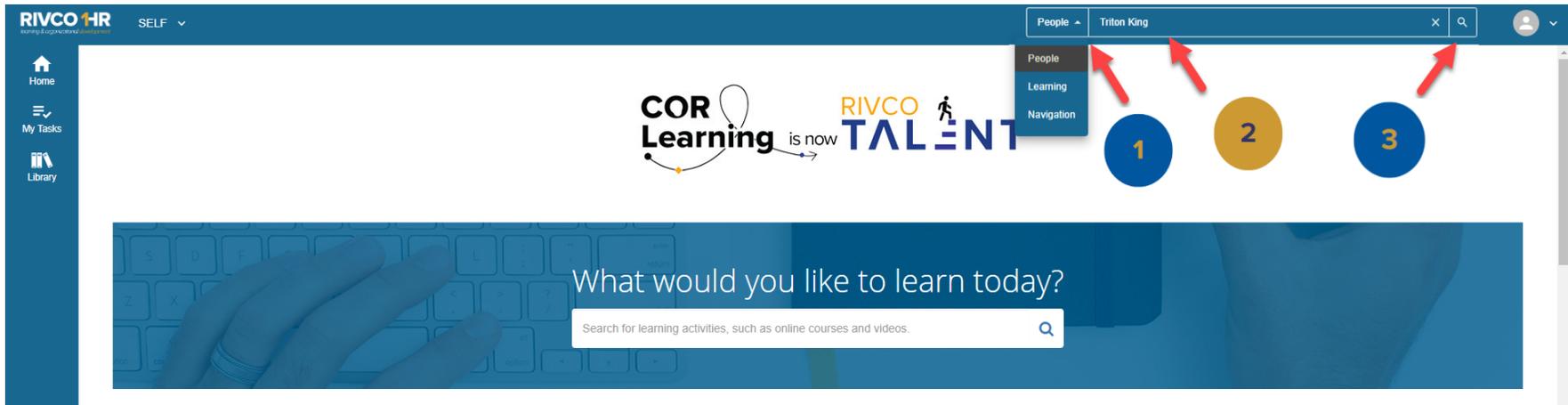


Delegate Guide

This guide walk you through how to enter PRP Compensation Award recommendations as a delegate and submit the worksheet for manager for approval.

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



1

**CLICK THE
DROPDOWN ARROW**

To quickly locate the person you are delegating for, then select **PEOPLE** from the dropdown menu on the search bar

2

**ENTER NAME OF YOUR
SUPERVISOR**

After selecting People, then enter the name of the person you are delegating for in the Search Bar.

3

**CLICK SEARCH
TO OPEN PAGE**

After enter the name, next click the magnifying glass to search.

RIVCO HR SELF

People | triton king

Home
My Tasks
Library

Search

SEARCH RESULTS FOR PEOPLE

Search for viewable users. Use the Filters to narrow your results.

Filter Results

- > Saved Searches
- City
 - Riverside (21)
 - Moreno Valley (8)
 - Cabazon (1)
 - Hemet (1)
 - INDIO (1)
 - Show More
- Country
 - United States (56)

20 of 56 results for "triton king" Sort By: Best Match

Triton King
DIR OF AQUATIC BEINGS
HR PRP_Admin | DISNEYLAND | Riverside, California, United States | LMS-Admin-WorkRequests@rivco.org | 1951955555 | 55555

Ursula SeaWitch
DIR OF SLIMY EELS
Triton King | DISNEYLAND | Riverside, California, United States | LMS-Admin-WorkRequests@rivco.org | 1951955555 | 55555

Emulate Employee
Recommended Learning
Timeline
Profile

PREVIEW

4

CLICK ON THE KEBAB MENU

Click the 3 vertical dots to access the Kebab Menu



5

SELECT EMULATE EMPLOYEE

Click on Emulate Employee to be taken to their homepage in RivCo Talent where you can begin the process of approving their worksheet(s).

If you experience issues or are unable to execute these steps, then please contact PRPSupport@rivco.org