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 Full GoMBC/RCA Manual. If you have not attended RCA training or have additional questions, please contact ADG-Support@state.gov.

RCA SETUP

Each year, setup must be completed before calculations can be run in RCA.
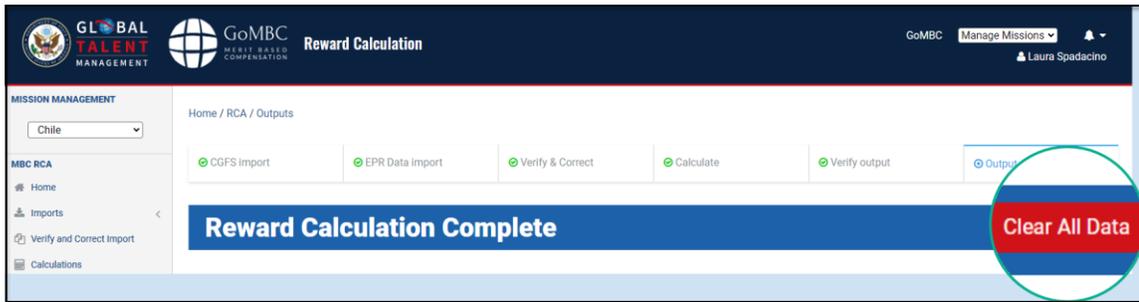
STEP 1: DOWNLOAD AND CLEAR DATA

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**.

1. 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.

2. Select Clear All Data

STEP 2: UPDATE MISSION PROFILE DATES

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

2. Select Edit 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.

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.

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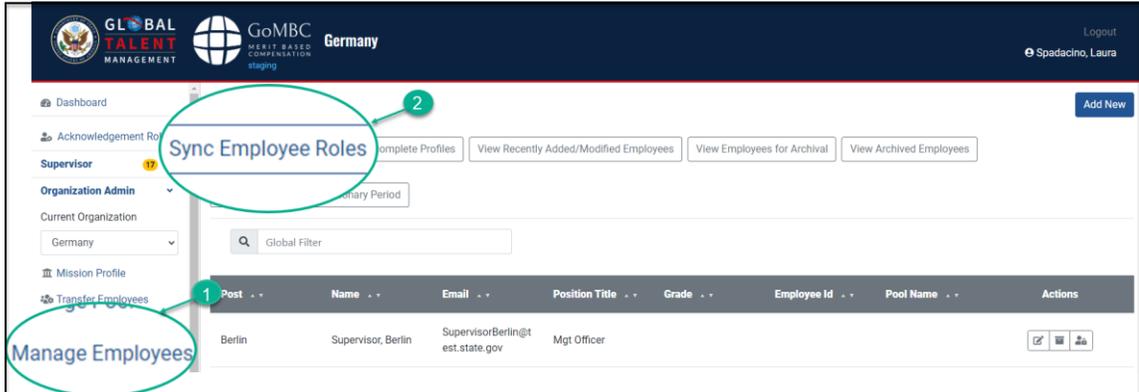
3. Return to RCA, expand Settings in the Settings Menu, select Mission Profile, then select the Pools tab.
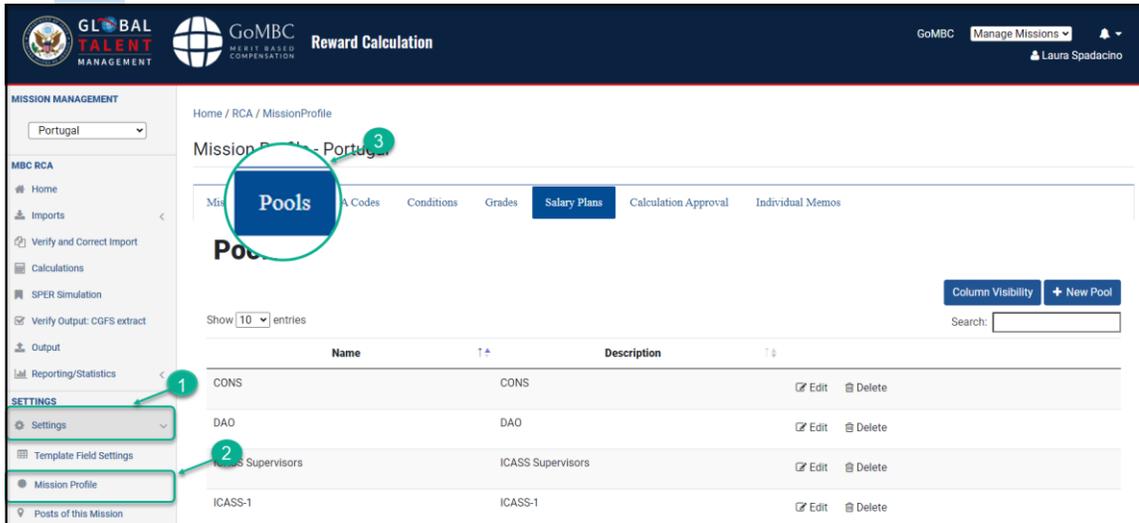
4. Verify the pool names in RCA. If there are pools that were not used during the performance period, delete them in RCA. If there are two pools with the same name in RCA, delete both pools and repeat Step 1 to sync from GoMBC. If a pool name was changed after it was used for an interim EPR, add a new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

To add a new pool, select +New Pool. To delete a pool, select the Delete button.
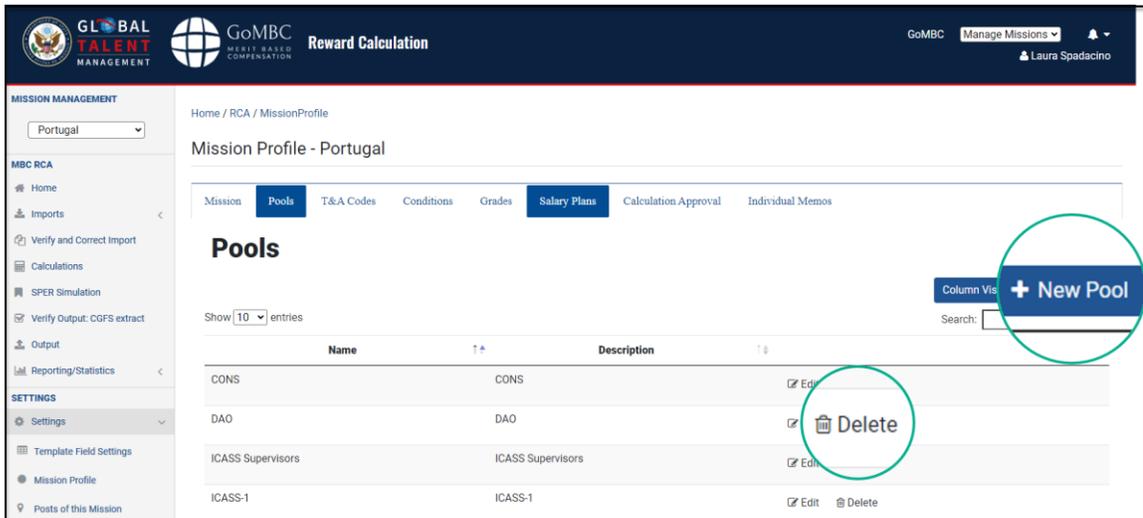
STEP 4: VERIFY CALCULATION APPROVALS

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.
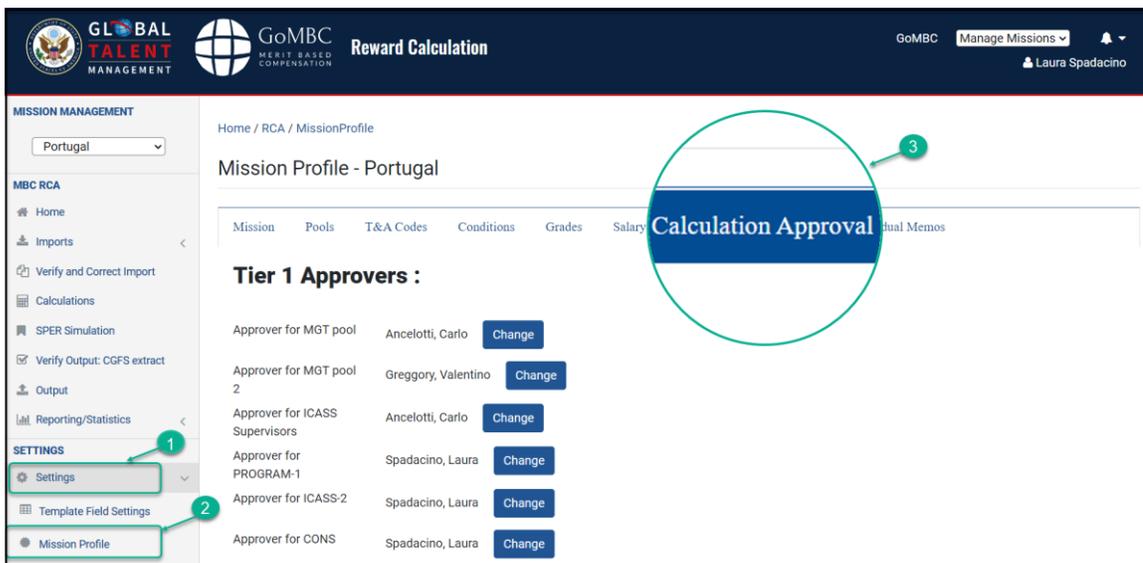
2. Review all approvers. **Tier 1 Approvers** are the pool supervisors that will approve calculations for their pools; these should propagate from GoMBC - Sync Employee Roles. If the approver is incorrect, it is recommended that the pool supervisor is updated in GoMBC, then select Sync Employee Roles. 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.
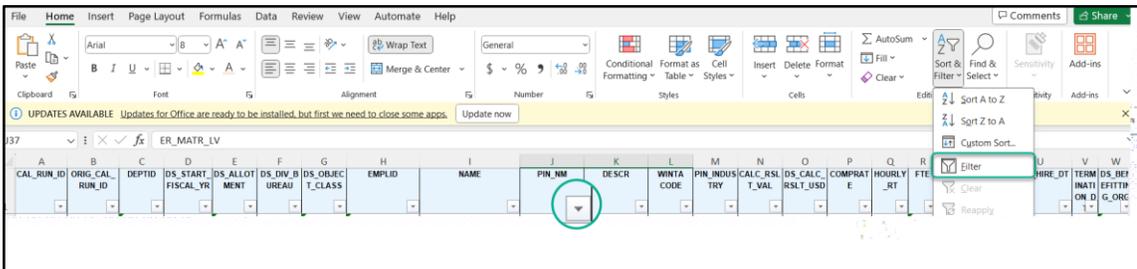
3. Select the arrow next to the PIN_NM column to view all T&A codes contained in the Excel file.
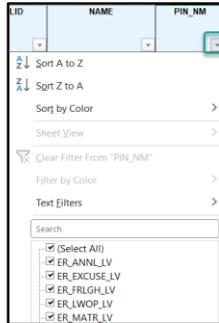
4. In RCA, expand Settings, select Mission Profile, then select T&A Codes.
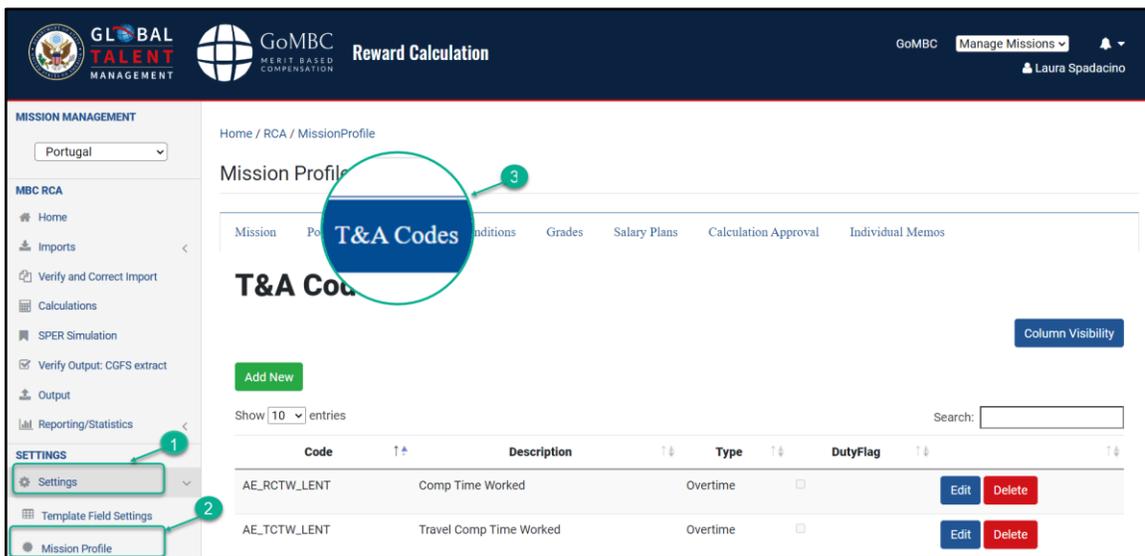
5. Verify each T&A code in the Excel file is contained in the RCA list. If the T&A code is considered duty or non-duty for calculation purposes, the DutyFlag must be checked. If a code must be added, select Add New. If the DutyFlag needs to be updated, select Edit. Delete is not recommended.
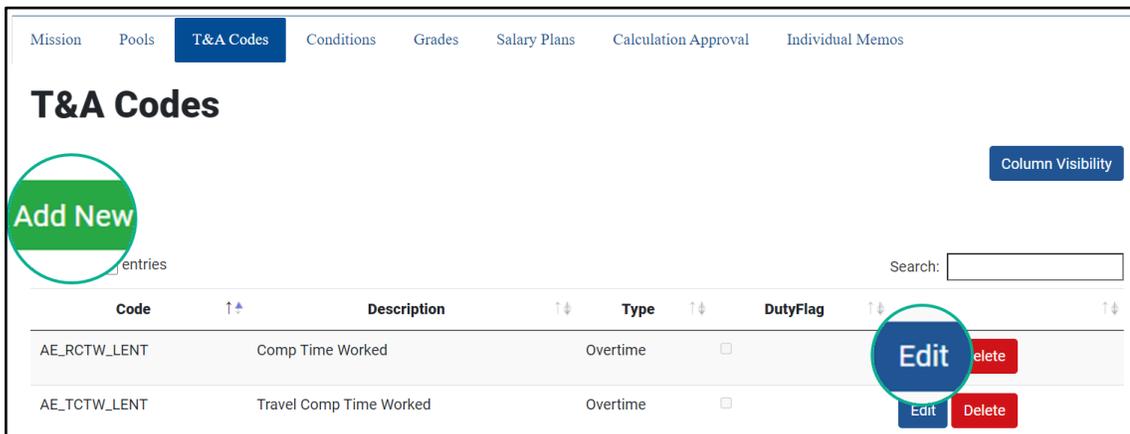
The remaining Mission Profile Settings should be reviewed and updated as needed. For detailed instructions on any items below, consult the full GoMBC/RCA manual beginning on page 63.

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.

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.
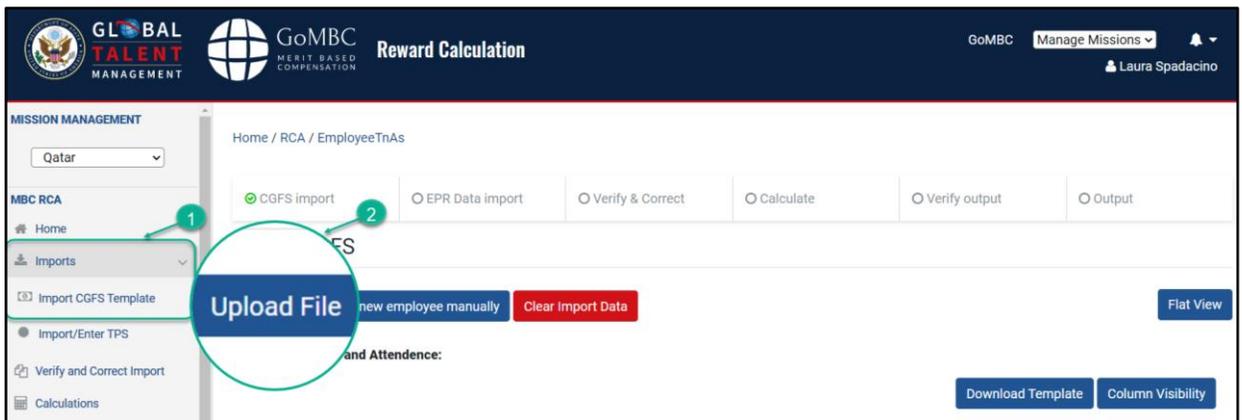
2. **Review Errors:** If errors appear, these must be addressed before you can proceed to the next step. Select Errors from the Performance Year menu. One common error is given if the employee's salary is outside of the salary for their grade and pay scale, for example if the employee is in Saved Rate status. In this case, you can select Valid Rate to indicate that this is valid and clear the error.
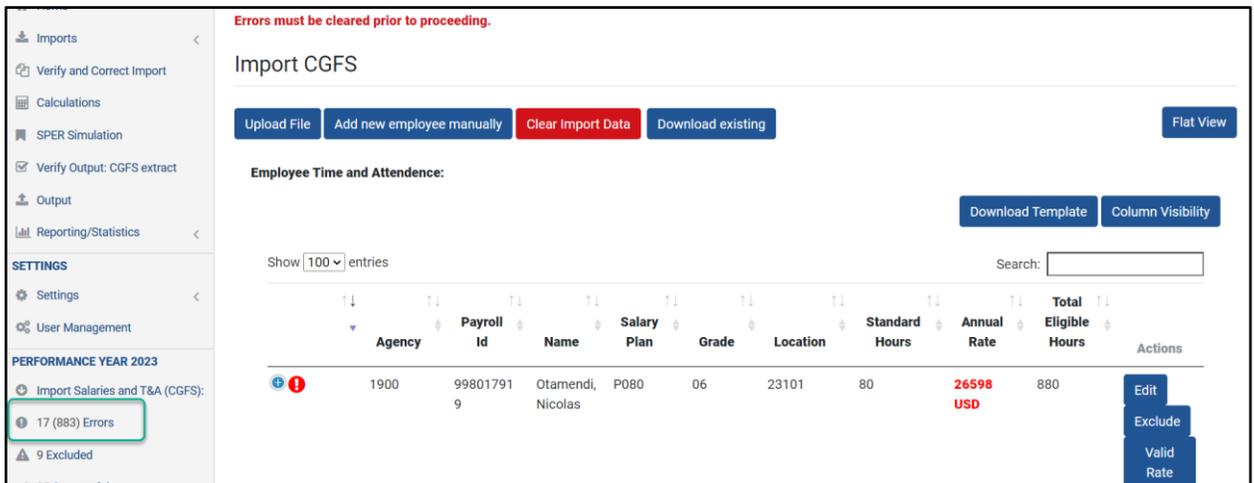
3. **Review Exclusions:** Review the Excluded list by selecting Excluded from the Performance Year menu. Employees will be excluded automatically if the T&A does not cover the end of the rating period. Per MBC policy, employees will not be eligible for a reward if they depart before the end of the performance period (unless an exception is approved by GTM/OE based on local legal requirement). If an excluded employee should be included, select Include.

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.

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

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
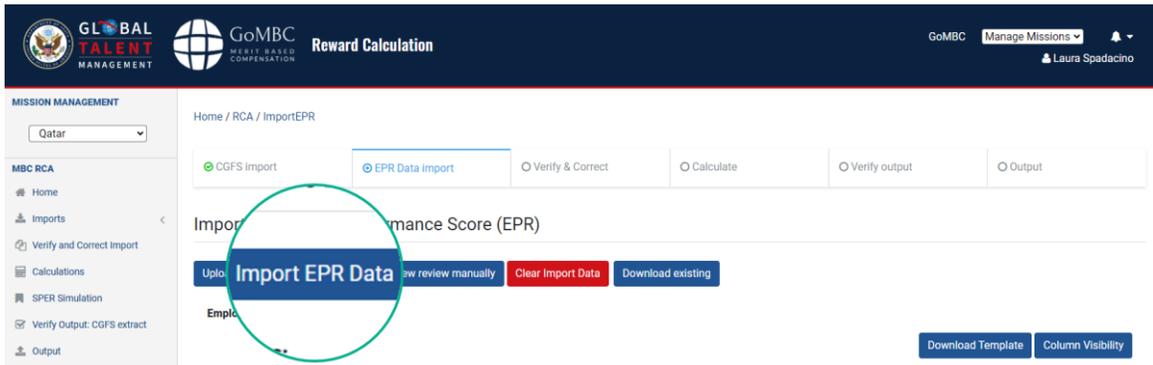
2. **Review Records:** In the Performance Year menu, review and address any Errors. A common error is given when a pool is missing in RCA (review Step 3: Review and Update Pools). Review any Excluded EPRs and determine if any Successful reviews should be excluded, for example if an employee is in a probationary period and not eligible for a reward.
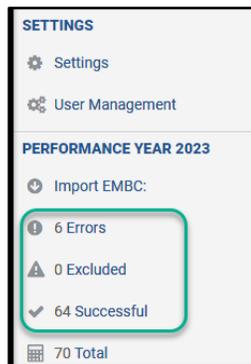
3. Once all errors are cleared and data has been verified, select the Proceed button.
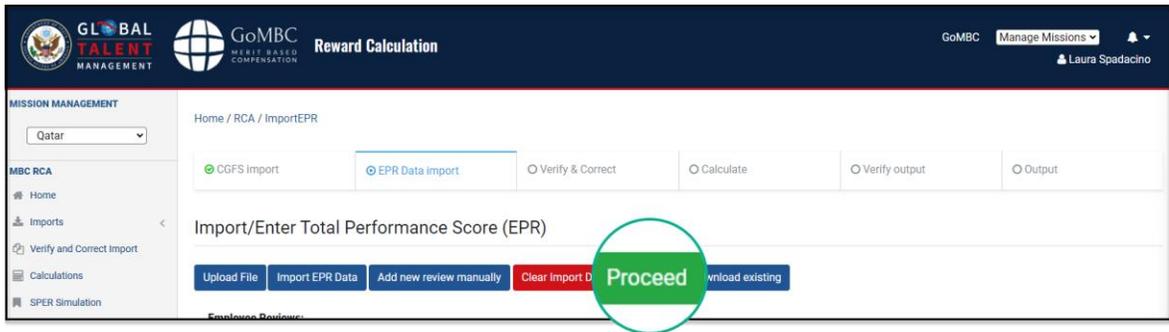
STEP 3: VERIFY AND CORRECT IMPORTED DATA

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.
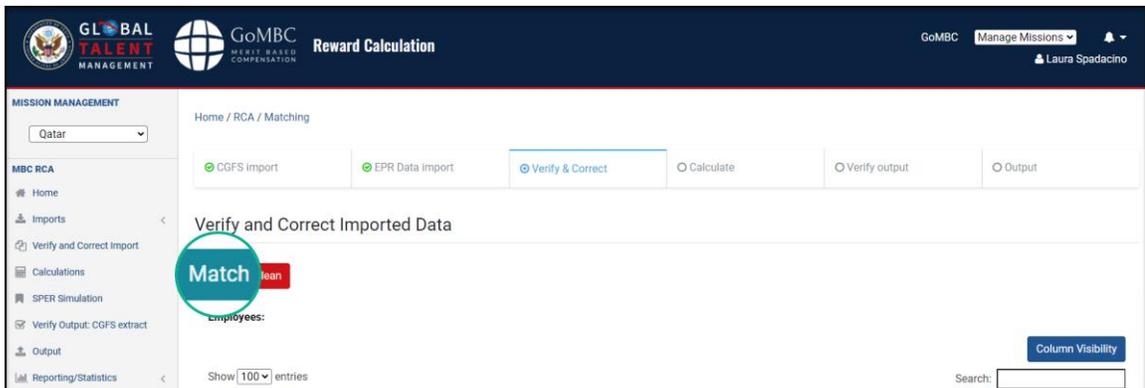
2. **Review Records:** In the Performance Year menu, review and address any Errors. A common error occurs when an employee has T&A data, but no EPR, which can occur for new employees. This may also occur if an employee is eligible for a reward, but no EPR was completed (e.g., employee on extended protected 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.
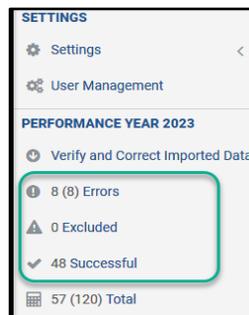
3. Once all errors are cleared and data has been verified, select Switch to Successful
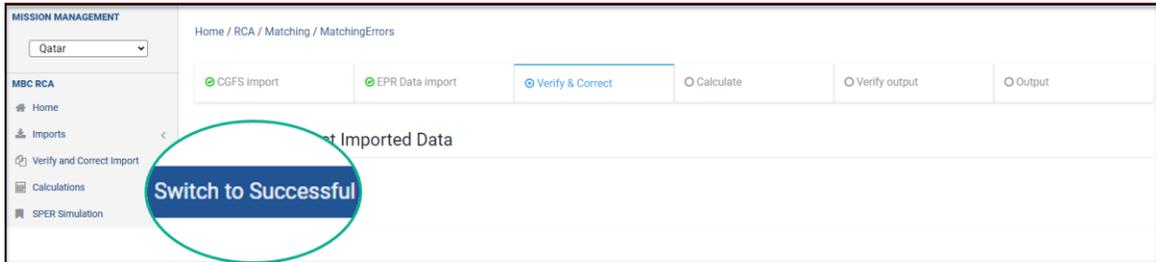
4. Finally, select Proceed.

STEP 4: CALCULATE

1. **Run Calculations:** Select the Calculate button to run the calculations.
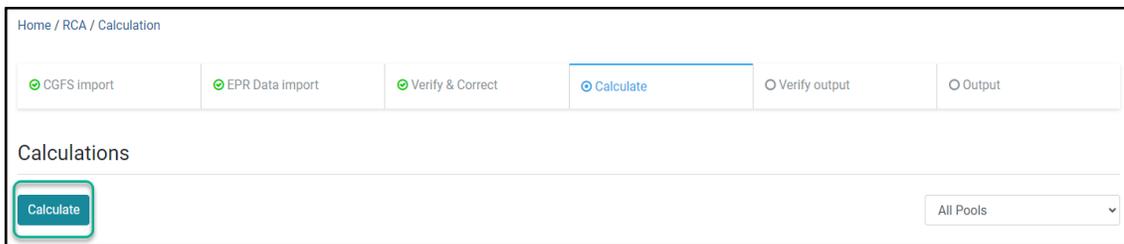
Warning messages, denoted by ⚠ may appear for some employees. These warning messages will not cause errors with the calculations but are designed to indicate that further action may be needed. Two common reasons for warning messages are: The OPS salary information was not available for the employee and 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.

2. **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.

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

Basic Employee Information:
```
grade maximum salary : 23675
working hours = 80 per PP
Total of 2 Review(s) in performance year
Review: 2/5/2021-7/19/2021 TPS=144
Review: 7/20/2021-2/4/2022 TPS=170
T&A start date is 1/31/2021
```
→ Basic Employee Information

Conditions:
```
Conditions:
Time Prorate: no conditions apply.
Fixed TPS: no conditions apply.
Fixed TPS Per PayPeriods:
```
→ Any Mission Defined Conditions Met are displayed here. In this example, there are none.

Applying T&A rules:
```
Applying T&A rules:
ER_REG_DUTY : 737.50 / 737.50 hours are eligible
ER_EXCUSE_LV : 127 / 127 hours are eligible
ER_SPCL_LV : 17.50 / 17.50 hours are eligible
ER_ANNL_LV : 142 / 142 hours are eligible
ER_TCTU_LV : 16 / 16 hours are eligible
Total eligible hours are 1040
```
→ Eligible Hours based on T&A reported. The T&A codes are 'eligible' if the duty flag is checked in the Mission Profile

```
-----------------
Conditions contributed to a net change of 0 in eligible hours, resulting in sum of 1040 worked hours
TimeProrate = eligible hours / (working hours per PP * number of PP)
TimeProrate = 1040 /( 80 * 26 )= 1040 / 2080 = 0.50
```
→ Time proration defined.

```
Performance Period is 365 days (2/5/2021 - 2/4/2022)
Period (2/5/2021 - 7/19/2021) has 165 eligible days, TPS = 144. Result = 165 * 144 = 23760
Period (7/20/2021 - 2/4/2022) has 200 eligible days, TPS = 170. Result = 200 * 170 = 34000
Employee TPS = 57760 / 365 days
Employee TPS = 158
```
→ TPS determined if multiple reviews exist

```
------------------
BaseSalary = 23568
Contribution to Pool = BaseSalary * budgetPercentage * Prorate based on TnA
Contribution to Pool = 23568 * 0.03 * 0.50 = 353.52
```
→ Pool Contribution

```
Salary Factor = ActualBaseSalary / LowestActualBaseSalary in pool * 33%
Salary Factor = 23568 / 23450 * 33% = 0.33
TPS Factor = TPS / LowestTPS in pool * 67%
TPS Factor = 158 / 49 * 67% = 2.16
adjustmentFactor = Salary Factor + TPS Factor
adjustmentFactor = 0.33 + 2.16 = 2.49
aTPS = TPS * adjustmentFactor
aTPS = 158 * 2.49 = 394
aTPSWithTimeProrate = aTPS * TimeProrate
aTPSWithTimeProrate = 393.75 * 0.50 = 197
Lowest Salary in the pool (argentina)
Employee: Paredes, Leandro (009400576)
> with salary plan: P080 hours per PP: 80 TPS: 168 grade: 09
Lowest TPS in the pool (argentina)
Employee: Alvarez, Julian (008931896)
> with salary plan: P080 hours per PP: 80 TPS: 49 grade: 10
```
→ Determining aTPS:
1. Salary Factor identified
2. TPS Factor identified
3. (Overall) Adjustment Factor defined
4. aTPS=TPS*adjustmement factor
5. Time proration applied to aTPS

```
shareValue = PoolBudget / pool sum of aTPS with Time Prorate
shareValue = 3711.18 / 1121 = 3.31
```
→ Share Value determined (value of each point)

```
TotalReward = aTPSWithTimeProrate * shareValue
TotalReward = 197 * 3.31 = 652
```
→ Total Reward defined

```
Employee has worked for 26 pay periods.
Employee has 1040 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 = 1040 / 2080 = 0.50.
```
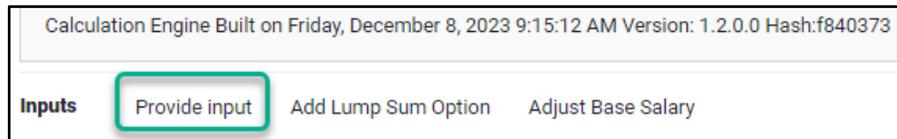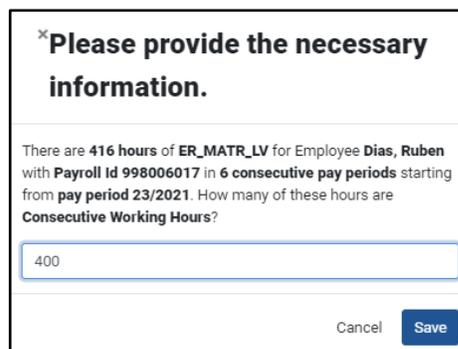→ For PT or WAE employees, the reward must be adjusted to reflect the FT salary that is reported to CGFS

```
TotalReward / Prorate based on TnA > GradeMaxSalary - EmployeeBaseSalary
IncreaseToBaseSalary = GradeMaxSalary - EmployeeBaseSalary
IncreaseToBaseSalary before rounding = 107
IncreaseToBaseSalary = 107
Employee has reached grade max salary. The rest of the reward will be paid as lump sum.
```
→ Check to see if the max salary is reached for the grade.

```
LumpSumPayment = TotalReward - IncreaseToBaseSalary * Increase Prorate
LumpSumPayment = 651.88 - 107 * 0.50
LumpSumPayment before rounding = 598.38
LumpSumPayment = 598
```
→ Lump sum amount applied if applicable. In this example, a PT employee adjustment was done because of the salary increase

```
NewBaseSalary = EmployeeBaseSalary + IncreaseToBaseSalary
NewBaseSalary = 23568 + 107
NewBaseSalary = 23675
```
→ New Base Salary

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 ❓icon.

   Expand the employee information by selecting the ➕ icon. Then, scroll to the bottom of the calculation details and select Provide input.
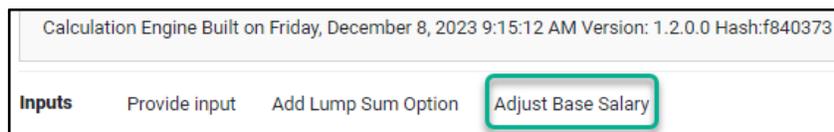
   Calculation Engine Built on Friday, December 8, 2023 9:15:12 AM Version: 1.2.0.0 Hash:f840373

   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 ➕ 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.

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.

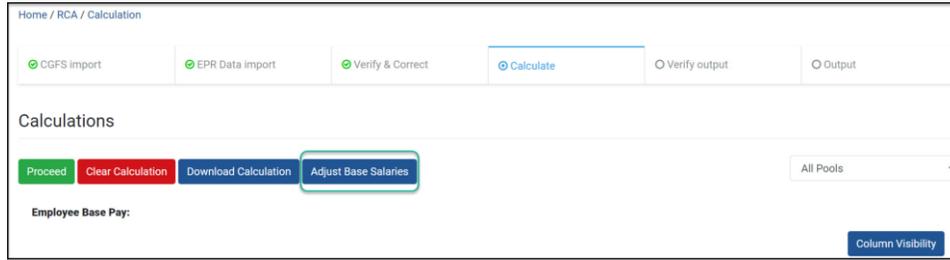Step 3: Run the calculations. On the calculations screen, a new button Adjust Base Salaries will pull the salaries received from OPS into RCA.


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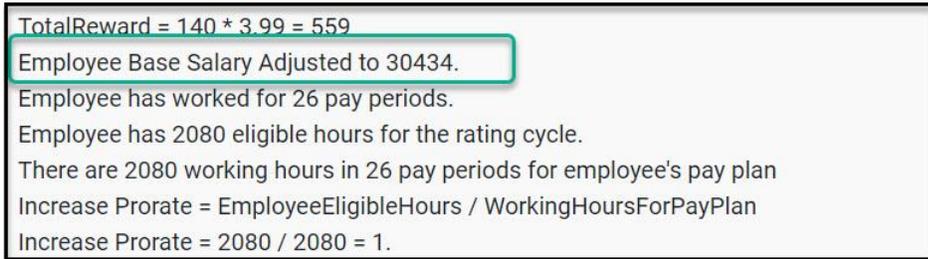
6. **Optional Lump Sum Adjustment:** If your Mission provides the lump sum option and the Mission Profile has the Optional Lump Sum flag checked, this option will be available for all employees that have not reached the max salary for their grade. Lump sums can be added after the approval process and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

If an employee exercises the lump sum option, expand the employee information by selecting the ⊕ icon. Then, scroll to the bottom of the calculation details and select Add Lump Sum Option.
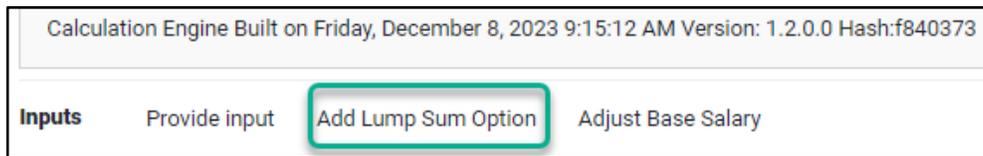
A lump sum amount must be entered and Saved.
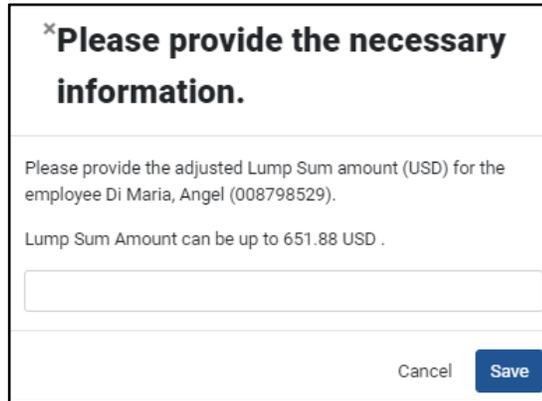
**Please provide the necessary information.**

Please provide the adjusted Lump Sum amount (USD) for the employee Di Maria, Angel (008798529).

Lump Sum Amount can be up to 651.88 USD .

Cancel   Save

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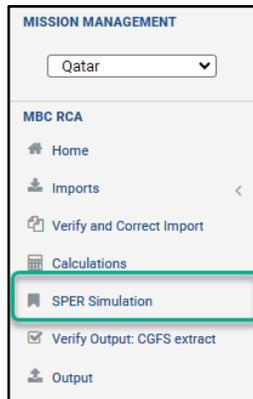
On the SPER Simulation screen, select an employee and the pool to which they will be temporarily assigned. The calculations will be automatically run. **Note**: This SPER simulation has no effect on the calculations and rewards of the actual members of the temporary pool that are available from the Calculations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

For the employee who the SPER is being applied to, expand the employee information by selecting the ⊕ 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.
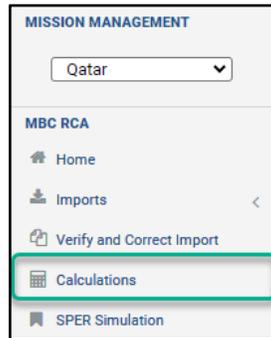
Expand the employee information by selecting the ⊕ icon. Then, scroll to the bottom of the calculation details and select Add SPER Correction.

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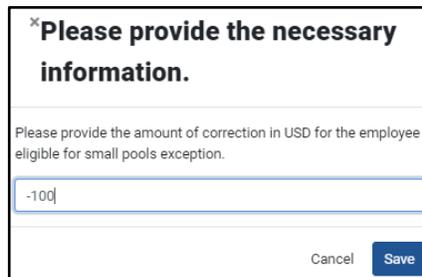
8. **Proceed:** When calculations are complete, select the Proceed button to continue to Approvals.

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	⊘ EPR Data import	⊘ Verify & Correct	⊘ Calculate	⊕ Verify output	○ Output

Show Comments

```
Please write some comment.
```

Add Comment
Proceed for approval
Paper approval   Digital approval

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, LauraY3	
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 here 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 All] [Recall Approvals]

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

1. **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.

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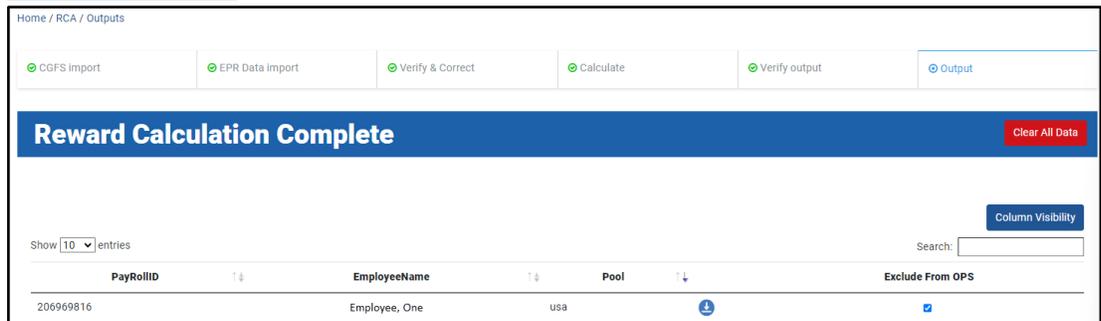
   b. **Export to OPS:** Next, select Export to OPS. All reward information for all employees not excluded is sent. If there are any errors, these will be received in about an hour and will appear on the Failed RCA Transactions page in GoMBC. To access this page, select the Failed RCA Transactions menu.
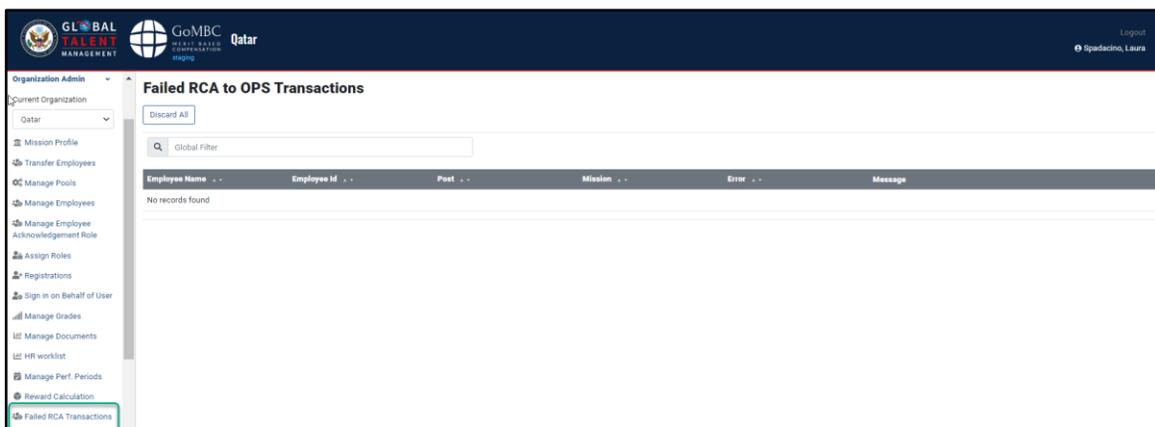
Contact ADG-Support@state.gov if any errors are returned.

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 OPS SOP for Mass Updates (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:

    i. 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 OPS SOP for Mass Updates to create the interface file for CGFS. This will email the files to them, and they can be submitted to CGFS.