRP	660	\$83,382,000	\$61,141,700	
Hunchback,Quasimodo	Updated	MRP	660	\$83,382,000	\$61,141,700	
Crab,Sebastian	Updated	MRP	281	\$46,099,631	\$37,315,200	

3

ADD REJECTION REASON AND COMMENTS

Select the worksheet you want to return.
 Choose a **Rejection Reason** from the drop-down.
 Enter additional **comments**, up to 255 characters total.

4

REJECT WORKSHEET

Click **Reject** when finished.
 The worksheet will be returned to your direct report.
 They will view your rejection reason and comments, revise their worksheet, and send it back to you.

5

APPROVE REVISED WORKSHEETS

You will receive an email when the worksheet is returned to you. View the changes and click **Approve** when you are ready to submit your worksheet.
Important: When you submit your worksheet, you are also approving all downline worksheets.

Revise and Resubmit a PRP Compensation Worksheet

This guide shows you how to quickly make changes and resubmit a PRP Compensation Worksheet your manager has returned to you.

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 Hly ...	Max Hly ...	Pri...	Current Annl Sa...	2023 Performance	Merit R...	Actu...	New Hly...	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	Merit Percent Too High	Change to...

1

REVISE YOUR WORKSHEET

View the **Rejection Reason** and any **comments** your manager entered.
Update the **Merit Rate** % and enter additional **comments** as needed, up to 255 characters total.

2

APPROVE/RESUBMIT YOUR WORKSHEET

Click **Save** if you have additional actions to perform.
Click **Approve** when you are ready to resubmit your worksheet to your manager.