

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.