

PRP Compensation Worksheet Guide



PRP Compensation Worksheet Guide

Introduction:

Starting from the 2023 review period, the PRP Award Recommendation process is transitioning to an electronic system in RivCo Talent. This is the same system the majority of the County already uses for training, learning, and performance management, providing a one-stop-shop for a variety of needs. Previously, the manual process involved distributing an Excel document for formal review and approval. The new system offers an automated notification and approval workflow, increasing transparency and improving the customer experience.

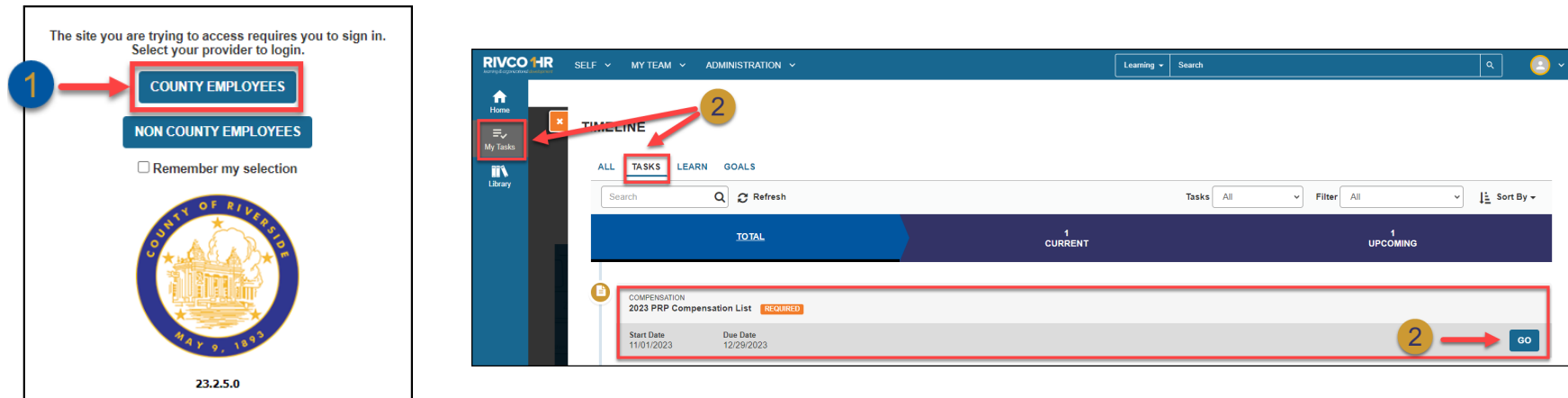
The new Compensation Worksheet, available in RivCo Talent, will make it easier for managers to handle compensation for their team. This easy-to-follow guide includes step-by-step instructions and screenshots, as well as clear definitions for icons, buttons, and tabs on the Compensation Worksheet. With this resource, you'll be able to navigate the PRP Award Recommendation process with confidence and ease.

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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.



1

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.

2

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.

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.

2023 PRP COMPENSATION LIST - MANAGER WORKSHEET

WORKSHEET ROLLUP

Save Approve Import Export Clear Filters Columns Filter Employees Employee Actions

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
DeGypsie, 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.

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 screenshot shows the '2023 PRP COMPENSATION LIST - MANAGER 2 WORKSHEET' interface. A red box labeled '1' highlights the 'ROLLUP' tab. A red box labeled '2' highlights a direct report named 'Quasimodo le...' in the list. Below the list, a detailed view of the 'DeGypse Esmerelda' worksheet is shown, with a red box labeled '2' highlighting the 'Merit Rate' column and another red box labeled '2' highlighting the 'Comments' column.

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
DeGypse Esmerelda	ID	MRP	181	\$42,500.100	\$32,716.100	\$50,471.308	0.00%	\$80,566.608		0%	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.

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.

PRP Worksheet Column Descriptions:

This supplemental guide is to give you each definition to each column on the PRP worksheet.

Employee's full name.

Current merit % status.

Employee's current classification.

Department identification number.

The division within the department.

2023 PRP COMPENSATION LIST - MANAGER'S WORKSHEET

WORKSHEET ROLLUP

Save Approve Import Export Clear Filters Columns Filter Employees Employee Actions

	Name	Employee ID	Status	Job Code	Job Title	Direct Manager	Dept ID	Department	Division
<input checked="" type="checkbox"/>	Last name, First name	DIS90006	Updated	DJ90800	CLASSIFICATION	MANAGER'S NAME		DISNEYLAND	

Employee's Identification number.

Unique code identifier assigned to the job title.

Manager the employee directly reports to.

This shows the department your employee is working under.

PRP Worksheet Column Descriptions:

Employee's current hourly rate.

Employee's maximum hourly rate

Employee's current annual salary.

COMPENSATION LIST - MANAGER'S WORKSHEET

ROLLUP

Approve Import Export Clear Filters Columns Filter Employees Employee Actions

Name	Sal Plan	Grade	Current Hrly Rate	Min Hrly Rate	Max Hrly Rate	Prior PRP Merit Rate %	Current Annl Salary
Last name, First name	MRF	390	\$52.652488	\$3.145700	\$76.222485	6.00%	\$109,517.175

Salary plan and Grade defines salary ranges for the classification.

Employee's minimum hourly rate.

Employee's prior PRP merit% increase received.

PRP Worksheet Column Descriptions:

Employee's performance rating

Actual merit increase the employee will receive.

Employee's new annual rate.

This is where you may enter any additional comments.

ST - MANAGER'S WORKSHEET

Import Export Clear Filters Columns Filter Employees Employee Actions

2023 Performance Rating	Merit Rate %	Actual Merit Rate %	New Hrly Rate	New Annl Salary	Rejection Reason	Comments
e	2	2.00%	\$53.705538	\$111,707.519		

This is where you will select a merit % for your employee's.

Employee's new hourly rate.

This is where you will select a rejection reason from the drop-down.

The diagram illustrates the PRP Worksheet Column Descriptions. It features a screenshot of a software interface with a table. The table has seven columns: '2023 Performance Rating', 'Merit Rate %', 'Actual Merit Rate %', 'New Hrly Rate', 'New Annl Salary', 'Rejection Reason', and 'Comments'. The 'Merit Rate %' column is highlighted in yellow, 'Actual Merit Rate %' in light green, and 'New Hrly Rate' in light green. The 'Rejection Reason' column is highlighted in grey. Callout boxes with arrows point to these columns, providing descriptions: 'Employee's performance rating' points to '2023 Performance Rating'; 'Actual merit increase the employee will receive.' points to 'Actual Merit Rate %'; 'Employee's new annual rate.' points to 'New Annl Salary'; 'This is where you may enter any additional comments.' points to 'Comments'; 'This is where you will select a merit % for your employee's.' points to 'Merit Rate %'; 'Employee's new hourly rate.' points to 'New Hrly Rate'; and 'This is where you will select a rejection reason from the drop-down.' points to 'Rejection Reason'. The interface also includes buttons for 'Import', 'Export', 'Clear Filters', 'Columns', 'Filter Employees', and 'Employee Actions'.

PRP Compensation Worksheet

This is a guide to breakdown each tab in the toolbar.

2023 PRP COMPENSATION LIST - MANAGER'S WORKSHEET

WORKSHEET		ROLLUP													
1	Save	2	Approve	3	Import	4	Export	5	Clear Filters	6	Columns	7	Filter Employees	8	Employee Actions
	Name	Employee ID	Status	Job Code	Job Title	Direct Manager	Dept ID								
<input checked="" type="checkbox"/>	LAST NAME, FIRST NAME	DIS90806	Updated	DJ90806	CLASSIFICATION	MANAGER									

- 1 SAVE** - This is used to save any changes made to this worksheet.
- 2 APPROVE** - This is used to approve the worksheet.
Important: When you submit your worksheet, you are also approving all down-line worksheets.
- 3 IMPORT** - This button is used to import a worksheet if you exported it to your computer.
- 4 EXPORT** - This button is used to export you worksheet.
- 5 CLEAR FILTERS** - This button is used for clearing any filters.
- 6 COLUMNS** - This button is used to filter in/out Demographics information or Compensation information.
- 7 FILTER EMPLOYEES** - This is used to filter your worksheet by employee.
- 8 EMPLOYEE ACTIONS** - This is used to recalculate the worksheet.

Icon Legend

This supplemental guide lists the description of each icon that you will see on your compensation worksheet.



This symbol indicates this individual's worksheet awaits a Merit % update.



This symbol indicates this individual's worksheet has been updated and saved.



This symbol indicates this individual's worksheet has been approved, and no changes can be made.



This symbol indicates this individual's worksheet has not been completed.



This symbol indicates this individual's worksheet has not been approved.



This symbol indicates there has been a change in that particular cell.