



Reward Calculation Application (RCA) SOP

VERSION 1.2. LAST UPDATED MARCH 6, 2024

REWARD CALCULATION APPLICATION (RCA) SOP

This SOP will provide instructions on each step needed to run calculations within RCA. It assumes basic knowledge of RCA, further detailed information can be found in the <u>Full</u> <u>GoMBC/RCA Manual</u>. If you have not attended RCA training or have additional questions, please contact <u>ADG-Support@state.gov</u>.

RCA SETUP

Each year, setup must be completed before calculations can be run in RCA.

STEP 1: DOWNLOAD AND CLEAR DATA

RCA does not store historical calculations; it is a tool for running calculations and submitting rewards for payment. If you completed calculations in RCA last year and did not clear the data, follow the steps below. Otherwise, continue to **Step 2: UPDATE MISSION PROFILE DATES**.

 In RCA, select the Output option from the MBC RCA left menu, then select Download. Many files are downloaded, so this process will take time. Once complete, the files are contained in a zip file in your computer's Downloads folder, and you can move them to your desired location.

Chile ~		Home / RCA / Outputs						
MBC RCA		CGFS Import	EPR Data import	Ø Verify & Correct		Calculate		⊘ Verify output Output
# Home								
▲ Imports	<	Reward Ca	lculation (Complete				Clear All D
(2) Verify and Correct Import		incidente ou		ompiete				
Calculations								
FOED Simulation								Columo Marihi
COFS extract		Show 10 w entries						Country Country Country Country
Output		unon to - annea						search:
adistics	<	PayRollID	1 Q	EmployeeName	10	Pool	•	Exclude From OPS
SETTINGS		206969816		Employee, One		ICASS 1	Θ	
Q settings	<	207955378		Employee, Two		ICASS 1	٥	
OC User Management		998009870		Employee, Three		ICASS 1	٥	
		998013648		Employee, Four		ICASS 1	٥	
		998013841		Employee, Five		ICASS 1	0	
		998014382		Employee, Six		ICASS 1	0	
		005428033		Employee, Seven		ICASS 2	0	
		006817521		Employee, Seven		ICASS 2	0	
		006965531		Employee Eight		ICASS 2	0	0
		007152675		Employee Nine		ICASS 2	0	0
		Showing 1 to 10 of 51 entri	15				2	Previous 1 2 3 4 5 6
					/			

2. Select Clear All Data

GLSBAL TALENT MANAGEMENT	GoMBC Rewal	d Calculation			Gombc	Manage Missions ♥ 🔹 ♥
MISSION MANAGEMENT	Home / RCA / Outputs					
MBC RCA	⊖ CGFS import	⊖ EPR Data import	⊘ Verify & Correct	⊘ Calculate	⊖ Verify output	⊙ Output
▲ Imports < ² Verify and Correct Import	Reward Cal	culation Com	plete			Clear All Data
Calculations						

STEP 2: UPDATE MISSION PROFILE DATES

1. In the Settings menu, expand the Settings option, then select Mission Profile.



2. Select Edit Mission

но	ome / RCA / MissionProfile		
	Vesier Profile Dertural		
IV	lission Profile - Portugal		
	Mission Pools T&A Codes Condition	tions Grades Salary Plans Calculation Approval Individual Memos	
	Mission Profile		
	Post Codes		231
	Mission Name		Portugal
	Description		Portugal
	Rating Year Start Date		02/05/2021
	Rating Year End Date		02/04/2022
	Time & Attendance Start Date		01/31/2021
	Time & Attendance End Date		01/29/2022
	N % of Base		3.00
	LCP Currency		EUR
	Mission standard working hours per PP		80
	Cut Off Date for T&A Adjustments		03/01/2022
	Optional Lump Sum Payment		
	Lump Sum Decision Deadline		02/28/2022
	formance Pay Effective Date		03/28/2022
		1	
-			
Εαπ	MISSION		

3. Update all dates for the current year, referring to the date definitions below, and verify the remaining information. Then, select Save.

Rating Year includes the start date and end date of the performance period. This corresponds to your Performance Period defined in GoMBC and authorized in the mission's LCP.

Time & Attendance Proration Period is based on pay periods and includes the start and end date for T&A that will be considered for the calculations. These dates correspond to the start and end date of the MBC report received from CGFS via SHIFTS. Set the start date to the first date of the pay period and the end date to the last day of the pay period.

Cut Off Date for T&A Adjustments indicates no T&A will be considered for calculations that fall after this date. This date must be after the T&A end date.

Lump Sum Decision Deadline is the final date for eligible employees to return their MBC reward decision memos with their choice of a lump sum payment.

Performance Pay Effective Date is the date when MBC rewards are effective, as authorized in the mission's LCP.

The Performance Pay Effective Date must be the first Sunday of the pay period. This date will be sent to OPS and included in the CGFS interface file.

Edit Mission Portugal				
General Authorization				
Name	Portugal			
Description	· · · · · · · · · · · ·			
Contraction	Portugal			
Rating Year	02/05/2021		02/04/2022	
Time & Attendance proration period	01/31/2021	PP 3	01/29/2022	PP 2
N % of Base	3.00			
LCP Currency	EUR			
Mission standard working hours per PP	80			
Cut Off Date for T&A Adjustments	03/01/2022			PP 5
Optional Lump Sum Payment		•		
Lump Sum Decision Deadline	02/28/2022			PP 5
Performance Pay Effective Date	03/28/2022			PP 7
Post Codes	231			
	<u><u></u></u>			
	Remove			
	+ Add code			
Pay Periods Calendar	« January 2024 »			
	Su Mo Tu We Th Fr Sa			
	31 1 2 3 4 5 6 PP27			
	7 8 9 10 11 12 13 PP27			
	14 15 16 17 18 19 20 PP1			
	28 29 30 31 1 2 3 PP2			
	4 5 6 7 8 9 10 PP2			
Delete				Back to Mission Profile Save

STEP 3: REVIEW AND UPDATE POOLS

For calculations to run successfully, pools must be defined correctly in RCA. RCA pool names must correspond to pool names of finalized reviews in GoMBC. In RCA, *do not change pool names or delete pools if an EPR was finalized using the pool name*, this also pertains to pools for interim EPRs.

 To sync pools and RCA roles from GoMBC, return to GoMBC. In the Organization Admin menu, select Manage Employees. Then, select Sync Employee Roles. Syncing pools will only add new pools and the associated pool supervisor. 2. It will not delete pools that have been removed from GoMBC.

	Logout O Spadacino, Laura
Deshboard 2	Add New
Acknowledgement Ro Sync Employee Roles omplete Profiles View Recently Added/Modified Employees View Employees for Archival View Archived Employees	
Organization Admin v nary Period	
Current Organization	
Germany Global Filter	
III Massion Profile to Transfer Employees 1 Post Name Email Position Title Grade Employee Id Pool Name	Actions
Manage Employees Berlin Supervisor, Berlin Supervisor, Berlin Mgt Officer	

3. Return to RCA, expand Settings in the Settings Menu, select Mission Profile, then select the Pools tab.

GLSBAL TALENT MANAGEMENT	GoMBC MERTERASSO COMPENSATION Reward Calculation			GoMBC Manage Missions ♥ ▲ ♥ ▲ Laura Spadacino
HISSION MANAGEMENT Portugal ▼ MBC RCA de Home de Impots < Q: Verify and Correct import de Calculations p: SPER Simulation G: Verify Output: CGFS extract	Home / RCA / MissionProfile Mission Portuga Mission Portuga Mission Portuga Mission Portuga A Codes Conditions Show 10 • entries	Grades Salary Plans Calculation Approval	Individual Memos	Column Visbility + New Pool Search:
1 Output	Name 1	Description	ŤΦ	
Lad Reporting/Statistics	CONS	CONS	Ø Edit 🛛 🗎 Delete	
Settings ~	DAO	DAO	☑ Edit	
Template Field Settings Mission Profile	2. Supervisors	ICASS Supervisors	I Edit	
Posts of this Mission	ICASS-1	ICASS-1	🕼 Edit 🛛 💼 Delete	

4. Verify the pool names in RCA. If there are pools that were not used during the performance period, delete them in RCA. If there are two pools with the same name in RCA, delete both pools and repeat Step 1 to sync from GoMBC. If a pool name was changed after it was used for an interim EPR, add a new pool in RCA with the pool name for the interim EPR.

GL®BAL TALENT MANAGEMENT	GoMB MERIT BASI COMPENSATION	Reward Calc	ulation					GoMBC	Manage Missions 🗸	🌲 🔫 padacino
MISSION MANAGEMENT Portugal MBC RCA	Home / RCA / Miss	^{ionProfile} file - Portugal								
Home Imports Cell Verify and Correct Import Calculations	Mission Po Pools	T&A Codes	Conditions	Grades	Salary Plans	Calculation Approval	Individual Memos			
Verify Output: CGFS extract Output	Show 10 🗸 en	tries Name		↑ #	De	scription	14	ş	Search:	
Lad Reporting/Statistics	CONS			CONS	1		C≇ Edit			
Settings Template Field Settings	DAO			DAO			☞ 🖻 Dele	te		
Mission Profile	ICASS Supervis	ors		ICASS	Supervisors		C Edi			
Posts of this Mission	ICASS-1			ICASS	i-1		🕼 Edit 🛛 🔒 Delete			

To add a new pool, select +New Pool. To delete a pool, select the Delete button.

STEP 4: VERIFY CALCULATION APPROVALS

When you selected Sync Employee Roles in Step 3, this not only synced pools and RCA roles, but also synced the GoMBC pool supervisor to the RCA calculation approver for the pool. You will now need to verify the calculation approvers.

1. Expand Settings in the Settings Menu, select Mission Profile, then select the Calculation Approval tab.

GL®BAL TALENT MANAGEMENT	GoMBC MERIT BASED COMPENSATION REI	vard Calculation	GoMBC	Manage Missions ♥ 🔹 ♥
MISSION MANAGEMENT Portugal MBC RCA	Home / RCA / MissionProfile Mission Profile - F	ortugal	3	
骨 Home 초 Imports <	Mission Pools T	&A Codes Conditions Grades Salary Calculation A	pproval dual Memos	
Calculations	Tier 1 Approv	ers :	$\overline{}$	
SPER Simulation	Approver for MGT pool	Ancelotti, Carlo Change		
 Verify Output: CGFS extract Output 	Approver for MGT pool 2	Greggory, Valentino Change		
Lill Reporting/Statistics	Approver for ICASS Supervisors	Ancelotti, Carlo Change		
SETTINGS	Approver for PROGRAM-1	Spadacino, Laura Change		
Template Field Settings	Approver for ICASS-2	Spadacino, Laura Change		
Mission Profile	Approver for CONS	Spadacino, Laura Change		

 Review all approvers. Tier 1 Approvers are the pool supervisors that will approve calculations for their pools; these should propagate from GoMBC - Sync Employee Roles. If the approver is incorrect, it is recommended that the pool supervisor is updated in GoMBC, then select Sync Employee Roles. There must be an approver listed for each pool. The **Tier 2 Approver** is the HRO or MO, who will approve calculations at a Mission level. The **Tier 3 Approver** is the DCM or designate who is responsible for final approval of calculations. To change either of these approvers, select the **Change** button. On the Set Approver screen, select the appropriate user from the drop down, then select **Set**.



If the approver is not listed in the drop down, the Reward Calculation Approver role must be added in GoMBC and the Sync Employee Roles selected again. Only the Mission Admin or ADG Support can update this role.

STEP 5: T&A CODES

All T&A codes in your MBC report from CGFS must be included in RCA. If there are T&A codes that do not apply to your Mission, it is recommended that you leave the codes. Additional codes will not cause issues with calculations, and it is possible that codes will be valid for your Mission in later years.

- 1. Retrieve the MBC report from SHIFTS. If you do not have access, reach out to the FMO section.
- 2. In the Excel file, if an arrow drop-down menu is not shown for the column headings, select Sort & Filter, then the Filter option.



3. Select the arrow next to the PIN_NM column to view all T&A codes contained in the Excel file.



4. In RCA, expand Settings, select Mission Profile, then select T&A Codes.

GLSBAL TALENT MANAGEMENT	GOMBC MERIT BASED COMPENSATION RE	ward Calculation						Gombc M	anage Missions 🗸 A Laura	Spadacino
MISSION MANAGEMENT Portugal MBC RCA	Home / RCA / MissionProfile	e3								
	Mission Po T&	A Codes nditions	Grades Sala	ary Plans	Calculation	a Approval	Individua	l Memos		
SPER Simulation SVerify Output: CGFS extract Output Unit Reporting/Statistics	Add New Show 10 - entries							Search	Column	Visibility
SETTINGS	Code	↑ . Desc	ription	¢	Туре	¢	DutyFlag	¢		Τ¢
Settings	AE_RCTW_LENT	Comp Time Worked		Over	rtime			Edit	Delete	
Mission Profile	AE_TCTW_LENT	Travel Comp Time Wo	rked	Over	rtime			Edit	Delete	

 Verify each T&A code in the Excel file is contained in the RCA list. If the T&A code is considered duty or non-duty for calculation purposes, the DutyFlag must be checked. If a code must be added, select Add New. If the DutyFlag needs to be updated, select Edit. Delete is not recommended.

М	lission	Pools	T&A Codes	Conditions	Grades	Salary Plans	Calculat	ion Approva	ıl Individu	al Memos		
٦	F&A	Coc	les									
Ac	ld Ne	W								Search:	Colun	nn Visibility
		Code	↑	Dese	cription	$\uparrow \Downarrow $	Туре	$\uparrow \varphi$	DutyFlag	î \$		$\uparrow \varphi$
1	AE_RCTW_	LENT	Comp	Time Worked			Overtime			Edit	elete	
,	AE_TCTW_	LENT	Trave	l Comp Time W	orked		Overtime			Eait	Delete	

STEP 6: REVIEW REMAINING MISSION PROFILE SETTINGS

The remaining Mission Profile Settings should be reviewed and updated as needed. For detailed instructions on any items below, consult the <u>full GoMBC/RCA manual</u> beginning on page 63.

1. Expand the Settings menu, select Mission Profile, then select each of the remaining tabs.

Conditions: Select this tab to apply calculation conditions to specific T&A codes based on your **LE Staff Handbook**. You can use these conditions to **prorate** MBC rewards based on time allocated and/or TPS score assigned.

Grades: Select this tab to customize the grade levels that LE staff can hold in your selected mission. There is no need to delete grades that are not used.

Salary Plans: Select this tab to customize the pay scales that apply to grade levels in your selected mission. These plans are used to determine the max salary for an employee when applying rewards.

Individual Memos: Select this tab to manage templates used to create personalized MBC reward letters for each employee. There are two main template types used in RCA, one for Missions with a lump sum option and one without.

The default templates will be used if personalized or localized templates are not uploaded.

GL [®] BAL TALENT MANAGEMENT	Gomber Reward Calculation Gomec	Manage Missions ✓ 🔹 ▼ 🛔 Laura Spadacino
MISSION MANAGEMENT Portugal MBC RCA # Home Imports <	Home / RCA / MissionProfile Mission Profile - Portugal Mission Pools T&A Codes Conditions Grades Salary Plans Calculation Approval Individual Memos	
C Verify and Correct Import	Mission Profile	
SPER Simulation	Post Codes	231
Serify Output: CGFS extract	Mission Name	Portugal
1 Output	Description	Portugal
III Reporting/Statistics	Rating Year Start Date	02/01/2021
	Rating Year End Date	01/29/2022
🔹 Settings 🗸 🗸	Time & Attendance Start Date	02/14/2021
Template Field Settings	2 Time & Attendance End Date	01/29/2022
Template Hold Settings	N % of Base	3.00
Mission Profile	LCP Currency	EUR

RCA CALCULATIONS STEPS

After all RCA setup is verified, you may proceed to calculations.

STEP 1: CGFS IMPORT

The CGFS Import is the MBC Report that is retrieved from SHIFTS. Before importing the CGFS file into RCA, verify that the file is for the correct pay periods. The name of the file contains the first and last pay period, for example: PostId_MBC_Report_2023B03_2024B01, which means the report captures T&A data for pay period 3/2023 through pay period 1/2024. You may want to work with your main timekeeper to verify that corrections to any pay periods have been addressed before the MBC Report is downloaded.

1. **Upload CGFS file:** To Import the file, expand Imports, select Import CGFS Template, then select Upload File. Locate the CGFS file on your computer and add it to RCA.

GL®BAL TALENT MANAGEMENT		Reward Calculation			GoMBC Ma	nage Missions ✔ 🔹 ♥ ♥ Laura Spadacino
Qatar V	Home / RCA / Employee	TnAs				
MBC RCA	© CGFS import	O EPR Data import	O Verify & Correct	O Calculate	O Verify output	O Output
Import CGFS Template Import/Enter TPS Verify and Correct Import Calculations	Upload File	w employee manually Clea	r Import Data		Download Tem	Flat View

 Review Errors: If errors appear, these must be addressed before you can proceed to the next step. Select Errors from the Performance Year menu. One common error is given if the employee's salary is outside of the salary for their grade and pay scale, for example if the employee is in Saved Rate status. In this case, you can select Valid Rate to indicate that this is valid and clear the error.

≛ Imports <	Errors must be cleared prior to proceeding.		
🙆 Verify and Correct Import	Import CGFS		
Calculations			
SPER Simulation	Upload File Add new employee manually Clear Import Data Download existing		Flat View
Serify Output: CGFS extract	Employee Time and Attendence:		
1 Output		Download Template	Column Visibility
Lill Reporting/Statistics <			
SETTINGS	Show 100 - entries	Search:	
Settings <	ti ti ti ti ti ti	î↓ Total î↓	
Q ^b ₀ User Management	Payroll Salary Standard	Annual 🖕 Eligible 🍦 Rate Hours	
PERFORMANCE YEAR 2023		nute nouro	Actions
Import Salaries and T&A (CGFS):	1900 99801791 Otamendi, P080 06 23101 80 Nicolae	26598 880	Edit
17 (883) Errors			Exclude
9 Excluded			Valid
25 Successful			Rate

3. Review Exclusions: Review the Excluded list by selecting Excluded from the Performance Year menu. Employees will be excluded automatically if the T&A does not cover the end of the rating period. Per MBC policy, employees will not be eligible for a reward if they depart before the end of the performance period (unless an exception is approved by GTM/OE based on local legal requirement). If an excluded employee should be included, select Include.

务 Home	Errors must be cleared prior to proceeding.	
Verify and Correct Import	Import CGFS	
Calculations		
SPER Simulation	Upload File Add new employee manually Clear Import Data Download existing	Flat View
Serify Output: CGFS extract	Employee Time and Attendence:	
🔔 Output		Download Template Column Visibility
Lall Reporting/Statistics <		
SETTINGS	Show 100 - entries	Search:
Settings <	ti ti ti ti ti ti ti	î↓ Total î↓
© User Management	Payroli Salary Standard Agency Id Name Plan Grade Location Hours	Annual Eligible Rate Hours Actions
PERFORMANCE YEAR 2023		Actions
Import Salaries and T&A (CGFS):	A 1900 99801447 Departed, P080 06 23101 80 1 Employee	16300 USD 320 Edit
17 (883) Errors	9	Include
 ▲ 9 Excluded ✓ 35 Successful 	● ▲ 1900 99801296 Departed, P080 06 23101 80 2 Employee 8	18000 USD 1040 Edit

4. Review Successful Records: Review the successful list by selecting Successful from the Performance Year menu. Expand an employee that has worked the entire rating period and verify that both the first pay period and last pay period have a green check mark. This verification ensures that your Mission Profile dates match the MBC Report. If a pay period is not included, return to Step 2: Update Mission Profile Dates (T&A Start Date, End Date, and T&A Cut Off Date) and review the MBC Report to verify it covers the correct pay periods. Also, review the Total Eligible Hours column to make sure full-time employees are reported correctly.

# Home	Errors must be cleared prior to proceeding.
Imports < Verify and Correct Import	Import CGFS
Calculations	Upload File Add new employee manually Clear Import Data Download existing Filat View
SPER Simulation	Employee Time and Attendence:
1 Output	Download Template Column Visibility
And Reporting/Statistics <	
SETTINGS	Show 100 v entries Search: Aaronson
 Settings < Q⁶₀ User Management 	I Payroll I Salary I I Standard Annual Total Eligible Agency Id Name Plan Grade Location Hours Rate Hours Actions
PERFORMANCE YEAR 2023 Import Salaries and T&A (CGFS): 17 (883) Errors	● ✓ 1900 998014382 Aaronson, P080 04 23101 80 15773 USD 2080 Edit Brenden Exclude
A 9 Excluded	Pay Period Total Hours Eligible Hours Adjusted Work Schedule
✓ 35 Successful	♀ 231_2021B03 80 80 Add TnA Code Exclude
🖮 65 (2917) Total	231_2021804 80 80 Add TnA Code Exclude

5. Once all errors are cleared and data has been verified, select the Proceed button.

GLSBAL TALENT MANAGEMENT	GoMBC MERIT BASED COMPENSATION Rewa	rd Calculation			GoMBC	Manage Missions 🗸 🔺 🗧 🛔 Laura Spadacino
Qatar	Home / RCA / EmployeeTnAs					
MBC RCA	CGFS import	O EPR Data import	O Verify & Correct	O Calculate	O Verify output	O Output
# Home Imports < Verify and Correct Import Calculations	Import CGFS Upload File Add new empl	oyee manually Clear Import Da	Proceed wnload exi	sting		Flat View

STEP 2: EPR DATA IMPORT

In this step, you will import all EPRs in **Finalized** and **Appeal Initiated** statuses from GoMBC for the Rating Year defined in your **Mission Profile**.

1. Import EPR records from GoMBC: Select Import EPR Data

GL [®] BAL TALENT MANAGEMENT		d Calculation			GoMBC	Manage Missions ✓ 🔹 ♠ ▼ A Laura Spadacino
MISSION MANAGEMENT	Home / PCA / ImportEPP					
Qatar 🗸	Home / Hox / Importer H					
MBC RCA	⊘ CGFS import	⊙ EPR Data import	O Verify & Correct	O Calculate	O Verify output	O Output
# Home						
🛓 Imports <	Impor	mance Score (E	PR)			
Verify and Correct Import			,			
Calculations	Uplox Import EPR	Data w review manually	Clear Import Data Download	lexisting		
SPER Simulation	5					
☑ Verify Output: CGFS extract	Empio					
1 Output	e.				Download To	emplate Column Visibility

Review Records: In the Performance Year menu, review and address any Errors. A common error is given when a pool is missing in RCA (review Step 3: Review and Update Pools). Review any Excluded EPRs and determine if any Successful reviews should be excluded, for example if an employee is in a probationary period and not eligible for a reward.

SETTINGS
Settings
📽 User Management
PERFORMANCE YEAR 2023
Import EMBC:
6 Errors
O Excluded
✓ 64 Successful
70 Total

3. Once all errors are cleared and data has been verified, select the Proceed button.

GL®BAL TALENT MANAGEMENT		eward Calculation			GoMBC	Manage Missions ✓ ▲ ▼ ▲ Laura Spadacino
MISSION MANAGEMENT	Home / RCA / ImportEPR					
MBC RCA		⊙ EPR Data import	O Verify & Correct	O Calculate	O Verify output	O Output
초 Imports < 안 Verify and Correct Import	Import/Enter Tot	al Performance Score	e (EPR)			
Calculations	Upload File Import EP	R Data 🛛 Add new review manua	lly Clear Import D Proc	eed wnload existing		

STEP 3: VERIFY AND CORRECT IMPORTED DATA

In this step, you are matching the imported CGFS data to the EPR data so that RCA knows T&A and EPR details for each employee.

1. **Match CGFS and EPR Data:** Select Match. This process can take some time. The job will continue to run in the background, so you can periodically refresh to see if the data has loaded.

GLSBAL TALENT MANAGEMENT		vard Calculation			Gombc	Manage Missions 🗸 🌲 🗸
MISSION MANAGEMENT	Home / RCA / Matching					
MBC RCA	⊖ CGFS Import	EPR Data Import	O Verify & Correct	O Calculate	O Verify output	O Output
# Home						
🛓 Imports 🧠 🤇	Verify and Correct	Imported Data				
Provide and Correct Import						
Calculations	Match lean					
SPER Simulation	-					
Service Correct Verify Output: CGFS extract	Employees:					
1 Output						Column Visibility
A Reporting/Statistics <	Show 100 - entries				S	Search:

2. Review Records: In the Performance Year menu, review and address any Errors. A common error occurs when an employee has T&A data, but no EPR, which can occur for new employees. This may also occur if an employee is eligible for a reward, but no EPR was completed (e.g., employee on extended protected leave). In this case, you will need to return to the EPR screen and manually enter a TPS for the employee, as consistent with local law and the LE Staff Handbook. Review any records in Excluded or Successful categories.

SET	TINGS	
٥	Settings	<
Q0	User Management	
PER	FORMANCE YEAR 2023	
O	Verify and Correct Imported	Data:
0	8 (8) Errors	
▲	0 Excluded	
~	48 Successful	
	57 (120) Total	

3. Once all errors are cleared and data has been verified, select Switch to Successful



4. Finally, select Proceed.

STEP 4: CALCULATE

1. **Run Calculations:** Select the Calculate button to run the calculations.

Home / RCA / Calculation					
	⊖ EPR Data import	⊘ Verify & Correct	⊙ Calculate	O Verify output	O Output
Calculations				[All Poots ~

Warning messages, denoted by may appear for some employees. These warning messages will not cause errors with the calculations but are designed to indicate that further action may be needed. Two common reasons for warning messages are: The OPS salary information was not available for the employee and the employee is in a small pool. Calculations are run based on the salary provided in the CGFS file. If there is a difference with the OPS salary, it may mean an employee was promoted after the rating period and their salary will need to be adjusted in RCA (see 4. Adjust Base Salary). If the employee is in a small pool and the pool supervisor has the option to request the Small Pool Exception Rule, see 6. Small Pool Exception Rule for details.

 Review the Calculation Information: First, focus on the Total Eligible Hours column. Verify anyone under 100% should in fact have less than 100%. Then, expand calculations to review calculation details for selected employees. It is recommended that special circumstances (i.e. defined conditions are met or new employees) are reviewed.

	⊖ EPR Data import	⊘ Verify & Correct	⊙ Calculate	O Verify output	O Output	
Calculations	Calculations					
One or more items require admir	nistrator's attention before you car	proceed.				
Clear Calculation Download	d Calculation Then,			First review	All Pools Y	
Employee Base Pay: cal an	culations d review			percentage for all		
de Show 10 → entrics en	etails for elected nployees			Sear	column visibility	
Payroll ID 14	Name î 🗄 Pool î 🕯	Grade 1 + Previous Base S	Salary 1 Contribution to Pool	î ∳ Max Salary î ∳ TPS î	👌 Total Eligible Hours û 🖗	
005101135 N	Ailitao, Eder brazil	09 27,886.00 USD	418.29 USD	32,828.00 USD 207	50.00%	

Upon expanding conditions, the following general sections may appear based on the employee details:



3. Provide Input for Consecutive Hour Conditions: If a condition was defined in your Mission Profile that requires consecutive time (the Is Consecutive flag was checked when the condition was defined), you will need to provide input to the calculations. This is because T&A is reported by pay period and not by date, so RCA will not know if T&A is

consecutive. If input is required, the employee will be denoted with the $^{\odot}$ icon.

Expand the employee information by selecting the ¹ icon. Then, scroll to the bottom of the calculation details and select Provide input.

Calculation Engine Built on Friday, December 8, 2023 9:15:12 AM Version: 1.2.0.0 Hash:f840373					
Inputs	Provide input	Add Lump Sum Option	Adjust Base Salary		

Enter the number of consecutive hours and save. The calculations will be updated based on the provided information.

[×] Please provide the necessary information.
There are 416 hours of ER_MATR_LV for Employee Dias , Ruben with Payroll Id 998006017 in 6 consecutive pay periods starting from pay period 23/2021 . How many of these hours are Consecutive Working Hours ?
400
Cancel Save

4. Adjust Base Salary: If the employee's salary was changed after the end of the rating cycle (for example, the employee was promoted), the salary that the reward is applied to will need to be adjusted to the current salary. The reward will correctly be calculated based on the salary at the end of the rating period. The base salary can only be adjusted up until Step 5 (Calculation Approvals) is started.

Expand the employee information by selecting the ¹ icon. Then, scroll to the bottom of the calculation details and select Adjust Base Salary.

Calculation Engine Built on Friday, December 8, 2023 9:15:12 AM Version: 1.2.0.0 Hash:f840373				
Inputs	Provide input	Add Lump Sum Option	Adjust Base Salary	

Enter the new salary, new grade, and pay plan for the employee and select Save. RCA will apply the reward to the new salary. RCA will use the new salary plan and grade to retrieve the correct max salary for the employee.

If the employee reaches the new max, the reward will be paid as a lump sum. Otherwise, it will be added to the base salary.

[×] Please provide the necessary information.
Please provide the adjusted Base Salary (USD) for the employee Lewandowski, Robert (206875484)
CGFS Base Salary is 26594 USD
OPS Base Salary is 0 USD
Salary Plan: P080
Grade: 09
Adjusted Base Salary
0.00
Adjusted Salary Plan
P080 ~
Adjusted Grade
09 ~
Cancel

5. Update Mass Salaries: If your Mission has a salary increase which is applicable to all LE Staff, select Adjust Base Salaries to mass update the salaries for everyone.

Step 1: Wage increases are processed in OPS. This can happen in line with the RCA process, but wage increases must be processed before the calculations are sent to pool approvers.

Step 2: The salary scale is updated in the Mission Profile in RCA. Select the Salary Plans tab, edit the salary scale, and update the Min and Max values.

Home / RCA / Missions / SalaryPlans / Edit							
Edit salary plan							
Name							
P080							
Working hours per Pay Period							
80							
irade name Min value Max value							
01	7825.00	USD	10205.00	USD			
02	8281.00	USD	11601.00	USD			
03	10156.00	USD	14226.00	USD			

Step 3: Run the calculations. On the calculations screen, a new button Adjust Base Salaries will pull the salaries received from OPS into RCA.

Home / RCA / Calculation						
♥ CGFS import		⊘ Verify & Correct		O Verify output	O Output	
Calculations						
Proceed Clear Calculation Download Calculation Adjust Base Salaries All Pools						
Employee Base Pay:	_				Column Visibil	ity

The reward will be calculated based on the salary at the end of the performance plan, which comes from the CGFS-provided MBC Report. The reward will then be applied to the latest salary retrieved from OPS in step 3 or provided as a lump sum if the max value for the grade and pay plan is reached. The HR admin will be able to view the adjusted base salary when expanding the calculations.

TotalReward = 140 * 3.99 = 559	
Employee Base Salary Adjusted to 30434.	
Employee has worked for 26 pay periods.	
Employee has 2080 eligible hours for the rating cycle.	
There are 2080 working hours in 26 pay periods for employee's pay plan	
Increase Prorate = EmployeeEligibleHours / WorkingHoursForPayPlan	
Increase Prorate = 2080 / 2080 = 1.	

6. Optional Lump Sum Adjustment: If your Mission provides the lump sum option and the Mission Profile has the Optional Lump Sum flag checked, this option will be available for all employees that have not reached the max salary for their grade. Lump sums can be added after the approval process and up until submission to OPS.

If an employee exercises the lump sum option, expand the employee information by

selecting the ^O icon. Then, scroll to the bottom of the calculation details and select Add Lump Sum Option.



A lump sum amount must be entered and Saved.



- 7. Small Pool Exception Rule: Based on an approved request, HR runs a simulation for an employee in a small pool (3 or less employees) to determine their reward in comparison with a larger pool of employees. Refer to the MBC policy for further policy guidance on the small pool exception rule. The SPER process is a two-step process in RCA.
 - **a.** Run the SPER Simulation: Select SPER Simulation from the left MBC RCA menu.

MISSION MANAGEMENT				
Qatar 🗸				
MBC RCA				
# Home				
📥 Imports	<			
🙆 Verify and Correct Import				
Calculations				
SPER Simulation				
Verify Output: CGFS extract	-			
🛓 Output				

On the SPER Simulation screen, select an employee and the pool to which they will be temporarily assigned. The calculations will be automatically run. **Note**: This SPER simulation has no effect on the calculations and rewards of the actual members of the temporary pool that are available from the Calculations tab.

Home / RCA / Calculation / SPER			
SPER Simulation			
Employee			
(208794309) Valverde, Federico			
Pool			
LARGE			

For the employee who the SPER is being applied to, expand the employee

information by selecting the \bigcirc icon. Then, scroll to the bottom of the calculation details and review the new reward information (this can be either a positive or negative difference than the current reward in the small pool).

b. Apply the SPER reward adjustment: Return to the Calculations by selecting Calculations from MBC RCA menu.

MISSION MANAGEMENT	
Qatar 🗸	
MBC RCA	
# Home	
📥 Imports	<
🙆 Verify and Correct Import	
Calculations	
SPER Simulation	

Expand the employee information by selecting the \bigcirc icon. Then, scroll to the bottom of the calculation details and select Add SPER Correction.

Inputs	Add SPER Correction	Add Lump Sum Option	Adjust Base Salary	
	· · · · · · · · · · · · · · · · · · ·			

Enter the difference between the current reward and the SPER simulated reward. If it is a negative difference, include a minus sign before the number as shown below and select save. For a positive difference, include the number only. The SPER correction can be applied until the pool supervisor approves the calculations for the small pool.

*Please provide the necessa	ary
information.	
Please provide the amount of correction in USD for the e eligible for small pools exception.	mployee
-100	
Cancel	Save

8. Proceed: When calculations are complete, select the **Proceed** button to continue to Approvals.

♥ CGFS import	⊘ EPR Data import	⊘ Verify & Correct	O Calculate	O Verify output	O Output
Calculations					
Proceed Clear Calculation Downlo	Dad Calculation				All Pools 🗸

STEP 5: VERIFY OUTPUT (APPROVALS)

In this step, you will receive all approvals for the calculations. This consists of three levels of approval. The first level or 'tier' of approvals are that of pool supervisors, the second tier is the HRO or MO, and the third tier is the DCM or designate.

1. **Start Approval Flow:** Select either Paper approval or Digital approval. Paper approval will allow only pdf uploads for the approvals for tier 1 approvers, while digital approval allows for either pdf upload or allows the pool supervisor to log in and digitally approve.

♥ CGFS import		⊘ Verify & Correct	⊙ Verify output	O Output
Show Comments				
lease write some comment.				
Add Comment				

2. Obtain Tier 1 Approvals: As a Reward Calculation Mission Administrator or Reward Calculation Operator, you will see each pool and the name of the pool supervisor. For each pool, you will have the option to Download PDF to download the PDF approval form that can be sent to the pool supervisor outside of the application for a paper approval process. This option is available regardless of the paper or digital approval you selected in step 1. Once the signed form is returned, you can select Upload Signed PDF to record the approval.

Tier 1 Approvers : Not Approved						
Pool Name		Approval Status				
ARGENTINA	Not Approved					
Digital Approval	Approver Name: Spada, Laura¥3					
Alternative Paper Approval		Actions Download PDF Upload Signed PDF				

If digital approval has been selected, the pool supervisor will have access logs in, they will have both the paper approval options, but they will also have the option to digitally Approve the pool.

Pool supervisors can refer to the article <u>here</u> for approval instructions.

Tier 1 Approvers : Not Approved						
Pool Name		Approval Status				
ARGENTINA	Not Approved					
Digital Approval	Approver Name: Spada, LauraY3 Actions Approve					
Alternative Paper Approval		Actions Download PDF Upload Signed PDF				

- 3. **Obtain Tier 2 and Tier 3 Approvals:** Once all Tier 1 approvals are received in either the paper or digital approval flow, the tier 2 approval will be available, followed by the tier 3 approval. Tier 2 and tier 3 approvals can only be digitally approved.
- 4. **Proceed to Output:** Once all approvals are received, select the **Proceed** button at the bottom of the screen.

Recall Approvals: If any change in calculations must be made or an approval must be obtained again (for example if a SPER should be applied), you can choose to recall approvals by either recalling all approvals or recalling individual approvals.

Tier 3 Approvers : Approved						
Name		Approval Status				
Spadacino, Laura	Approved		Recall Approval			
Proceed Download A	All Recall Approvals					

STEP 5: OUTPUT

In the final step, you will download all data and export reward information to OPS.

 Download all data and reports: RCA does not store historical data. Therefore, it is important that calculation information be downloaded and stored for a minimum of three years per Department guidelines. Select the Download button. This downloads a .zip file that contains all files related to the calculations.

ane / Nox / Outputs						
CGFS import	⊖ EPR Data import		⊘ Calculate			⊙ Output
Reward Ca	culation Com	plete				Clear All Data
						Column Visibility
how 10 🗸 entries						Search:
PayRollID	¢.	EmployeeName	î ≑ Pool	†↓	Exclud	le From OPS
206969816		Employee, One	usa	٩		
207955378		Employee, Two	usa	٩		
998009870		Employee, Three	usa	٩		
998013648		Employee, Four	usa	٩		
998013841		Employee, Five	usa	٩		
998014382		Employee, Six	usa	٩		
305428033		Employee, Seven	spain	٩		
006817521		Employee, Eight	spain	٩		0
006965531		Employee, Nine	spain	٩		
007152675		Employee, Ten	spain	٩		D
Showing 1 to 10 of 51 entries	.s					Previous 1 2 3 4 5 6 Ne
			Download Export to OPS			

The .zip file will appear in your Downloads folder and will contain the following files.



Note: Memos notifying employees of their rewards are not automatically sent to the employee. They can be downloaded individually by selecting the ¹ icon on the Output screen or in bulk by selecting the **Download** button. Many Missions also choose to use one of the reports to create a mail merge to send reward information by email.

- 2. **Send all records to OPS:** This step will allow you to send all employee reward information to OPS for personnel action creation and payment processing.
 - a. **Exclude any records from OPS Submission**: Before you submit to OPS, you can select any record to exclude it from the OPS submission. For example, you would exclude if the employee departed after the rating cycle. OPS will not process updates for terminated employees. In this case, contact your pay tech, who will inform you if you need to update the termination action manually in OPS or the payment can be processed separately. To exclude, select the checkbox in the Exclude from OPS column.

Home / RCA / Outputs								
⊖ CGFS import		⊖ EPR Data import	t 🕑 Verify & Correct		⊘ ∨€	erify output	⊙ Output	
Reward Calculation Complete								
							Column Visibility	
Show 10 🗸 e	entries					s	earch:	
	PayRollID	¢	EmployeeName	î \$ Pool	î↓	Exclude	From OPS	
206969816			Employee, One	usa	٢			

b. Export to OPS: Next, select Export to OPS. All reward information for all employees not excluded is sent. If there are any errors, these will be received in about an hour and will appear on the Failed RCA Transactions page in GoMBC. To access this page, select the Failed RCA Transactions menu.

GL®BAL TALENT MANAGEMENT		GoMBC					Logout e Spadacino, Laura
Organization Admin 🗸 🗸	^	Failed RCA to OPS Transactions					
Current Organization							
Qatar 🖌	1	Discard All					
1 Mission Profile		Q Global Filter					
Transfer Employees							
06 Manage Pools		Employee Name Employee Id Pr	ost "-	Mission	Error	Message	
a Manage Employees		No records found					
a Manage Employee Acknowledgement Role							
🚑 Assign Roles							
A* Registrations							
🍰 Sign in on Behalf of User							
all Manage Grades							
Ltd: Manage Documents							
HR worklist							
🛱 Manage Perf. Periods							
Reward Calculation							
Se Failed RCA Transactions							

Contact <u>ADG-Support@state.gov</u> if any errors are returned. If the records are successful, OPS will create and populate two mass update groups for each department ID: One for the salary update and one for the lump sum payment. OPS runs the job to create the mass update groups once a day, so depending on when you submit the data, it could take up to one day for the mass update groups to be created.

For each mass update group created, an email will be sent to Post that contains a group ID. Enter OPS, select Mass Update, and search for the group ID. Then, follow the <u>OPS SOP for Mass Updates</u> (pages 30-33 cover the MBC lump sum mass update process and pages 46-51 cover the MBC salary reward process). The following must be completed in the order listed below for each mass update group:

- HR Initiator Validation: Please note that the SOP only covers the creation of the mass update group by the HR initiator which is not required. However, the HR initiator will need to review and validate the data and add remarks, so the steps listed in the SOP differ slightly from the actual action.
- ii. Financial (FMO) Approval
- iii. HR (HRO) Approval

After the HRO has approved the mass update group, it will take up to 24 hours for the changes to be applied in OPS. The HR Approver will then follow the steps beginning on page 52 of the <u>OPS SOP for Mass Updates</u> to create the interface file for CGFS. This will email the files to them, and they can be submitted to CGFS.