



PERT

U.S. DEPARTMENT *of* STATE



Reward Calculation Application (RCA) SOP

VERSION 2.0. LAST UPDATED NOVEMBER 26, 2025

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 [GoMBC/RCA Manual](#). If you have not attended RCA training or have additional questions, please contact ADG-Support@state.gov.

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RCA SETUP

Each year, setup must be completed before calculations can be run in RCA. ADG and OE have worked together to upgrade RCA. Now RCA has been fully integrated into GoMBC. You will no longer be required to access another application when running your calculations. Instead, you will access RCA directly from the HR Menu in GoMBC. There have been several changes in RCA to streamline the process and make the application more user friendly.

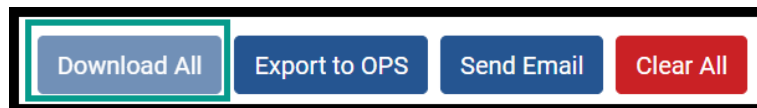
BEFORE STARTING: DOWNLOAD AND CLEAR DATA

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 REWARDS CONFIGURATION**.

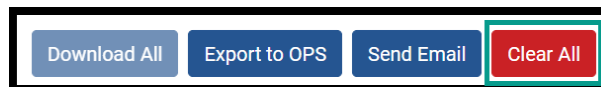
1. From the left menu, select the **Output** or you can click on **Output** from the status bar at the top of the page.

Payroll ID	Name	Post	Special Rate	Download	Exclude from OPS	Sent to OPS	Exclude from Email	Email	Email Sent
998998998	ABLE, DAVID	DAO		<input type="checkbox"/>	<input type="checkbox"/>	11/25/2025 02:15:39	<input type="checkbox"/>	ABLEDAVID@training.gov	
333333555	AKOYA, KEIKO	DET Employees		<input type="checkbox"/>	<input type="checkbox"/>	11/25/2025 02:15:39	<input type="checkbox"/>	AKOYAKEIKO@training.gov	
887654321	ANDERS, JAKOB	ICASS 8		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	ANDERSJAKOB@training.gov	
666666652	ARELLANO, KARINA	ICASS 9/10/11		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Arellano@training.gov	
998012970	ATWATER, JAMES	OBO 11		<input type="checkbox"/>	<input type="checkbox"/>	11/25/2025 02:15:39	<input type="checkbox"/>	ATWATERJAMES@training.gov	
999999999	BALDARRAMA, ROXANA	ICASS 1/3		<input type="checkbox"/>	<input type="checkbox"/>	11/25/2025 02:15:39	<input type="checkbox"/>	BALDARRAMAROXANA@training.gov	
123334456	BEANS, TIMOTHY	ICASS 9/10/11		<input type="checkbox"/>	<input type="checkbox"/>	11/25/2025 02:15:39	<input type="checkbox"/>	BEANSTIMOTHY@training.gov	
123445566	BENJAMIN, SHIRLEY	ICASS 5/6		<input type="checkbox"/>	<input type="checkbox"/>	11/25/2025 02:15:39	<input type="checkbox"/>	BENJAMINSHIRLEY@training.gov	
123456688	BENTO, MICHAEL	ICASS 1/3		<input type="checkbox"/>	<input type="checkbox"/>	11/25/2025 02:15:39	<input type="checkbox"/>	BENTO.MICHAEL@training.gov	
123334567	CARTER, WENDY	ICASS 9/10/11		<input type="checkbox"/>	<input type="checkbox"/>	11/25/2025 02:15:39	<input type="checkbox"/>	CARTERWENDY@training.gov	

2. Make sure to download your previous year zip file for your records BEFORE you **Clear All**. To do this, click **Download All**.

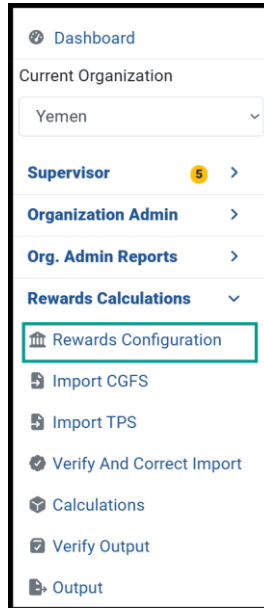


3. Select **Clear All**, once you take this action you cannot retrieve your zip file from the previous year and all calculations, output files and approvals will be permanently deleted.

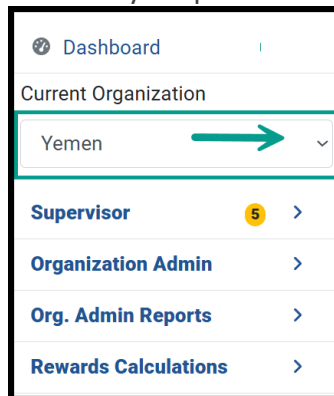


UPDATE REWARDS CONFIGURATION

1. In the Left-Hand menu, scroll down to Rewards Calculations, click on Rewards Configuration.



2. You can see the Mission you will use for your calculations in the Current Organization dropdown menu. If you have a regional role, you will use this dropdown menu to select a Mission other than the Mission where your profile is located.



UPDATE REWARDS CONFIGURATION: MISSION TAB

The first time you set-up the **Rewards Configuration**, you will be required to configure the **Mission** information. When you look at this screen you will notice the **Post Codes, Mission Name, Description, Rating Year Start and End Dates** are greyed out. This information is now pulled directly from your GoMBC Mission Profile.

To change any of this information, you will need to update your GoMBC Mission Profile. If you have any Post Codes missing, open a ticket with ADG-Support@state.gov. Each year you will need to review and update the **Rewards Configuration**.

Rewards Configuration - USUN New York (General Rewards Settings)

Complete and save the form to create RCA configuration

Mission

Post Codes
1660B4

Mission Name
USUN New York

Description

Performance Cycle
Choose

Rating Year Start Date
Rating Year End Date

Time & Attendance Start Date
Time & Attendance End Date

N % of Base
3

LCP Currency

Number of standard working hours per PP
80

Out Off Date For T&A Adjustments

Optional Lump Sum Payment
 No

Performance Pay Effective Date

Save Download Mission Configuration Import Mission Configuration

1. Use the drop-down menu to select a **Performance Cycle**, you will only have performance years available which have already been created in GoMBC.

Mission

Post Codes
1660B4

Mission Name
USUN New York

Description

Performance Cycle 1

Choose 2 →

2020-2021

2021-2022

2022-2023

2023-2024

2024-2025 3

2. Next you will need to select the **Time & Attendance Dates** you will use for the calculations. Remember the dates will not match exactly with the **Performance Cycle Dates**.

Click on the calendar icon to first select the **Time & Attendance Start Date**, choose the first Sunday of the Pay Period you select. Then click on the calendar to select the **Time & Attendance End Date**, choose the last day of the pay period.

Performance Cycle
2024-2025

Rating Year Start Date
03/01/2024

Rating Year End Date
02/28/2025

Time & Attendance Start Date

Time & Attendance End Date

The first day of pay period four (PP4 2024) is Sunday, 02/25/2024.

Time & Attendance Start Date

02/25/2024 PP4

February 2024

Su	Mo	Tu	We	Th	Fr	Sa	
28	29	30	31	1	2	3	PP2
4	5	6	7	8	9	10	PP2
11	12	13	14	15	16	17	PP3
18	19	20	21	22	23	24	PP3
25	26	27	28	29	1	2	PP4

The last day of pay period three (PP3 2025) is Saturday, 02/22/2025.



Time & Attendance End Date

02/22/2025 PP3



February 2025

Su	Mo	Tu	We	Th	Fr	Sa	
26	27	28	29	30	31	1	PP2
2	3	4	5	6	7	8	PP2
9	10	11	12	13	14	15	PP3
16	17	18	19	20	21	22	PP3
23	24	25	26	27	28	1	PP4


Once you have selected the T&A Start Date and End Dates, the Pay Periods visible will be the pay periods you will select when choosing your MBC Report from SHIFTS.

Rating Year Start Date 03/01/2024	Rating Year End Date 02/28/2025
Time & Attendance Start Date 02/25/2024  PP4	Time & Attendance End Date 02/22/2025  PP3

3. The **Base Increase Rate** type the increase into the field to update this percentage each year.

Time & Attendance Start Date 02/25/2024  PP4	Time & Attendance End Date 02/22/2025  PP3
N % of Base 3 	

4. You will also need to update the **LCP Currency** by entering the currency abbreviation which is used in your Mission by typing directly into the **LCP Currency** text box.

LCP Currency <input type="text"/>  Currency is required.
--

N % of Base <input type="text" value="3"/>
LCP Currency <input type="text" value="USD"/>

- The **Number of Standard Working Hours per Pay Period** will default to 80. This is the number of standard hours which is used for the majority of the LE Staff in your mission. You might have multiple salary plans with more hours but use the number which is most applicable.


N % of Base

LCP Currency

Number of standard working hours per PP

- You will need to set the **Cut-Off Date for Time & Attendance Adjustments** by clicking on the calendar icon. The date must be after the **Time & Attendance End Date**, if you don't choose a date after the **Time & Attendance End Date**, you will get an error message and you will not be able to move forward.


Cut Off Date For T&A Adjustments



Cut Off Date For T&A Adjustments is required.


March 2025

Su	Mo	Tu	We	Th	Fr	Sa	
23	24	25	26	27	28	1	PP4
2	3	4	5	6	7	8	PP4
9	10	11	12	13	14	15	PP5
16	17	18	19	20	21	22	PP5
23	24	25	26	27	28	29	PP6
30	31	1	2	3	4	5	PP6



- If your Mission offers employees the option to choose between a lump sum payment or base salary increase, you will need to set the toggle button to **Yes**. When **Yes** is selected, you will need to choose a **Lump Sum Decision Deadline** using the pay period calendar.

Cut Off Date For T&A Adjustments

03/22/2025  PP5


Optional Lump Sum Payment

No

Optional Lump Sum Payment

Yes

Lump Sum Decision Deadline


01/25/2025  PP1

- Use the **Performance Pay Effective Date** calendar by clicking on the calendar icon to choose the date the rewards are scheduled to become effective. The **Performance Pay Effective Date** must be the first Sunday of the pay period authorized in your LCP as the MBC rewards payment effective date. This date will be sent to OPS and included in the CGFS interface file.


Optional Lump Sum Payment

Yes

Lump Sum Decision Deadline

01/01/2025  PP26


Performance Pay Effective Date



Performance Pay Effective Date is required.

May 2025

Su	Mo	Tu	We	Th	Fr	Sa	
27	28	29	30	1	2	3	PP8
4	5	6	7	8	9	10	PP9
11	12	13	14	15	16	17	PP9
18	19	20	21	22	23	24	PP10
25	26	27	28	29	30	31	PP10

05/04/2025  PP9 ←

9. Click **Save** when you are finished. A green **Proceed** button will appear; however, you will not be able to select proceed until you have completed all required data for the **Rewards Configuration**.

REWARDS CONFIGURATION: 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. Now there are several options to use when creating pools in RCA. Empty pools will not be imported from GoMBC. It is possible to select both **Sync Active Pools** and **Sync Pools in EPRs**.

Sync Active Pools will import all current pools from GoMBC. This will import all pools exactly as they are today in GoMBC. If you have made changes to your pools after the end of the rating period, these changes will be imported if you **Sync Active Pools**. This should only be used in coordination with OE/ADG Support.

Sync Pools in EPRs will import all pools which were included in this Performance Year's Finalized EPRs. Therefore, if you had to add new pools or make changes after an EPR was finalized a new pool will not be imported. Also, if you have pools which exist but do not have finalized EPRs, these pools will not be synchronized. This is the option you should choose.

Add New allows you to create new pools. If you have to create a new pool for calculation purposes only, you can create the pool here and it will not appear in GoMBC.

When you sync the pools, you will see the date you choose to sync active pools, or the date pools were synced from EPRs.

Name	Description	Approver	Actions
Consular A	Consular A	Tyminski, Terri	[Edit] [Delete]
Consular B	Consular B	Tyminski, Terri	[Edit] [Delete]
Consular Section	A description for Consular Pool	VELICHKOV, VESSELIN	[Edit] [Delete]
DAO			[Edit] [Delete]
FCS			[Edit] [Delete]
FCS A	FCS A	Farris, Laurie	[Edit] [Delete]
MGT A	MGT A	Ehrmann, Robert	[Edit] [Delete]
MGT B	MGT B	Hebert, Nathan	[Edit] [Delete]
MGT C	MGT C	Tyminski, Terri	[Edit] [Delete]
MGT D	MGT D	Arias Villela, Gabriela R.	[Edit] [Delete]

You can **Edit** or **Delete** pools as needed by clicking on either the edit icon or delete icon in the Actions column. Making changes to pools here will not affect your pools in GoMBC.

Edit will bring a page to allow you to change the **Pool Name** and **Pool Description**. Once you make the necessary changes, click **Save**.

Edit Pool Back

Name
Consular A **1**

Description
Consular A **2**

Cancel **Save**

Delete will prompt you to confirm you want to delete your selected pool. Select **Yes** to delete the pool. Once you go back to the **Pools** page, the deleted pool will no longer be available.

Sync Pools

Are you sure you want to delete the pool Pool?

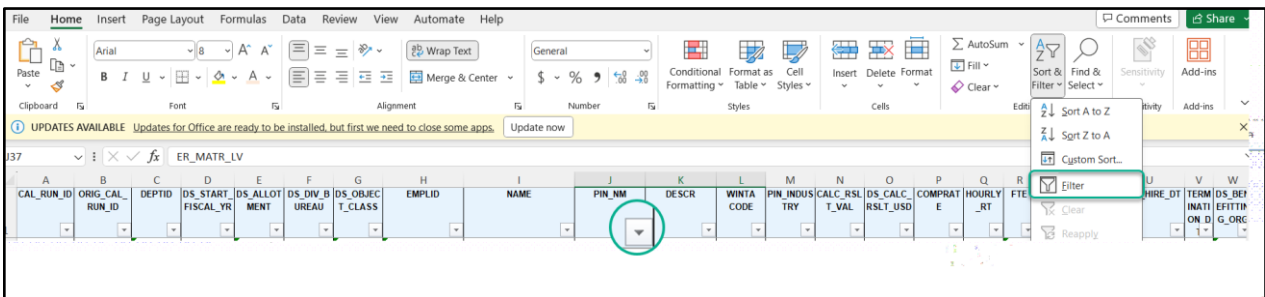
Cancel **Delete**

REWARDS CONFIGURATION: T&A CODES

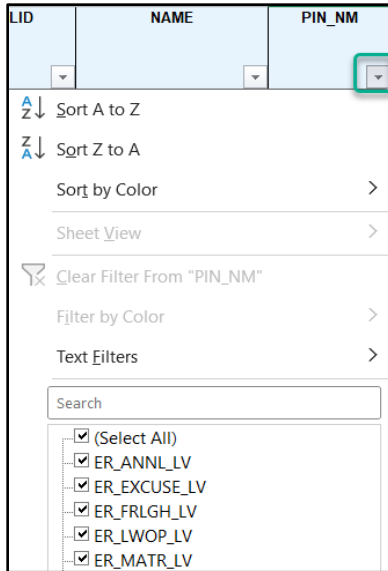
Time & Attendance (T&A) Codes come from CGFS and are used by Post to report an employee's attendance during work hours. ADG has programmed approximately 50 T&A Codes in RCA, however you will still need to review all the T&A codes contained in your MBC Report to ensure all applicable codes for your Mission are included in your **Rewards Configuration** before you move forward with the calculations.

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 your Post timekeeper. The report must include all 26 Pay Periods between the Time & Attendance Start and End Dates specified in the Mission Tab.
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.



Add New to create a T&A code not included in your **Rewards Configuration**. Type the **Code** and **Description** into the text field. Use the drop-down menu to select the **T&A Code Type**. Select the **Duty Flag** toggle to **Yes** if these hours are to be included in the calculations.

The image shows the 'New TnA Code' form. It has the following fields and controls:

- Code:** A text input field with a green '1' next to it.
- Description:** A text input field with a green '2' next to it.
- Type:** A dropdown menu with a green '3' next to it and a right-pointing arrow.
- Holiday Pay:** A dropdown menu with a green '3' next to it and a right-pointing arrow.
- Duty Flag:** A toggle switch currently set to 'No' with a green '4' next to it.
- Buttons:** 'Cancel' and 'Save' buttons at the bottom, with a green '5' next to the 'Save' button.
- Back:** A blue 'Back' button in the top right corner.

Edit allows you to change the **Code**, **Description**, **Type** and **Duty Flag** for any saved T&A Code. Click **Save** when you are finished and you will see the updates saved in the T&A page.

Edit TnA Code Back

Code

Description

Type
 ▼

Duty Flag
 No

REWARDS CONFIGURATION: CONDITIONS

Each Mission should outline in their LE Staff Handbook how periods of leave affect an employee's MBC reward. If you do have conditions which affect an employee's MBC reward calculations, you will need to enter the condition here so RCA will apply the conditions during the calculations. If you are unsure if your Mission has any special conditions which will impact your MBC calculations, please reach out to the Office of Overseas Employment (PERT/OE).

There are two global conditions which affect all missions which you cannot edit, this is for **AWOL** (Absent Without Leave) and **LWOP** (Leave Without Pay). If your Mission has an exception from PERT/OE to either of these conditions, please reach out to ADG (ADG-Support@state.gov) and we can modify this for your mission.

Mission	Pools	T&A Codes	Conditions	Grades	Salary Plans	Calculation Approval	Individual Memos															
<div style="margin-bottom: 10px;"> <input type="button" value="Add New"/> </div> <div style="margin-bottom: 10px;"> <input type="text" value="Global Filter"/> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Name</th> <th style="text-align: left;">Description</th> <th style="text-align: left;">T&A Codes</th> <th style="text-align: left;">Enabled/Disabled</th> <th style="text-align: left;">Actions</th> </tr> </thead> <tbody> <tr> <td>AWOL</td> <td>An employee who, at the end of his/her rating period, has taken 8 or more cumulative Hours of ER_AWOL_LV will receive a prorated MBC payment that reflects the whole period of absence</td> <td>ER_AWOL_LV</td> <td></td> <td style="text-align: center;"><input type="button" value="✎"/></td> </tr> <tr> <td>LWOP</td> <td>An employee who, at the end of his/her rating period, has taken 80 or more cumulative Hours of ER_LWOP_LV will receive a prorated MBC payment that reflects the whole period of absence</td> <td>ER_LWOP_LV</td> <td></td> <td style="text-align: center;"><input type="button" value="✎"/></td> </tr> </tbody> </table>								Name	Description	T&A Codes	Enabled/Disabled	Actions	AWOL	An employee who, at the end of his/her rating period, has taken 8 or more cumulative Hours of ER_AWOL_LV will receive a prorated MBC payment that reflects the whole period of absence	ER_AWOL_LV		<input type="button" value="✎"/>	LWOP	An employee who, at the end of his/her rating period, has taken 80 or more cumulative Hours of ER_LWOP_LV will receive a prorated MBC payment that reflects the whole period of absence	ER_LWOP_LV		<input type="button" value="✎"/>
Name	Description	T&A Codes	Enabled/Disabled	Actions																		
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LWOP	An employee who, at the end of his/her rating period, has taken 80 or more cumulative Hours of ER_LWOP_LV will receive a prorated MBC payment that reflects the whole period of absence	ER_LWOP_LV		<input type="button" value="✎"/>																		

To create a condition, click **Add New**. You will need to complete each field to set up the condition.

Condition Name must clearly describe the specific condition (example: Parental Leave, Maternity Leave or Long-Term Sick Leave).

T&A Code(s) is a drop-down menu you can use to select all codes which apply to this condition. To remove a T&A code, click on the X. As you select a T&A code, each code will populate in the text field in blue.

Unit is predefined to **Hours**; you cannot change this in the application. If your condition is not set to hours, you will need to convert from the current unit to hours.

Edit Condition - Parental Leave

Condition Name
Parental Leave

T&A Code(s)
ER_PATR_LV (Duty) ER_MATR_LV (Duty) ER_PARENT_LV (Duty)

Unit
Hours

You will notice the condition is written in a sentence format as you set up the condition, it will automatically update.

Edit Condition - Parental Leave Back

Condition Name
Parental Leave

T&A Code(s)
ER_PATR_LV (Duty) ER_MATR_LV (Duty) ER_PARENT_LV (Duty)

Unit
Hours

ⓘ An employee who, at the end of his/her rating period, has taken 0.00 or more cumulative hours of ER_PATR_LV (Duty), ER_MATR_LV (Duty), ER_PARENT_LV (Duty) will receive 0 points for hours above 0 with the selected T&A code.

Once you add the T&A Code(s) to your condition, this will trigger RCA to start counting all hours reported for each employee's T&A Report with these codes.

The first part of the condition will default to start counting from zero, meaning once the first hour is reported, RCA will add all hours for this particular T&A Code. You will see this reflected in the **From Hours** 0. You will need to define what happens next. If your LE Handbook allows for a specific number of hours with this T&A code to not affect the employee's MBC Reward, then you would enter the number of hours allowable **BEFORE** the condition is applied to the employee's MBC Reward. (Example: An employee may have 100 hours of Sick Leave without affecting their MBC Reward. However, if they have 101 or more hours, then their MBC Reward will be prorated. In this case you would enter 100 in the **To Hours**, RCA would then apply the condition and prorate all hours starting from 101 hours of this T&A Code.) If there are no allowable hours of this T&A Code without affecting the employee's MBC Reward, then you would enter 0 in the **From Hours** and RCA would apply the condition from the 1st hour reported of this T&A Code.

From (Hours) To (Hours) Is Consecutive Is whole period prorated

0 → Yes No

You will then need to define how the hours should be counted. Will RCA count consecutive hours or cumulative hours? Consecutive hours would need to be confirmed during the calculation process because RCA only uses hours submitted in each pay period in the MBC Report. RCA cannot determine which days a T&A Code is reported. If Cumulative Hours are selected, RCA will add all the hours entered for this T&A Code for the entire T&A period in the MBC Report.

The screenshot shows a configuration interface with four fields: 'From (Hours)' with a value of 0, 'To (Hours)' with a value of 160, 'Is Consecutive' with a toggle set to 'Yes', and 'Is whole period prorated' with a toggle set to 'No'. A red box highlights the 'Is Consecutive' toggle.

RCA is not tied to applying a condition to a specific pay period, therefore, if a condition requires prorating all hours of a specific T&A Code, toggle **Yes** to **Is Whole Period Prorated**. This will trigger the condition to prorate all hours of the T&A Code in your condition once the first set of criteria is met. (In this example below, the first 160 hours are not prorated, the proration will start from 161 hours.)

If **Is Whole Period Prorated** is toggled to YES, this would change the condition to include all hours starting from the 1st hour reported once 161 hours is reached.)

The screenshot shows a configuration interface with a text box at the top: "An employee who, at the end of his/her rating period, has taken 160.00 or more consecutive hours of ER_MATR_LV (Duty), ER_PARENT_LV (Duty), ER_PATR_LV (Duty) will receive 100 points for hours above 160 with the selected T&A code." Below the text box are the same configuration fields as in the previous screenshot: 'From (Hours)' (0), 'To (Hours)' (160), 'Is Consecutive' (Yes), and 'Is whole period prorated' (No). A red box highlights the 'Is Consecutive' toggle.

Next you will define the number of hours which are included in the proration by entering the **From Hours** and **To Hours** to be applied in the condition in the second line of the condition. **To Hours** can use a number to define a specified number of hours, or you can select **Onward** to keep searching for all consecutive hours using the T&A codes listed in the condition until the **T&A End Date** in the **Rewards Configuration**. Use the **Prorate Time/Fixed TPS** toggle to choose how the proration will be applied, either as a **Time Prorate** (which will exclude the

specified hours from the employee’s calculations) or a **Fixed TPS** (which will apply a specific TPS for the hours counted). If **Fixed TPS** is applied, you will need to enter the **TPS**.

From (Hours)	To (Hours)	Is Consecutive	Is whole period prorated
0	160	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

From (Hours)	To (Hours)	Onward	Prorate Time/Fixed TPS	TPS
161.00	480	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Fixed TPS	100

An additional layer to this condition can be added. **From Hours** start by adding one whole hour in the **To Hours** in the previous part of the condition. You would still have the option to choose between **Prorate Time** or **Fixed TPS**.

From (Hours)	To (Hours)	Is Consecutive	Is whole period prorated
0	160	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

From (Hours)	To (Hours)	Onward	Prorate Time/Fixed TPS	TPS
161.00	480	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Fixed TPS	100

From	To (Hours)	Prorate Time/Fixed TPS
481.00	Onward	<input checked="" type="checkbox"/> Prorate Time

In the example shown, the condition is not applied for the first 160 consecutive hours containing the T&A Codes in this condition. Consecutive hours from greater than 160 to 480 will have a TPS proration and will be assigned a score of 100 points for this employee. All consecutive hours containing any of the T&A Codes reported over 480 hours will have a time proration applied and will not be counted in the eligible hours considered in the calculations.

REWARDS CONFIGURATION: GRADES

All **Grades** are imported from GoMBC and cannot be changed in the **Rewards Configuration**.

Mission		Pools		T&A Codes		Conditions		Grades		Salary Plans		Calculation Approval		Individual Memos	
Global Filter															
Name															
01															
02															
03															
04															
05															
06															
07															
08															
09															
10															

REWARDS CONFIGURATION: SALARY PLANS

During your initial setup, you will be required to enter all salary plans and salary ranges for each **Salary Plan**. After your initial setup, your information will be stored. Update it annually before starting calculations if your Mission received a salary increase. If your salary increase occurs after the end of the Rating Period, then you will not update the **Salary Plan** before your calculations, instead you will use the **Base Salary Increase** button later in the calculations.

Add New will open a window for you to enter a new **Salary Plan**.

Mission		Pools		T&A Codes		Conditions		Grades		Salary Plans		Calculation Approval		Individual Memos			
Add New																	
Global Filter																	
Name																Actions	
P080														[Edit]		[Delete]	

Click on the edit icon in the **Actions** column to enter or update the salary ranges.

Name		Actions	
P080		[Edit]	[Delete]
P096		[Edit]	[Delete]

Use the toggle buttons in the **Include** column to select the grades associated with this **Salary Plan**, **Save**, when finished. You will repeat this action each year when you update your **Salary Plans**.

The screenshot shows the 'Edit Salary Plan' interface. At the top, there is a 'Salary Plan Name' field containing 'P096' and a 'Number Of Working Hours Per Pay Period' field containing '96'. Below this is a table with columns for 'Include', 'Grade Name', 'Grade Min', and 'Grade Max'. The first five rows (grades 01-05) have their 'Include' checkboxes checked. The remaining rows (grades 06-13) have their 'Include' checkboxes unchecked. At the bottom left, there are 'Cancel' and 'Save' buttons, and at the bottom right, there is a 'Help' button.

Include	Grade Name	Grade Min	Grade Max
<input checked="" type="checkbox"/>	01	247136	395403
<input checked="" type="checkbox"/>	02	286230	457952
<input checked="" type="checkbox"/>	03	374066	598509
<input checked="" type="checkbox"/>	04	480996	769590
<input checked="" type="checkbox"/>	05	533478	853576
<input type="checkbox"/>	06		
<input type="checkbox"/>	07		
<input type="checkbox"/>	08		
<input type="checkbox"/>	09		
<input type="checkbox"/>	10		
<input type="checkbox"/>	11		
<input type="checkbox"/>	12		
<input type="checkbox"/>	13		

REWARDS CONFIGURATION: CALCULATION APPROVAL

When your pools are synced, all **Pool Approvers** are imported. You can change the **Pool Approver** in RCA by clicking the **Change** button. You will be able to continue to make changes through **Verify Output** state.

Mission	Pools	T&A Codes	Conditions	Grades	Salary Plans	Calculation Approval	Individual Memos
Pool Approvers							
Pool						Approver	
Consular Pool						Old Approver	Change

Use any of the filters in the **Search Box** to find a new **Pool Approver**, the new **Pool Approver** must already have a GoMBC profile. Once their profile appears, click on the person icon in the **Actions** column.

Employee Search

Search Criteria

Name

Position Title

Post Name

is Locally Employed Staff
No

[Search](#) **2**

Global Filter

Name	Email	Position Title	Post Name	Actions
New Approver	NewApprover@state.gov		Mission Name	3

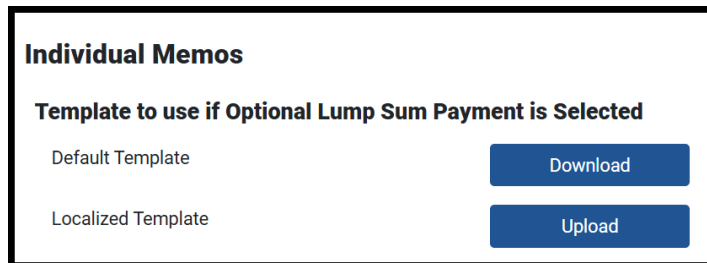
You will see the new **Pool Approver** you selected appear in the list. This change will not be reflected in GoMBC.

Mission	Pools	T&A Codes	Conditions	Grades	Salary Plans	Calculation Approval	Individual Memos
Pool Approvers							
Pool						Approver	
Consular Pool						New Approver	Change

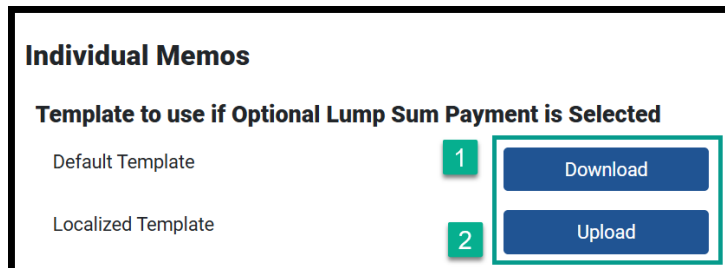
Your **Reward Calculation Approver 2** and **Reward Calculation Approver 3** will need to be updated in **GoMBC** using **Assign Roles**. This can be done by a Mission Administrator or System Administrator.

Reward Calculation Approvers 2	
Approver	Active
Reward Calculation Approvers 3	
Approver	Active

RCA has **Individual Memos** which will display the TPS, reward amount and the Lump Sum deadline (if applicable) for HR to provide to each employee. OE has created standard templates which are uploaded in RCA. Each mission will have the option to add a Localized Template by updating the default template into a local language. To use the Optional Lump Sum Template, you must select the Optional Lump Sum toggle in the Mission Tab. At the end of the calculations in **Output** you will have the option to send the updated memos from the current performance year calculations directly from RCA to the employee.



To upload a Localized Template, you will need to first **Download** the **Default Template**.



You will find the downloaded template in your Downloads folder. Open the template and make the needed adjustments/translations.



MISSIONDESCR
DOCDATE

Dear EMPLNAME,

This notice serves to advise you of your Merit Based Compensation (MBC) reward for the STARTPERFYEAR – ENDPERFYEAR performance year. The MBC reward is scheduled to be added to your basic salary until you reach the maximum salary for your grade level. Once the maximum is reached, the reward is paid as a lump sum.

Effective Date: MPLSEF

MBC Reward: TOTALREWARD CURRENCY

Current Base Salary: BASEPAY CURRENCY

New Base Salary: REVISEDBASEPAY CURRENCY

Lump Sum: LUMPSUM CURRENCY

Total Performance Score (TPS) for Review:
TPSSCORE

The MBC reward is based on employee performance, as reflected in the TPS, and is variable from year-to-year.

The following is **only applicable** to employees who are scheduled for a salary increase but prefer a lump sum: You have the option of requesting your MBC reward as a lump sum by completing the enclosed MBC Reward Payment Selection Form. Return the form to Human Resources (HR) **no later than MPCDLS**. Please note:

- New Basic Salary and Lump Sum amounts listed above will change if you opt for a lump sum. Your basic salary will not increase if the MBC reward is paid as a lump sum.
- Your decision affects this performance year only.
- Your decision is irrevocable.

In case of questions, please contact HR.

Once the Localized Template is uploaded, you will have two new options, you can **Download** the Localized Template and you can also **Remove**. If you want to remove the Localized Template, click the **Remove** button. This will allow you to download the Default Template, make changes and upload again if you want to change your Localized Template.

Individual Memos

Template to use if Optional Lump Sum Payment is Selected

Default Template	Download
Localized Template	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 2px solid #00a651; padding: 5px;">Download</div> <div style="border: 2px solid #00a651; padding: 5px;">Remove</div> </div>

REWARDS CONFIGURATION: PROCEED

Once you have completed your **Rewards Configuration**, you will notice the green **Proceed** button is now active. Click **Proceed** to start working on your calculations. All of your Rewards Configuration tabs will lock after you **Proceed**, except Calculation Approvals.

Rewards Configuration - Yemen (General Rewards Settings)

There are no validation errors in the configuration

Mission Pools T&A Codes Conditions Grades Salary Plans Calculation Approval Individual Memos

Post Codes
344101

Mission Name
Yemen

Description

Performance Cycle
2024-2025

Rating Year Start Date
03/01/2024

Rating Year End Date
02/28/2025

Time & Attendance Start Date
02/25/2024 PP4

Time & Attendance End Date
02/22/2025 PP3

N % of Base
3

LCP Currency
usd

Number of standard working hours per PP
80

Cut Off Date For T&A Adjustments
03/22/2025 PP5

Optional Lump Sum Payment
 Yes

Lump Sum Decision Deadline
01/25/2025 PP1

Performance Pay Effective Date
05/17/2025 PP9

Save Proceed

If you need to make changes you will need to **Unlock** your **Rewards Configuration**. First you will need to **Clear** your **CGFS Import** and **EPR Imports**. If you are further along in the

calculation process, you will need to **Clear** and **Unlock** all stages before the **Unlock** button will appear in the **Rewards Configuration**.

Rewards Configuration - Yemen (General Rewards Settings)

🔔 Current calculation step is Data Imports, the profile is locked for editing. There are no validation errors in the configuration

Mission Pools T&A Codes Conditions Grades Salary Plans Calculation Approval Individual Memos

Post Codes
344101

Mission Name
Yemen

Description

Performance Cycle
2024-2025

Rating Year Start Date
03/01/2024

Rating Year End Date
02/28/2025

Time & Attendance Start Date
02/25/2024 PP4

Time & Attendance End Date
02/22/2025 PP3

N % of Base
3

LCP Currency
usd

Number of standard working hours per PP
80

Out Off Date For T&A Adjustments
03/22/2025 PP5

Optional Lump Sum Payment
 Yes

Lump Sum Decision Deadline
01/25/2025 PP1

Performance Pay Effective Date
05/17/2025 PP9

Unlock

RCA CALCULATIONS STEPS

After all RCA setups are verified, you may proceed to calculations. Your Rewards Configuration will lock, and you will notice the message at the top of the page.

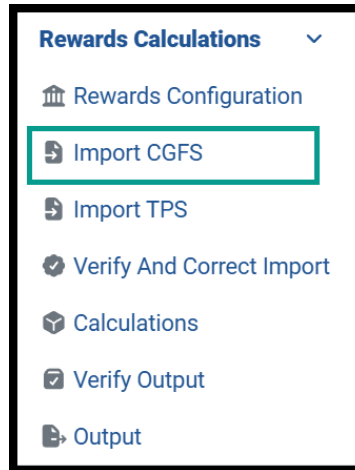
Rewards Configuration - Yemen (General Rewards Settings)

🔔 Current calculation step is Data Imports, the profile is locked for editing. There are no validation errors in the configuration

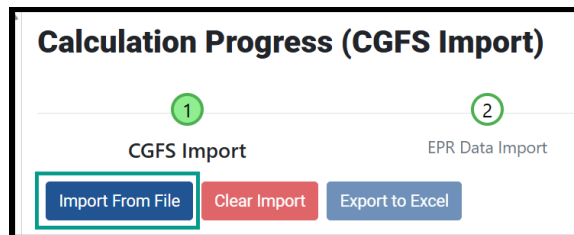
RCA CALCULATIONS STEP 1: CGFS IMPORT- UPLOADING MBC REPORT

The CGFS Import is the MBC Report that is retrieved from SHIFTS. Before importing the MBC Reward 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_2024B04_2025B03, which means the report captures T&A data for pay period 4/2024 through pay period 3/2025. 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.

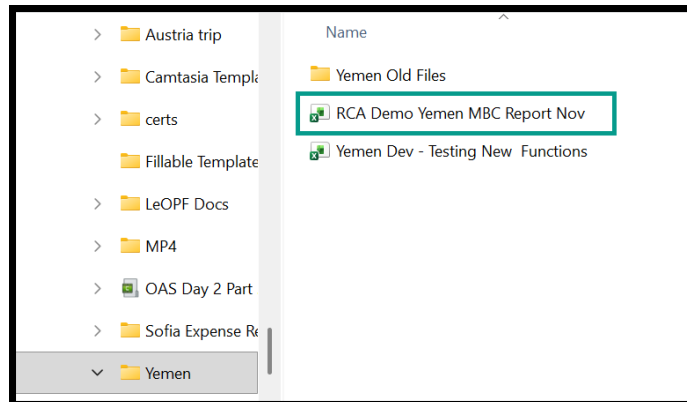
1. **Upload CGFS File:** Click on **Import CGFS** File from the left menu under **Rewards Calculations**. Locate the CGFS file on your computer and add it to RCA.



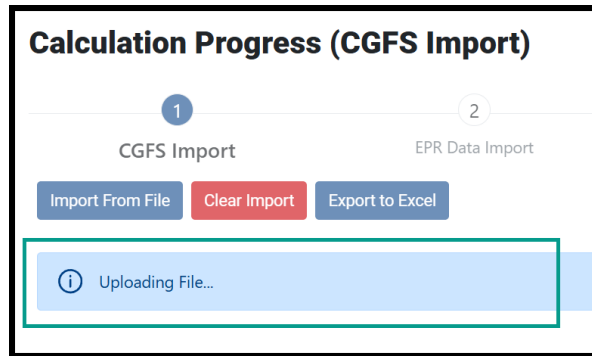
Next in the CGFS Import, click on the **Import From File** button.



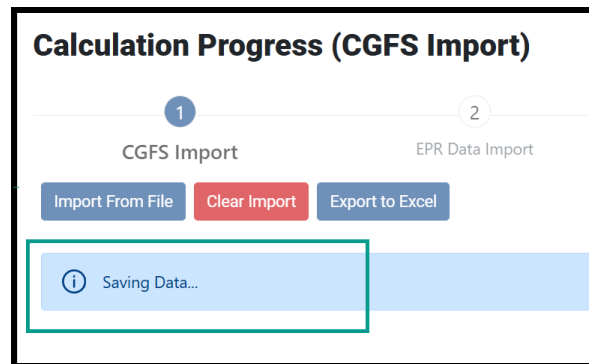
Locate your CGFS File (this is the MBC Report you downloaded from SHIFTS).



While your file is uploading you will see the message below. This process could take several minutes depending on the size of your file.



The message will change from **Uploading File** to **Saving Data**.



As soon as your file is fully uploaded, you will notice a green confirmation message in the upper right-hand corner. Next, the screen will display each employee included in your CGFS File. The employees are listed alphabetically by last name.

Calculation Progress (CGFS Import)

Progress indicators: 1 (CGFS Import), 2 (EPR Data Import), 3 (Verify & Correct), 4 (Calculate), 5 (Verify Output), 6 (Output)

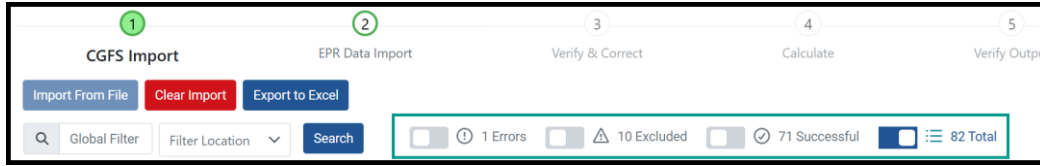
Buttons: Import From File, Clear Import, Export to Excel

Global Filter: [Search] Filter Location [Dropdown] Search

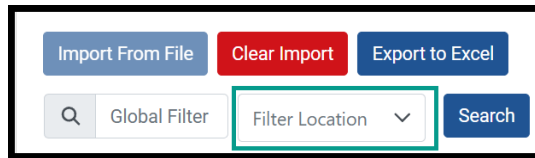
Summary: 1 Errors, 10 Excluded, 71 Successful, 82 Total

Payroll ID	Name	Agency	Location	Salary Plan	Grade	Annual Rate	Special Rate	Total Hours	Total Eligible Hours	Actions
>	998998998 ABLE, DAVID	9700	23001	P080	05	473,608		2080	2080	[minus] [refresh]
>	33333555 AKOYA, KEIKO	1900	23001	P080	10	735,391		2080	2080	[minus] [refresh]
>	887654321 ANDERS, JAKOB	1900	23001	P080	07	618,071		2080	2080	[minus] [refresh]
>	123456779 ANDERS, MARTA	1900	23001	P080	09	757,455		2080	2080	[minus] [refresh]

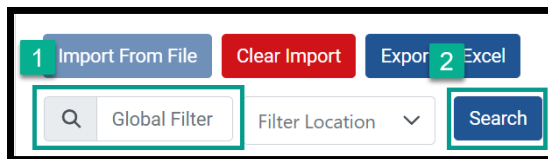
Notice the updated layout. Users can now access **Errors**, **Excluded**, and **Successful** records using the toggles in the top menu. You can filter your view by selecting one of the toggles. The default view is set to **Total**; this view includes all records.



There is a new option to filter your view by Post. If your Mission has more than one Post in your Mission, use the **Filter Location** dropdown to select one or more Posts for a filtered view. This is useful for larger missions with multiple RCA Mission Admins helping to review the data imports.

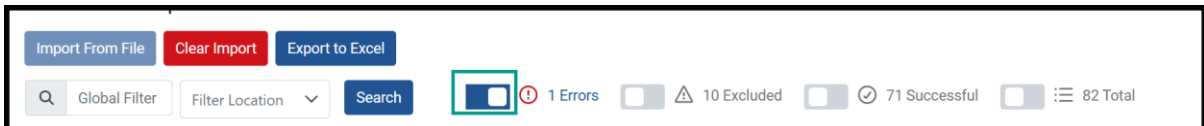


You can search for any employee using either their **Payroll ID** or Name. Type into the **Global Filter**, then click **Search**.



RCA CALCULATIONS STEP 1: CGFS IMPORT- REVIEW ERRORS

Review Errors: If errors appear, these must be addressed before you can proceed to the next step. Click on the **Errors** toggle to view only employees with errors.



Hover your mouse over the exclamation mark to view the error message.

Payroll ID ↑↓	Name ↑↓	Agency ↑↓	Location ↑↓	Salary Plan ↑↓	Grade ↑↓	Annual Rate ↑↓	Spe Rate
>	Annual Rate 700000.00 for grade 08 is above the Grade Maximum 688595.00.			P080	08	700,000	Valid Rate

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 click on the **Valid Rate** button or click on the **Edit Icon** to edit this employee's profile.

Payroll ID ↑↓	Name ↑↓	Agency ↑↓	Location ↑↓	Salary Plan ↑↓	Grade ↑↓	Annual Rate ↑↓	Special Rate ↑↓	Total Hours ↑↓	Total Eligible Hours ↑↓	Actions
>	666666899	NEROS, CLAUDIA	1900	23001	P080	08	700,000 Valid Rate	2080	2080	

Both **Valid Rate** and **Edit** will take you to the employee's CGFS profile in RCA. You will need to edit this information before you can move forward. At the bottom of the page, you will notice a message which provides further information on the steps you must take.

Edit Employee

Payroll ID
666666899

Employee Type
Fulltime

Name
NEROS, CLAUDIA

Salary Plan
P080

Grade
08

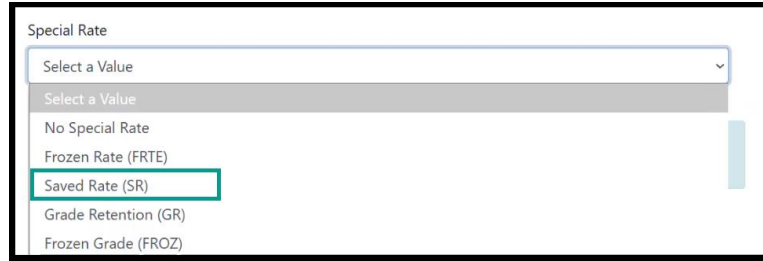
Annual Rate (539769 - 688595)
700000.00

Special Rate
Select a Value

Please set the annual rate to a valid value based on the salary plan and grade selected, or select a valid Special Rate value. ←

Cancel Save

In this example, you will notice the employee’s salary is above the Maximum Salary for their grade. You will need to select a Special Rate (since this was not already marked in the CGFS File).



Frozen Rate (FRTE) /Save Rate (SR) - Employees who have earned an MBC reward and are currently on a saved rate or frozen rate (i.e., they are above the maximum salary of their grade level) will receive the MBC reward as a one-time lump sum payment.

Grade Retention (GR) - Employees who have earned an MBC reward and are currently on grade retention will be in a Performance Pool at their current (i.e., retained) grade, and their MBC reward calculation and payment will be processed following the normal procedures.

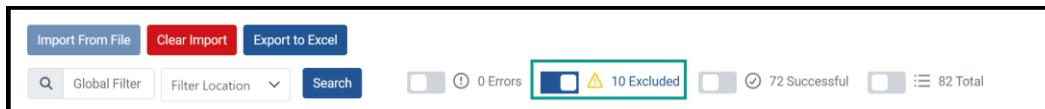
Frozen Grade (FROZ) - Employees who have earned an MBC reward and are currently on Frozen Grade will be in a Performance Pool at their current (i.e., frozen) grade, and their MBC reward calculation and payment will be processed following the normal procedures.

Click **Save** when you are finished. Now the **Error** is cleared and you can see the Special Rate is now included in the employee’s profile.

Payroll ID ↑↓	Name ↑↓	Agency ↑↓	Location ↑↓	Salary Plan ↑↓	Grade ↑↓	Annual Rate ↑↓	Special Rate ↑↓	Total Hours ↑↓	Total Eligible Hours ↑↓	Actions		
>	✓	66666899	NEROS, CLAUDIA	1900	23001	P080	08	700,000	SR	2080	2080	[-] [+]

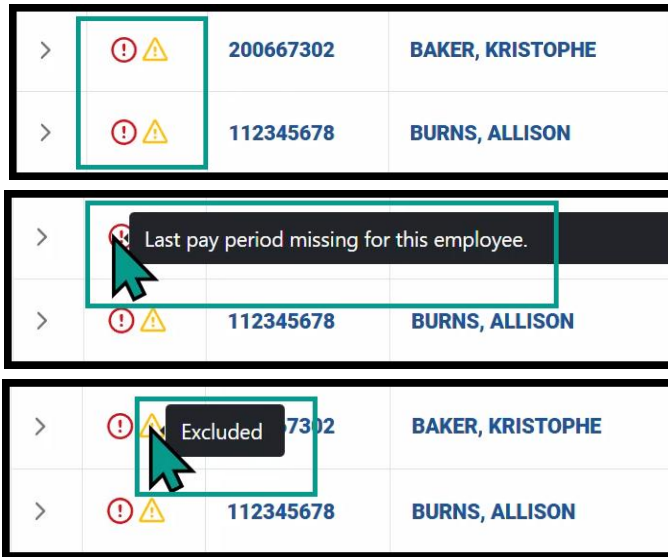
RCA CALCULATIONS STEP 1: CGFS IMPORT- REVIEW EXCLUSIONS

Review Exclusions: Review the Excluded list by clicking on the **Excluded** toggle at the top of the screen.



Employees will be excluded automatically if their 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. Hover over the red **Error Icon** and the **Yellow Warning Icon** to read the message.



If an excluded employee should be included, click on the **Plus Icon** in the **Actions Column**.

>	⚠ ⚠	200667302	BAKER, KRISTOPHE	1900	23001	P080	04	452,322	0	0	+ Ⓞ
>	⚠ ⚠	201520858	KOS, OLGA	1900	23001	P080	05	453,816	0	0	+ Ⓞ

Make sure you check each code. If a grade is missing in a **Salary Plan** the employee will appear in the **Excluded** list.

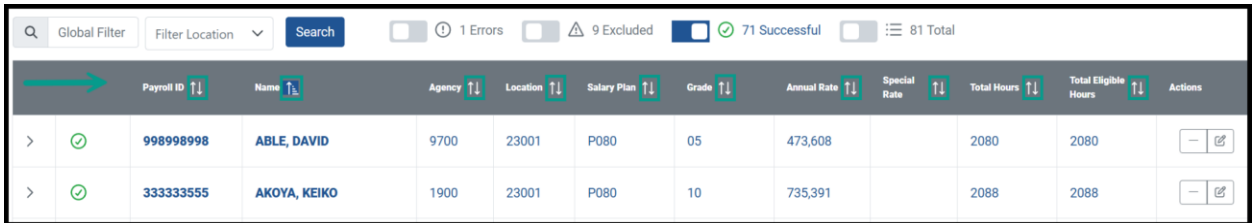
>	⚠ ⚠	112345678	BURNS, ALLISON	1900	23001	P080	03	446,246	0	0	Ⓞ
>	⚠ ⚠					P088	06	548,473	0	0	Ⓞ
>	⚠ ⚠	321045698	DINGLE, OPRAH	1900	23001	P080	08	622,357	0	0	Ⓞ

To fix this you will need to clear your upload (see 1: CGFS IMPORT - CLEAR UPLOAD).

1. Save your changes you already made by Exporting to Excel.
2. From Rewards Configuration, click Unlock.
3. Edit the Salary Plans.
4. Select Toggle for Missing Grade.
5. Enter the Minimum Salary
6. Enter the Maximum Salary.
7. Click Save on the Missions Tab.
8. Click Proceed on the Mission Tab.
9. Upload the downloaded MBC Report with your changes.
10. Pick up where you left off.

RCA CALCULATIONS STEP 1: CGFS IMPORT- REVIEW SUCCESSFUL RECORDS

Review Successful Records: Review the successful list by clicking the **Successful** toggle at the top of the page. You can use the sort arrows in the grey bar to change your view and verify information.



The screenshot shows a table with a header bar containing filters and status indicators. The table has columns for Payroll ID, Name, Agency, Location, Salary Plan, Grade, Annual Rate, Special Rate, Total Hours, Total Eligible Hours, and Actions. A red arrow points to the first column (Payroll ID).

	Payroll ID ↑↓	Name ↑↓	Agency ↑↓	Location ↑↓	Salary Plan ↑↓	Grade ↑↓	Annual Rate ↑↓	Special Rate ↑↓	Total Hours ↑↓	Total Eligible Hours ↑↓	Actions
>	998998998	ABLE, DAVID	9700	23001	P080	05	473,608		2080	2080	- [edit]
>	333333555	AKOYA, KEIKO	1900	23001	P080	10	735,391		2088	2088	- [edit]

To view an employee’s T&A record, you will need to first click on the Arrow in the first column on the left.



This close-up view highlights the first column of the table. A red box encompasses the first column, and a red circle highlights the arrow icon in the first row.

	Payroll ID ↑↓	Name ↑↓	Agency ↑↓	Location ↑↓
>	998998998	ABLE, DAVID	9700	23001
>	333333555	AKOYA, KEIKO	1900	23001
>	887654321	ANDERS, JAKOB	1900	23001
>	123456779	ANDERS, MARTA	1900	23001

This will display all the employees' T&A reported in this Performance Period. Spot check some employees who have been there the entire Performance Period to ensure the CGFS File uploaded contained the correct dates. Verify the **Number of Pay Periods Included**, the **Start T&A Pay Period** and **End T&A Pay Period**.

Pay Periods for ABLE, DAVID (26 included)		
>	✔	230_2024B04
>	✔	
>	✔	230_2024B06
>	✔	230_2024B07
>	✔	230_2024B08
>	✔	230_2024B09
>	✔	230_2024B10
>	✔	230_2024B11
>	✔	230_2024B12
>	✔	230_2024B13
>	✔	230_2024B14
>	✔	230_2024B15
>	✔	230_2024B16
>	✔	230_2024B17
>	✔	230_2024B18
>	✔	230_2024B19
>	✔	230_2024B20
>	✔	230_2024B21
>	✔	230_2024B22
>	✔	230_2024B23
>	✔	230_2024B24
>	✔	230_2024B25
>	✔	230_2024B26
>	✔	230_2025B01
>	✔	
>	✔	230_2025B03

If you see 26 Pay Periods Included, this will indicate that all Pay Periods are accounted for in this employee's T&A. You can see this T&A starts with PP4 of 2024 and ends with PP3 of 2025. If you notice that none of your employees have **2080 Total Eligible Hours**, your **Start T&A Date** and **End T&A Date** need to be adjusted. See **STEP 1: CGFS IMPORT: CLEAR UPLOAD**.

If there are pay periods included in the T&A which are outside of the **Start Pay Period** and **End Pay Period**, they will automatically be **Excluded** and not counted in the employee's MBC Reward Calculations. Hover over the **Error** and the **Warning** icons to read the messages.

Pay Periods for CARTER, WENDY (26 included)			
Pay Period ↑↓		Total Hours ↑↓	Eligible Hours ↑↓
>	⚠ Pay Period 230_2024B03 is before the start of the performance year.	0	0
>	✔ 230_2024B04	80	80
>	✔ 230_2024B05	80	80

Pay Periods for CARTER, WENDY (26 included)			
Pay Period ↑↓		Total Hours ↑↓	Eligible Hours ↑↓
>	⚠ Excluded 24B03	0	0
>	✔ 230_2024B04	80	80
>	✔ 230_2024B05	80	80

Next you want to verify the number of hours reported is accurate. If the employee is P080, then each Pay Period should have a sum of 80 hours reported. These 80 hours can be split between various **T&A Codes**. To view the **T&A Codes** entered you can click on the **Arrow** in the left column for each Pay Period. In the example below, you can see there are **80 Total Hours** reported and **80 Eligible Hours**.

Pay Periods for CARTER, WENDY (26 included)				
Pay Period ↑↓		Total Hours ↑↓	Eligible Hours ↑↓	Actions
∨	✔ 230_2024B04 ←	80	80	[-] [🔍]

You can see all the T&A codes used to add up to **80 Total Hours** and **80 Eligible Hours**.

Pay Periods for CARTER, WENDY (26 included)				
Pay Period ↑↓	Total Hours ↑↓	Eligible Hours ↑↓	Actions	
✓ 230_2024B04	80	80	[-] [🔄]	
T&A Codes for Pay Period 230_2024B04				
Code ↑↓	Description ↑↓	Hours ↑↓	Actions	
✓ ER_ANNLV	Annual Leave	8	[-] [🔄]	
✓ ER_REG_DUTY	Regular Duty	48	[-] [🔄]	
✓ ER_SICK_LV	Sick Leave	24	[-] [🔄]	

RCA CALCULATIONS STEP 1: CGFS IMPORT- MAKE ADJUSTMENTS

You will want to review various items from your MBC Report, using the sort arrows might make this easier. Things you can check:

1. Click on the **Arrow** to the right of **Total Eligible Hours**.

Annual Rate ↑↓	Special Rate ↑↓	Total Hours ↑↓	Total Eligible Hours ↑↓	Actions
----------------	-----------------	----------------	-------------------------	---------

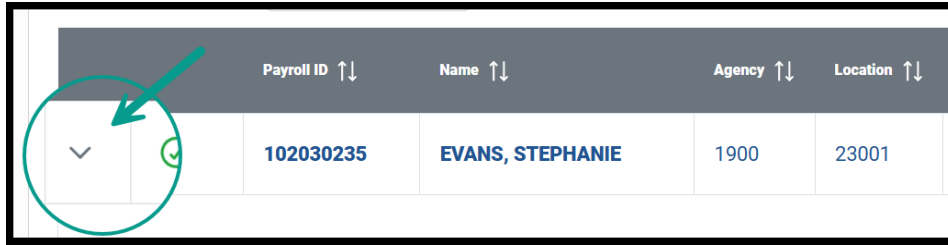
2. Click once and the **Arrow** will point down, this will arrange the information from highest to lowest. If you have employees on a **Salary Plan** which has more than 80 hours, then these employees will be at the top of the list (if they were there the entire rating period).

Annual Rate ↑↓	Special Rate ↑↓	Total Hours ↑↓	Total Eligible Hours ↓	Actions
----------------	-----------------	----------------	------------------------	---------

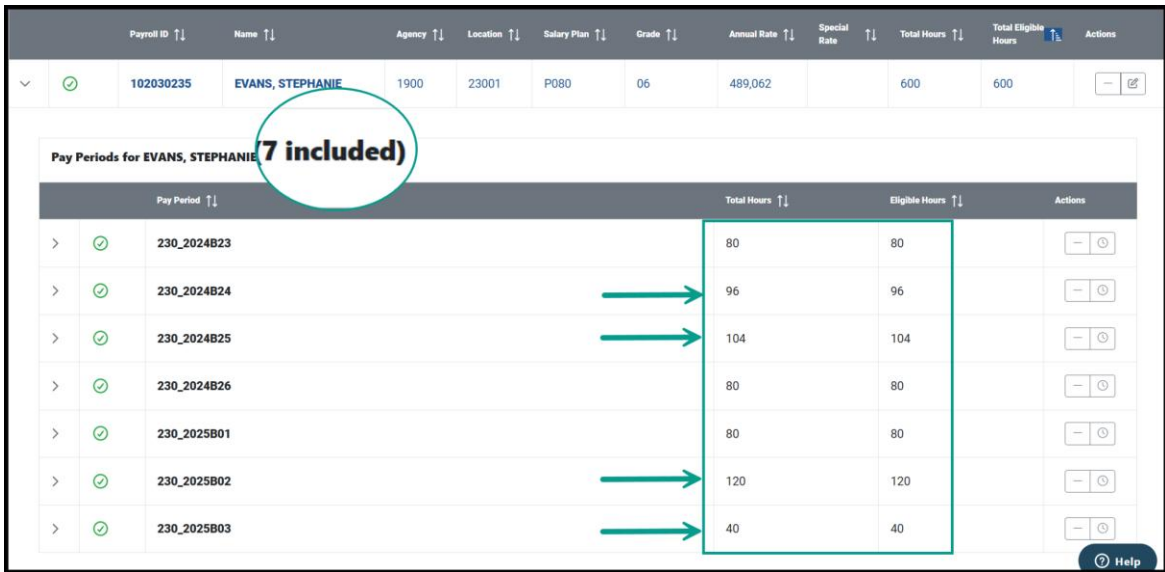
3. Click twice and the **Arrow** will point up. This will arrange the information from lowest to highest. You will see employees with less than 2080 hours reported. If you have WAE employees, you can view their **Total Eligible Hours**.

Payroll ID ↑↓	Name ↑↓	Agency ↑↓	Location ↑↓	Salary Plan ↑↓	Grade ↑↓	Annual Rate ↑↓	Special Rate ↑↓	Total Hours ↑↓	Total Eligible Hours ↑	Actions
✓ 102030235	EVANS, STEPHANIE	1900	23001	P080	06	489,062		600	600 ←	[-] [🔄]

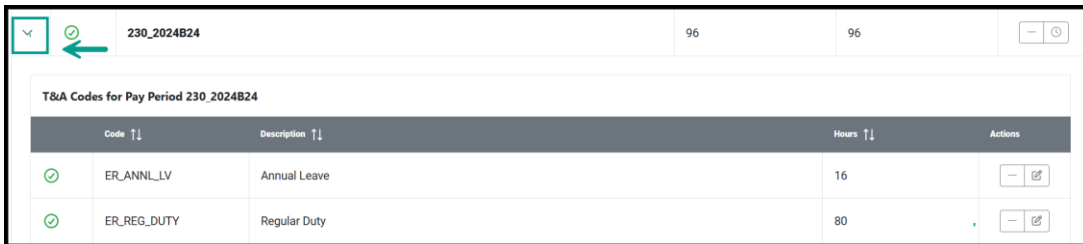
- To view an employee's T&A click on the **Arrow** in the first column on the left in the employee's row.



- Now you can compare the T&A hours entered by expanding each pay period. If you examine this employee, you will notice that she has a total of 7 pay periods entered, so probably she worked less than 120 days during this rating period and she may not have a scored EPR.



- Also, there are four pay periods which have T&A incorrectly reported. After you confirm with the timekeeper, you can correct the T&A directly in RCA. First, click on the Arrow for the corresponding Pay Period you need to update.



- Notice there are two options for each T&A code, a **Minus** icon to exclude and an **Edit** icon to change the value entered. Click on the **Edit** icon because in this case we can see the employee took Annual Leave but her Regular Duty was not adjusted.

Code	Description	Hours	Actions
ER_ANNL_LV	Annual Leave	16	[-] [edit]
ER_REG_DUTY	Regular Duty	80	[-] [edit]

- Now you can edit the **Hours** entered for the **Regular Duty T&A** code for this Pay Period.

Edit T&A Code

Name: EVANS, STEPHANIE

Pay Period: 230_2024B24

Code: ER_REG_DUTY

Description: Regular Duty

Hours (up to 80 hours is allowed according to the Salary Plan): 80

Buttons: Cancel, Save

- Type directly into the text box under **Hours** and make the adjustment. Click **Save** when you are finished.

Edit T&A Code

Name: EVANS, STEPHANIE

Pay Period: 230_2024B24

Code: ER_REG_DUTY

Description: Regular Duty

Hours (up to 80 hours is allowed according to the Salary Plan): 64

Buttons: Cancel, Save

10. Now the employee's T&A is correctly entered to equal 80 **Total Eligible Hours** for this Pay Period.



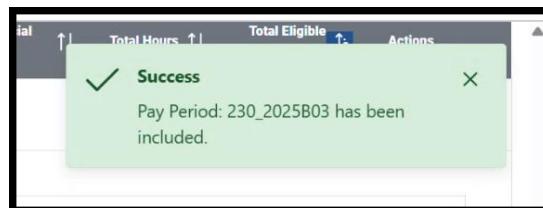
11. You can also edit the Pay Period entered by using the **Minus** icon to exclude or the **Clock** icon to add a T&A Code.



12. If you click on the **Minus** icon, the T&A entered will be completely removed. The hours entered will be "0" and the **Minus** icon will change to a **Plus** icon.



13. Click on the **Plus** icon to add the excluded hours back.



14. Since this employee is missing 40 hours in PP3, we will add the missing T&A code. As an example, we can say the timekeeper confirmed this employee was on Annual Leave during this period. Click the **Clock** icon to add the T&A Code.

Code	Description	Hours	Actions
ER_EXCUSE_LV	Excused Absence	8	[Clock] [Edit]
ER_REG_DUTY	Regular Duty	32	[Clock] [Edit]

15. Now you see the **Add T&A Code** popup window. First select the **T&A Code** using the dropdown menu.

Add T&A Code

Name: EVANS, STEPHANIE

Pay Period: 230_2025B03

T&A Code:

- Select a Value
- Select a Value
- AE_RCTW_LENT
- AE_TCTW_LENT
- DP
- DTH
- EOD
- ER_ANNL_LV**
- ER_AWOL_LV
- ER_DONOR_LV
- ER_EXCUSE_LV

16. In the **Hours** text box, type the number of applicable hours for this T&A Code. Click **Save** when you are finished.

Add T&A Code

Name
EVANS, STEPHANIE

Pay Period
230_2025B03

T&A Code
ER_ANNL_LV

Description
Annual Leave

Hours (up to 80 hours is allowed according to the Salary Plan)
40

Cancel Save

17. Now the new **T&A Code** is correctly reflected for this Pay Period.

230_2025B03 80 80

T&A Codes for Pay Period 230_2025B03

Code	Description	Hours	Actions
ER_EXCUSE_LV	Excused Absence	8	- [edit]
ER_REG_DUTY	Regular Duty	32	- [edit]
ER_ANNL_LV	Annual Leave	40	- [edit]

If you notice an employee has hours missing from their **Total Eligible Hours** and you check the Pay Periods which are less than 80 hours, you may notice there is a T&A Code which was not included in the T&A in the **Total Eligible Hours** column. This is because this particular **T&A Code** is missing from the **Rewards Configuration**. In the example below, only 78 hours are included in the Total Eligible Hours Column, however the employee should have 80 Total Eligible Hours. If you expand the T&A Column for this pay period, you will notice there are 2 hours reported for Travel Comp Time Used, however, these hours were not counted because this T&A Code is missing in the Rewards Configuration.

Code ↑↓	Description ↑↓	Hours ↑↓	Actions
ER_FMLXT_LV	Family Care Leave	3	- [edit]
ER_REG_DUTY	Regular Duty	75	- [edit]
ER_TCTU_LV	Travel Comp Time Used	2	- [edit]

The only option from here is to edit the T&A hours entered, if you need to remove or add hours, click on the **Edit** icon. Click **Cancel** if you are not editing the number of hours, but instead you need to add this T&A Code to the **Rewards Configuration** so it will be applied to all employees with this T&A Code in the CGFS File.

Edit T&A Code

Name
CLEARWATER, SUE

Pay Period
230_2024B24

Code
ER_TCTU_LV

Description
Travel Comp Time Used

Hours (up to 80 hours is allowed according to the Salary Plan)
2

Cancel Save

To fix this you will need to clear your upload (see 1: CGFS IMPORT - CLEAR UPLOAD).

11. Save your changes you already made by Exporting to Excel.
12. Rename your downloaded file to a new name ex: MBC Report with Changes.
13. From **Rewards Configuration**, click **Unlock**.
14. Edit the **T&A Codes**.
15. Click **Add New**.

16. Copy and paste the missing **T&A Code**. (See **Rewards Configuration: T&A Codes**).
17. Click **Save** on the **Mission** tab.
18. Click **Proceed** on the **Mission** tab.
19. Upload the downloaded **MBC Report** with your changes.
20. Pick up where you left off.

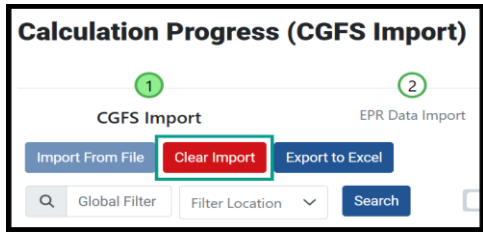
RCA CALCULATIONS STEP 1: CGFS IMPORT- CLEAR UPLOAD

There are instances where you will need to clear your uploaded data to make changes in the **Rewards Configuration**. If this happens, take the following steps.

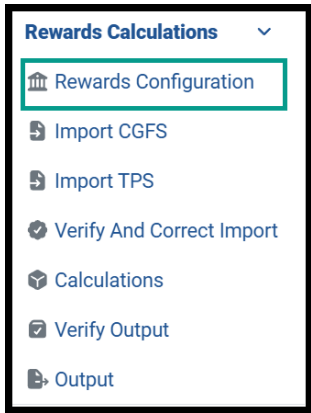
1. First click, **Export to Excel**. This will download a copy of your CGFS Import file which includes all the changes you made since your initial upload. You want to make sure you rename this file something like “CGFS File with Changes” so you know which file to use, and you will not need to start over.



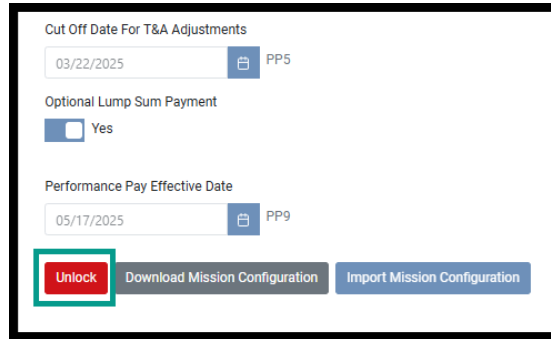
2. Next click the red **Clear Import** button.



3. On the left menu, click **Rewards Configuration**.



- At the bottom of the **Mission** tab page, you will need to click **Unlock**. This will unlock the **Rewards Configuration** and allow you to make changes. Keep this in mind if you need to make further changes, you will first have to clear the **Import CGFS** and **Import TPS** before the **Unlock** button will appear.



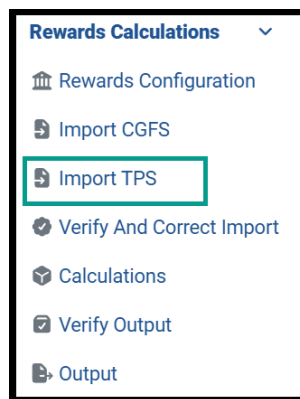
- Once you click **Unlock**, all the tabs are unlocked, and you can make all the changes you need.
- Once you are finished with your changes, click **Proceed** to start the process over.



RCA CALCULATIONS 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**.

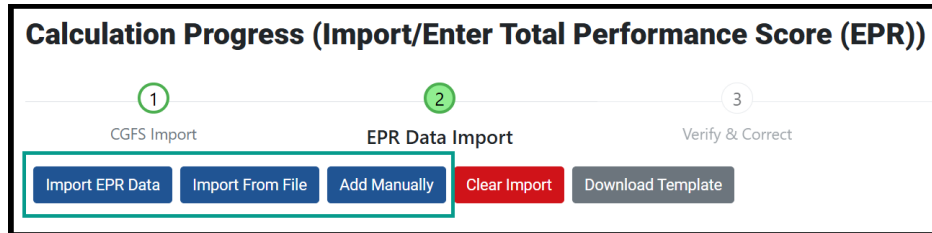
- From the left menu, click on **Import TPS** under **Rewards Calculations**.



- Add EPR records:** There are several options available, **Import EPR Data**, **Import From File** and **Add Manually**.

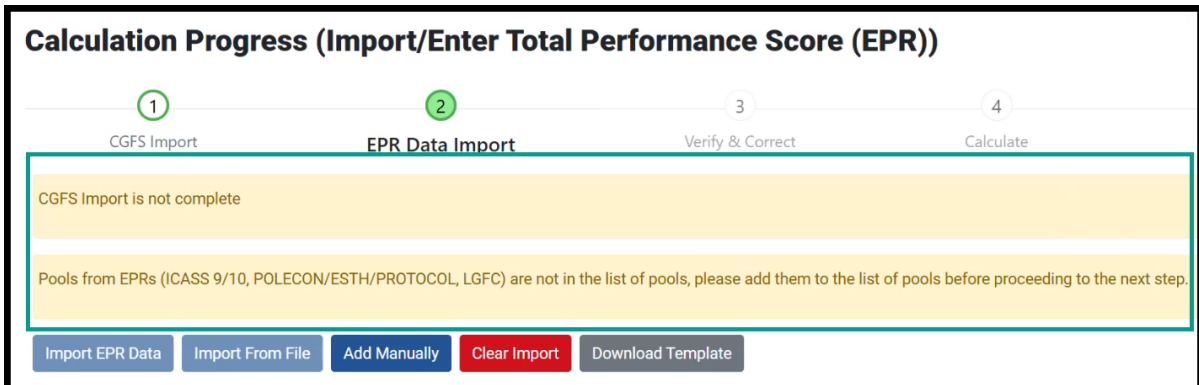
Import EPR Data is the default method to import the EPR data from GoMBC.

Import From File and **Add Manually** should only be used on an exceptional basis and in consultation with ADG or OE.



RCA CALCULATIONS STEP 2: EPR DATA IMPORT: REVIEW MESSAGES

Review Messages: If you have items which need to be addressed you will notice there are warning messages at the top of the page.



The first warning “**CGFS Import is not complete**” indicates there are still **Errors** on the **CGFS Import** which need to be cleared before you can move forward.

The second error “Pools from EPRs...” lists pools which were not imported when **Sync Pools** was selected in the **Rewards Configuration**, however they are listed on Finalized EPRs (see Review Records below).

RCA CALCULATIONS STEP 2: EPR DATA IMPORT: REVIEW RECORDS

Review Records: At the top of the page, you will have the option to review and address any **Errors**. Click on the **Errors** toggle.

All Pools

6 Errors
0 Excluded
69 Successful
75 Total

The left column will display the **Error** icon. You may notice a triangle **Warning** icon as well. This indicates the employee has an **Error** in their profile and they had a score of less than 100 TPS. **Not to be confused with the same yellow triangle used for Excluded** (notice the example shows 0 Excluded next to the 6 Errors at the top of the page).

Name	Payroll ID	Grade	Pool	In Probation	Post	Performance Year	Review Start	Review End	Points	Actions
ANDERS, MARTA	123456779	09	ICASS 9/10	No	Sanaa	2024-2025	03/01/2024	02/28/2025	180	[-] [✎]
ANDREWS, CAROL	123456777	09	POLECON/ESTH/PROTOCOL	No	Sanaa	2024-2025	03/25/2024	07/25/2024	110	[-] [✎]
ANDREWS, CAROL	123456777	09	POLECON/ESTH/PROTOCOL	No	Sanaa	2024-2025	08/12/2024	02/28/2025	97	[-] [✎]
NICHOLS, KEVIN	511224444	07	POLECON/ESTH/PROTOCOL	No	Sanaa	2024-2025	03/01/2024	02/28/2025	102	[-] [✎]
ROLAND, KELLY	123123655	07	LGFC	No	Sanaa	2024-2025	03/01/2024	02/28/2025	90	[-] [✎]
WASTSON, MICHELLE	558888222	10	ICASS 9/10	No	Sanaa	2024-2025	03/01/2024	02/28/2025	200	[-] [✎]

Hover your mouse over each icon to read each message.

Name	Payroll ID	Grade	Pool
ANDERS, MARTA	123456779	09	ICASS 9/10
ANDREWS, CAROL	123456777	09	POLECON/ESTH/PROTOCOL
NICHOLS, KEVIN	511224444	07	POLECON/ESTH/PROTOCOL
ROLAND, KELLY	123123655	07	LGFC
WASTSON, MICHELLE	558888222	10	ICASS 9/10

Pool with the Name: POLECON/ESTH/PROTOCOL was not found in RCA.

Name	Payroll ID	Grade	Pool
ANDERS, MARTA	123456779	09	ICASS 9/10
ANDREWS, CAROL	123456777	09	POLECON/ESTH/PROTOCOL
NICHOLS, KEVIN	511224444	07	POLECON/ESTH/PROTOCOL
ROLAND, KELLY	123123655	07	LGFC
WASTSON, MICHELLE	558888222	10	ICASS 9/10

Less than 100 points

Common Issues: Missing Pools. The warning message at the top of the page lists some pools that are missing. This is because these pools were listed on Finalized EPRs, however during the Mission Configuration, Pools were Synced from GoMBC. Some of the Pool Names were changed after the end of the Rating Cycle. Now there are EPRs imported from GoMBC and the Pool Name associated with their Finalized EPR was not found. To add Missing Pools:

1. **Clear Import** in the **EPR Data Import**.
2. Then **Clear Import** in **CGFS Import** (you must clear both to **Unlock** the **Rewards Configuration**).
3. On the left menu, click on **Rewards Configuration**.
4. Click **Unlock** on the **Mission** page.
5. At the top click on the **Pools** tab (see **Rewards Configuration: Pools**).
6. You can either click **Sync From EPRs** or you can **Add Pool** manually, just make sure the name is exactly the same.
7. Once you've added the missing pools, go to the **Mission** tab.
8. Click **Save**.
9. Then click **Proceed** to upload again.
10. You will have to upload your **CGFS File** and then **Import EPRs** again.
11. After your EPRs are imported again, the error should be cleared for the missing pools.

Common Issues: Assign New Pool Name to EPR. If you need to update the Pool Name for an EPR and which was changed after the end of the Rating Cycle, you can make this change in the employee's EPR Profile.

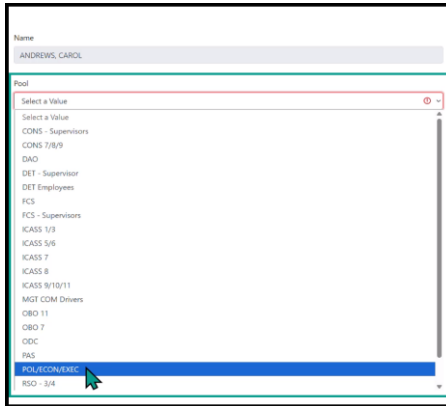
1. Verify the current **Pool Name** associated with the **Missing Pool**.

Name ↑↓	Payroll ID ↑↓	Grade ↑↓	Pool ↑↓	In Probation ↑↓	Post ↑↓	Performance Year ↑↓	Review Start ↑↓	Review End ↑↓	Points ↑↓	Actions
Pool with the Name: POLECON/ESTH/PROTOCOL was not found in RCA.										
ANDREWS, CAROL	123456777	09	POLECON/ESTH/PROTOCOL	No	Sanaa	2024-2025	03/25/2024	07/25/2024	110	[-] [+]
ANDREWS, CAROL	123456777	09	POLECON/ESTH/PROTOCOL	No	Sanaa	2024-2025	08/12/2024	02/28/2025	97	[-] [+]

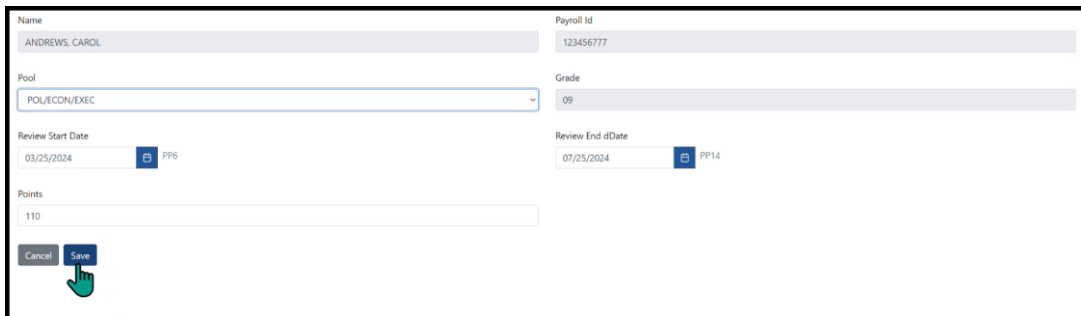
2. Click the **Edit** icon in the **Actions** Column.

Name ↑↓	Payroll ID ↑↓	Grade ↑↓	Pool ↑↓	In Probation ↑↓	Post ↑↓	Performance Year ↑↓	Review Start ↑↓	Review End ↑↓	Points ↑↓	Actions
ANDREWS, CAROL	123456777	09	POLECON/ESTH/PROTOCOL	No	Sanaa	2024-2025	03/25/2024	07/25/2024	110	[-] [+] [Edit EPR]
ANDREWS, CAROL	123456777	09	POLECON/ESTH/PROTOCOL	No	Sanaa	2024-2025	08/12/2024	02/28/2025	97	[-] [+] [Edit EPR]

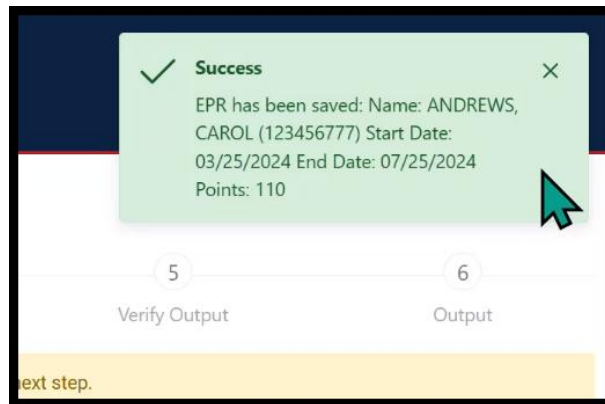
3. Select the correct **Pool Name** from the drop-down menu.



4. Click **Save**.



5. You will see a confirmation message in the upper right corner confirming changes.



RCA CALCULATIONS STEP 2: EPR DATA IMPORT: EDIT EPR DATA

Edit Employee's EPR Data: You may notice that an EPR information may need to be updated, on an exceptional basis, you can change the TPS value, Review Start Date, Review End Date and Pool here. You can make these changes by editing the employee's EPR Data.

1. Click **Edit** from the right-hand **Action** column.

Name	Payroll ID	Grade	Pool	In Probation	Post	Performance Year	Review Start	Review End	Points	Actions
ABLE, DAVID	998998998	05	DAO	Yes	Sanaa	2024-2025	09/28/2024	02/28/2025	125	Edit EPR
AKOYA, KEIKO	333333555	10	DET Employees	No	Sanaa	2024-2025	03/01/2024	02/28/2025	140	

2. Edit the TPS by typing a new value in the **Points** field or using the up/down arrows.

Name
ABLE, DAVID

Pool
DAO

Review Start Date
09/28/2024 PP19

Points
134

Cancel Save

3. Edit the **Review Start Date** or **Review End Date** by clicking the **Calendar** icon.

Name
ABLE, DAVID

Payroll Id
998998998

Pool
DAO

Grade
05

Review Start Date
09/28/2024 PP19

Review End dDate
02/28/2025 PP4

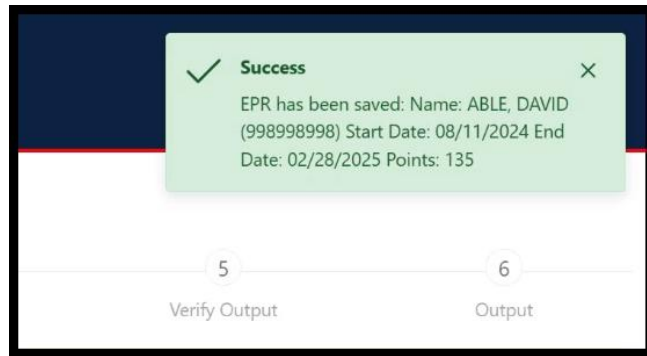
August 2024

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3 PP15
4	5	6	7	8	9	10 PP15
11	12	13	14	15	16	17 PP16
19	20	21	22	23	24	PP16
25	26	27	28	29	30	31 PP17

4. Click **Save** when you are finished.

The screenshot shows a form with the following fields: Name (ABLE, DAVID), Payroll Id (998998998), Pool (DAO), Grade (05), Review Start Date (08/11/2024), Review End dDate (02/28/2025), and Points (135). A green box highlights the 'Cancel' and 'Save' buttons at the bottom left, with a hand cursor pointing to the 'Save' button.

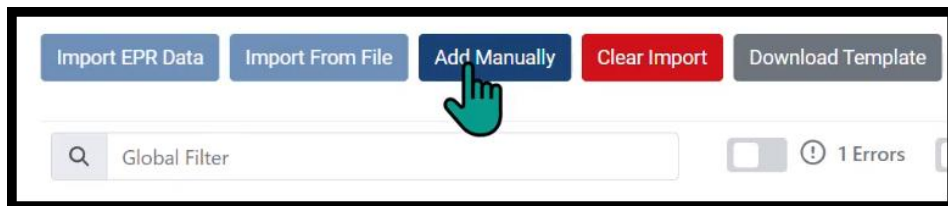
5. You will see a green confirmation message in the upper right corner.



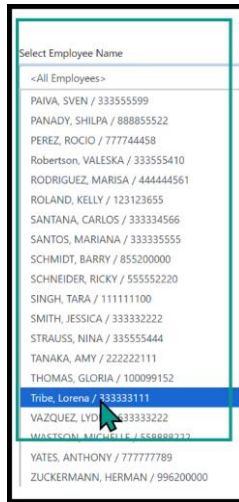
RCA CALCULATIONS STEP 2: EPR DATA IMPORT: ADD MISSING EPR

If an employee does not have an EPR in Finalized or Appeal status, their score will not be imported from GoMBC. On an exceptional basis, you may need to manually add an EPR for an employee. The employee must first have a profile in GoMBC and will need to be included in the CGFS File to be included in the MBC Calculations.

1. Click **Add Manually** from the top of the page.



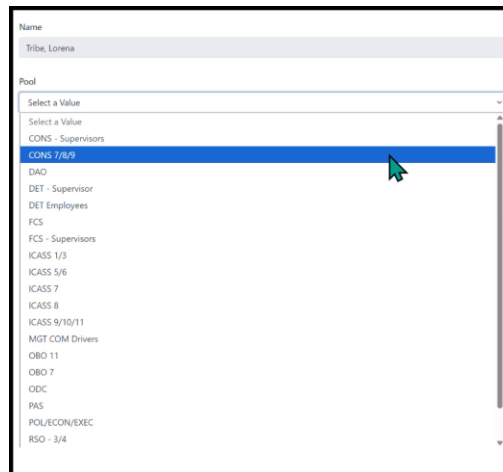
- Use the dropdown menu to select an employee from the list. (Remember this list comes from GoMBC employees from your Mission).



- Click **Add EPR**.



- Select the **Pool** using the dropdown menu.



5. Click the **Calendar** icon to enter the **Review Start Date**.

The screenshot shows a form with the following fields: Name (Tribe, Lorena), Pool (CONS 7/8/9), and Review Start Date. A calendar icon is next to the Review Start Date field. Below it, a calendar for March 2024 is displayed. A hand cursor is pointing to the date 2 on Saturday, which is labeled PP4.

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29		2 PP4
3	4	5	6	7		9 PP4
10	11	12	13	14	15	16 PP5
17	18	19	20	21	22	23 PP5
24	25	26	27	28	29	30 PP6
31	1	2	3	4	5	6 PP6

6. Click the **Calendar** icon to enter the **Review End Date**.

The screenshot shows a form with the following fields: Payroll Id (333333111), Grade (07), and Review End dDate. A calendar icon is next to the Review End dDate field. Below it, a calendar for February 2025 is displayed. A hand cursor is pointing to the date 28 on Saturday, which is labeled PP4.

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1 PP2
2	3	4	5	6	7	8 PP2
9	10	11	12	13	14	15 PP3
16	17	18	19	20	21	22 PP3
23	24	25	26	27	28	1 PP4

7. Type the TPS in the **Points** field. Click **Save** to finish.

The screenshot shows the final form with the following fields: Name (Tribe, Lorena), Payroll Id (333333111), Pool (CONS 7/8/9), Grade (07), Review Start Date (03/01/2024), Review End dDate (02/28/2025), and Points (100). The Points field is highlighted with a green border. A hand cursor is pointing to the Save button.

Cancel Save

- Review the Confirmation Message in the upper right-hand corner.



- Now the employee's EPR is included in the list.

Name ↑↓	Payroll ID ↑↓	Grade ↑↓	Pool ↑↓	In Probation ↑↓	Post ↑↓	Performance Year ↑↓	Review Start ↑↓	Review End ↑↓	Points ↑↓	Actions
✓ Tribe, Lorena	333333111	07	CONS 7/8/9	No			03/01/2024	02/28/2025	100	[-] [✎] [🗑]

RCA CALCULATIONS STEP 2: EPR DATA IMPORT: EXCLUDE/INCLUDE EPRS

You will have the option to Exclude or Include EPRs which were Excluded. 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.

Include Excluded Employee:

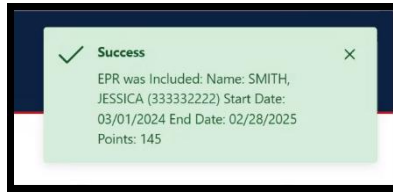
- Click on the **Excluded** button to view EPRs which were automatically **Excluded** by RCA. This will display all employees who have been Excluded.

The screenshot shows the top of the RCA interface. At the top, there are filters: "Global Filter", "0 Errors", "1 Excluded" (highlighted with a hand cursor), "75 Successful", and "76 Total". Below this is a table with columns: Name, Payroll ID, Grade, Pool, In Probation, Post, Performance Year, Review Start, Review End, Points, and Actions. The first row shows an excluded employee: SMITH, JESSICA, 333332222, 07, OBO 7, No, Sanaa, 2024-2025, 03/01/2024, 02/28/2025, 145. The Actions column has a plus icon (+) and a trash icon.

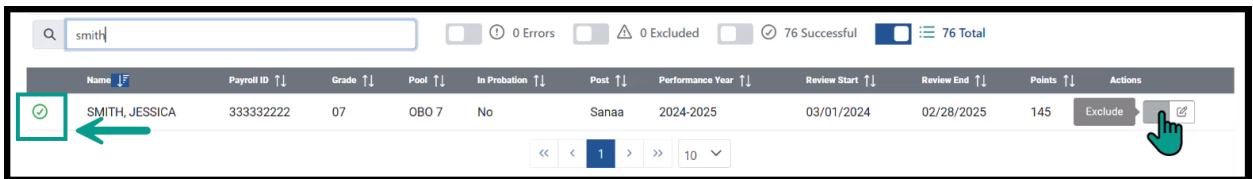
- To **Include** this employee, click on the **Plus** icon in the **Actions** column.

This screenshot is similar to the previous one, but the hand cursor is now clicking on the plus icon (+) in the Actions column for the employee SMITH, JESSICA. A tooltip labeled "Include" appears over the plus icon.

3. Notice the **Confirmation Message** in the upper right corner.



4. Search for the **Included** employee, their profile will have a **Green Check Mark**. You will also see the **Minus** icon to **Exclude** this employee is now available.

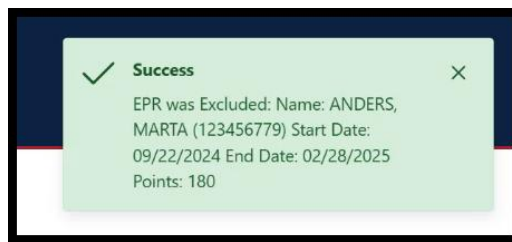


Exclude a Successful EPR:

1. Find the employee you need to **Exclude** and click on the **Minus** icon in the **Actions** Column.



2. Notice the **Confirmation Message** in the upper right corner with the details.



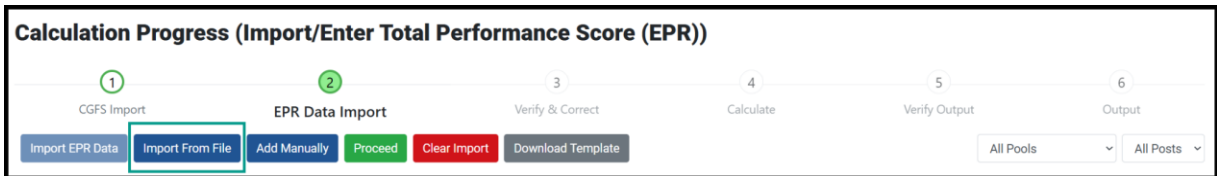
3. Review the **Excluded** List by toggling **Excluded** at the top of the page.



RCA CALCULATIONS STEP 2: EPR DATA IMPORT: DOWNLOAD TEMPLATE

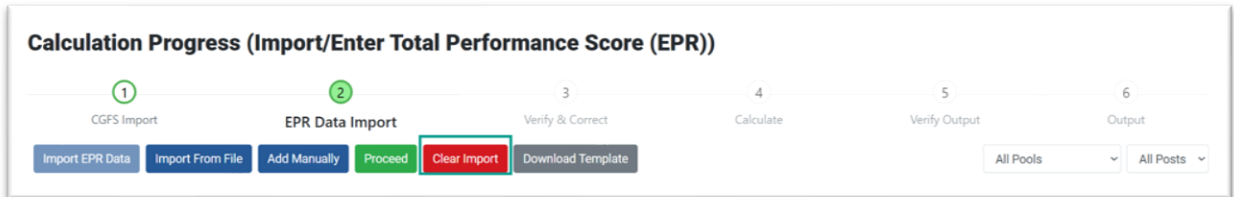
In exceptional circumstances, if you need to run calculations for a limited number of employees only, you can either use the General Review Report from GoMBC or you can download the template in RCA.

You will need to manually enter all the information in the template and save it. To use this template, you would need to choose **Import from File**.



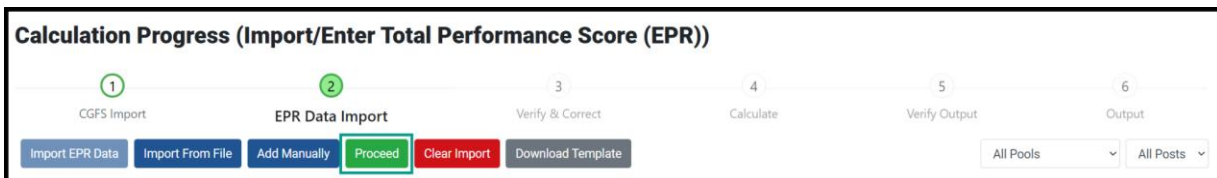
RCA CALCULATIONS STEP 2: EPR DATA IMPORT: CLEAR IMPORT

If you need to Unlock the Rewards Configuration or if you would like to import the EPR data again, you will need to first remove the imported data. Click **Clear Import**, your data will be erased and you cannot retrieve the changes you have made in this step.

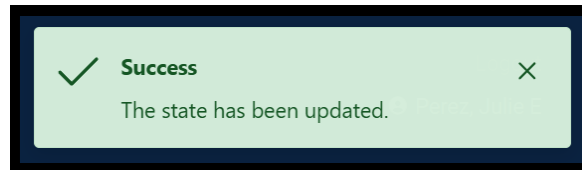


RCA CALCULATIONS STEP 2: EPR DATA IMPORT: PROCEED TO NEXT STEP & UNLOCK

Once you have cleared all of your **Errors** and made all of your adjustments, you will need to click **Proceed** to move to the next step.

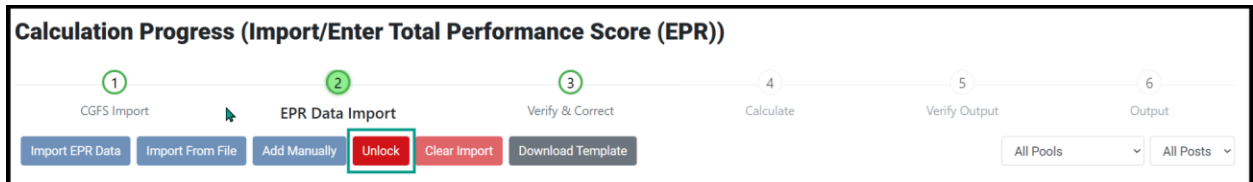


Notice the **Confirmation Message** in the upper right corner.

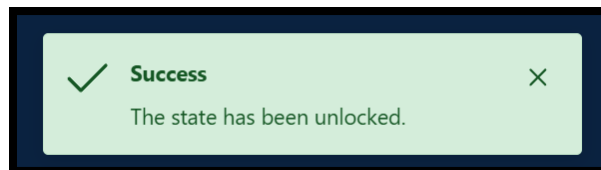


Proceed will lock both the **CGFS Import** and **EPR Import**. You will not be able to make any changes to either of these steps once you move forward without first clearing and unlocking in subsequent steps.

Click **Unlock**.



Notice the **Confirmation Message**.



RCA CALCULATIONS 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. If an employee is missing either EPR data or T&A data, you will only have one option to Exclude the employee from calculations. If you need to update information in either the CGFS Import or TPS Import, you will need to remove all the data from Verify & Correct first.

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. Initially this page will be blank, you will see the records populate once the **Verify & Correct** process is complete.

Calculation Progress (Verify and Correct Imported Data)

1 CGFS Import 2 EPR Data Import 3 **Verify & Correct** 4 Calculate 5 Verify Output 6 Output

Match Clear All Pools All Posts

Global Filter 0 Errors 0 Excluded 0 Successful 0 Total

Payroll ID Name In Probation Pool Post Grade

No records found

- Review Errors:** Using the toggle at the top of the page, 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 Import** and manually **Add EPR** for the employee, as consistent with your LE Staff Handbook. Your only option is either **Exclude** these employees by clicking on the Minus icon in the **Actions** column unless you **Clear** and **Unlock** and go back to a previous step to make a change.

Global Filter 16 Errors 0 Excluded 64 Successful 80 Total

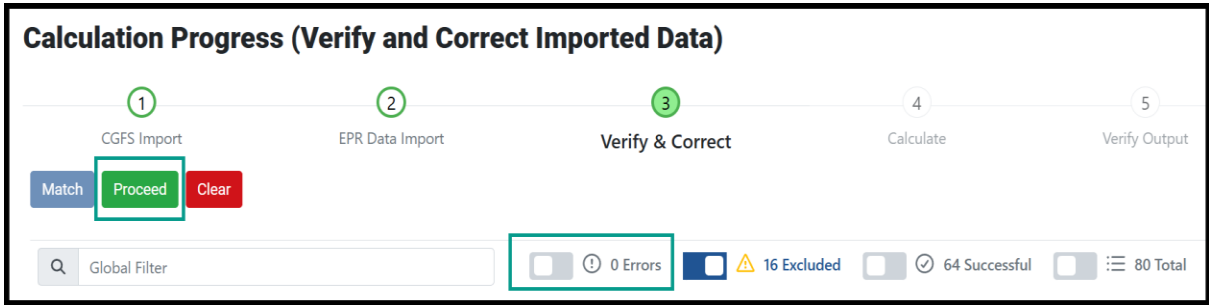
Payroll ID	Name	In Probation	Pool	Post	Grade	Actions
123456779	ANDERS, MARTA	No			09	-
200667302	BAKER, KRISTOPHE	No	MGT COM Drivers	Sanaa		-
112345678	BURNS, ALLISON	No	CONS 7/8/9	Sanaa		-

- Review Excluded:** To view **Excluded** employees, move the **Excluded** toggle. There is only one option for **Excluded** employees, you can click the Plus icon in the **Actions** column to add them back into the **Verify & Correct** list. However, you cannot make changes to the employee's **CGFS File** or **EPR Data** from here.

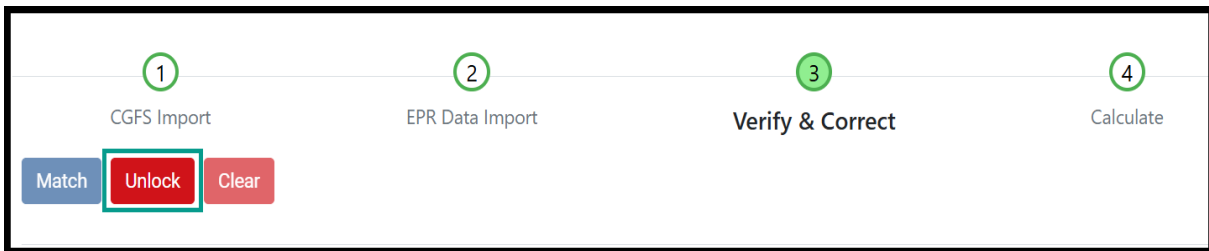
Global Filter 0 Errors 16 Excluded 64 Successful 80 Total

Payroll ID	Name	In Probation	Pool	Post	Grade	Actions
123456779	ANDERS, MARTA	No			09	+
200667302	BAKER, KRISTOPHE	No	MGT COM Drivers	Sanaa		+
112345678	BURNS, ALLISON	No	CONS 7/8/9	Sanaa		+

4. Once all errors are cleared and data has been verified, click **Proceed**.



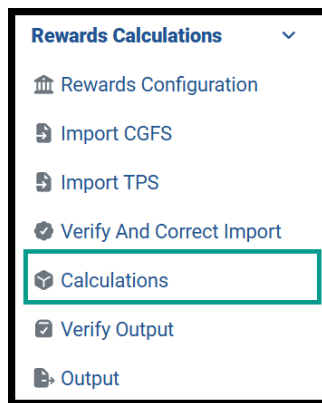
5. Once you **Proceed**, **Verify & Correct** will be locked. If you need to make any changes to **Verify & Correct**, **Import TPS** or **Import CGFS** you will need to **Unlock**.



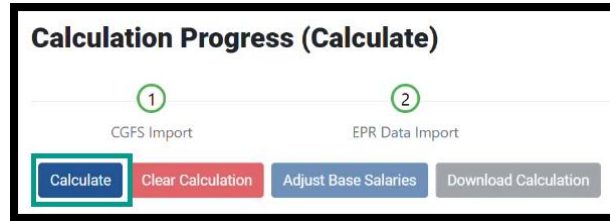
6. After you **Unlock**, you will need to click **Clear** to remove all data in **Verify & Correct**.


RCA CALCULATIONS STEP 4: CALCULATE

1. **Run Calculations:** From the left menu, click on **Calculations**.

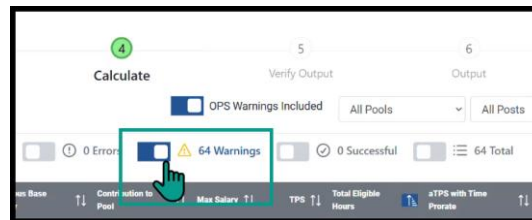


2. Select the **Calculate** button to run the calculations.

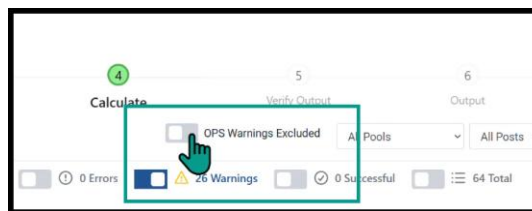


Warning messages, denoted by  may appear for some employees. These warning messages will not cause errors with the calculations but are designed to indicate that further action may be needed. Two common reasons for warning messages are: The OPS salary information was not available for the employee, and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

You can remove the **OPS Warnings** if you need to filter your view by clicking on the **Warnings** toggle.

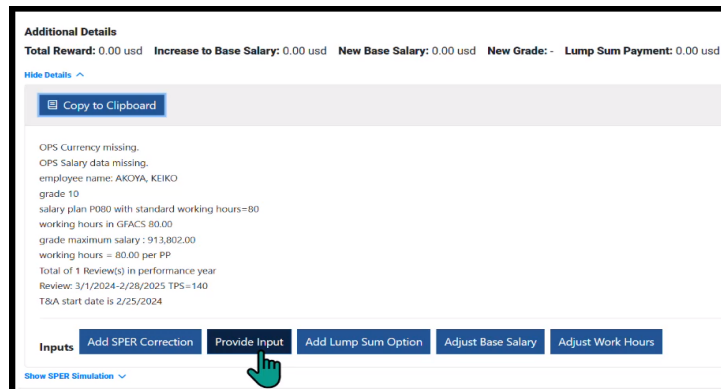


Then click on the **OPS Warnings** toggle to remove the employees with only the **OPS Warning** in their profile. If an employee has this warning plus additional warnings, the **OPS Warning** will remain.

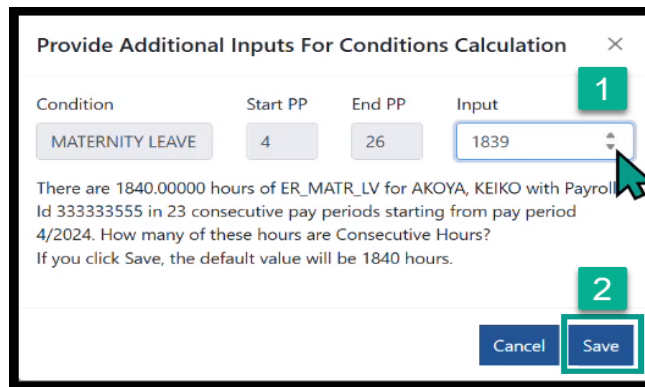


3. **Provide Input for Consecutive Hour Conditions:** If a condition was defined in your

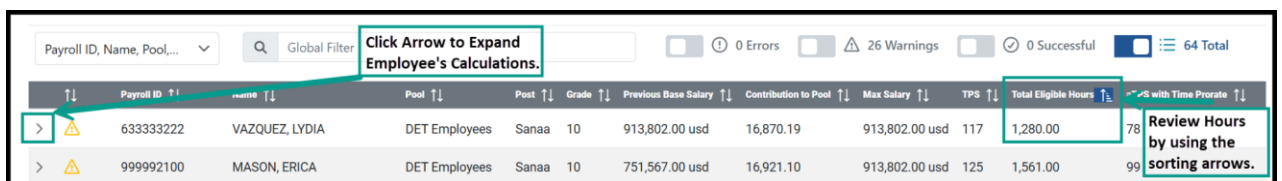
Rewards Configuration requires consecutive time (the **Is Consecutive** flag was checked when the condition was defined), you will need to provide input to the calculations. This is because T&A is reported by pay period and not by date, so RCA will not know if T&A is consecutive. If input is required, the employee will be denoted with the **?** icon. Expand the employee information by selecting the **Arrow** icon to the left of their name. Then, scroll to the options area in the employee's calculation results. Click on **Provide Input**.



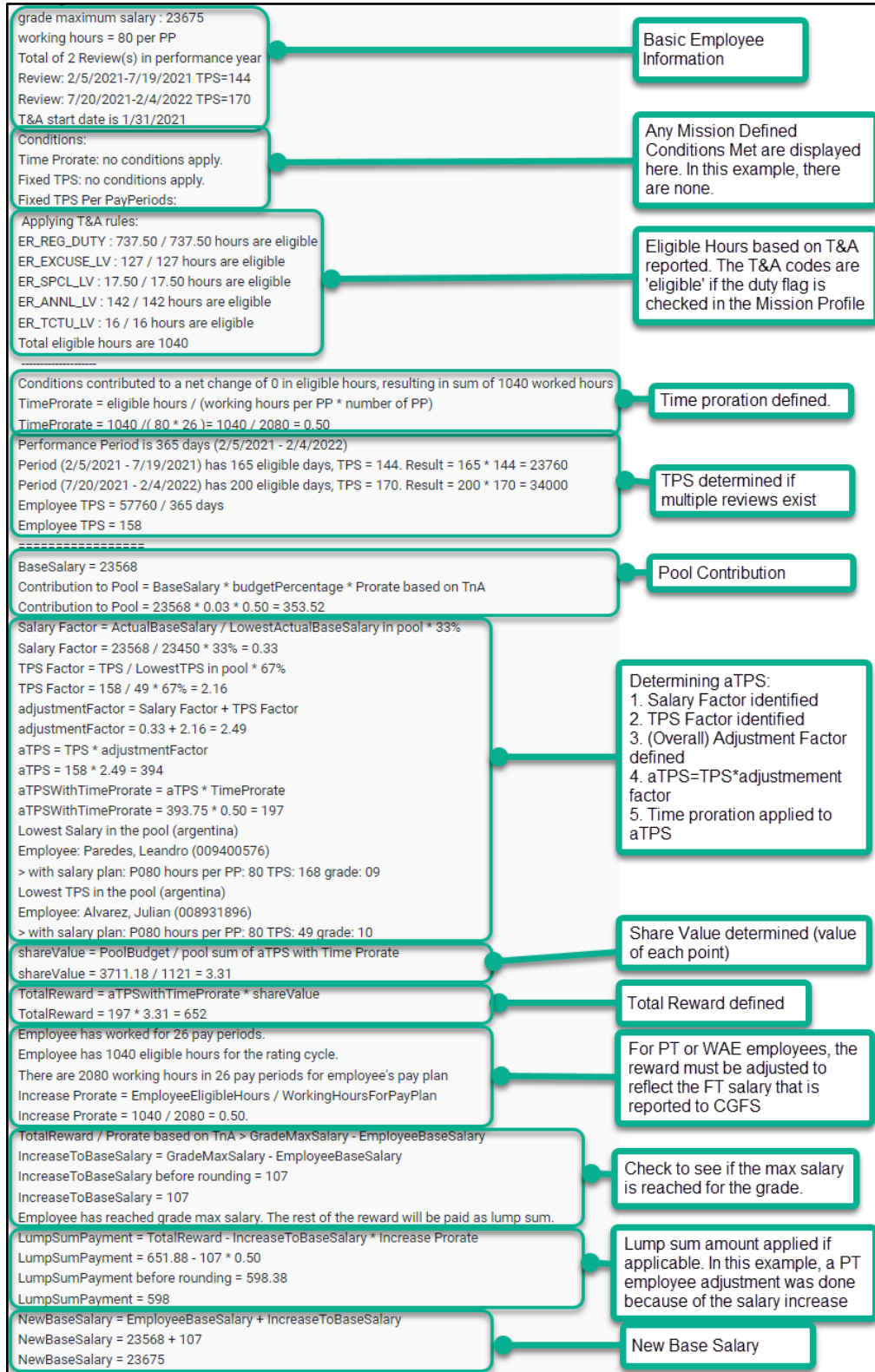
Enter the number of consecutive hours and **Save**. The calculations will be updated based on the provided information. RCA will not calculate the rewards for this employee or any employee in the same pool until the requisite input is provided.



4. **Review the Calculation Information:** First, focus on the **Total Eligible Hours** column. Verify anyone under 100% (i.e. 2080 hours) 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.

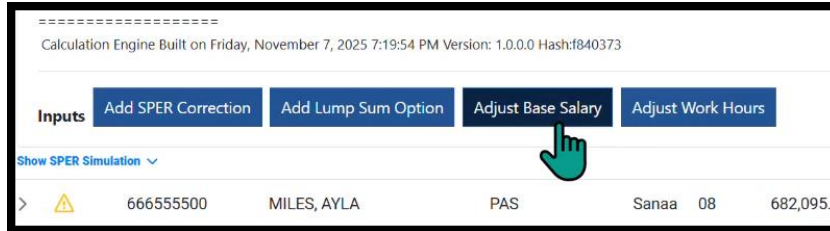


Upon expanding conditions, the following general sections may appear based on the employee details:

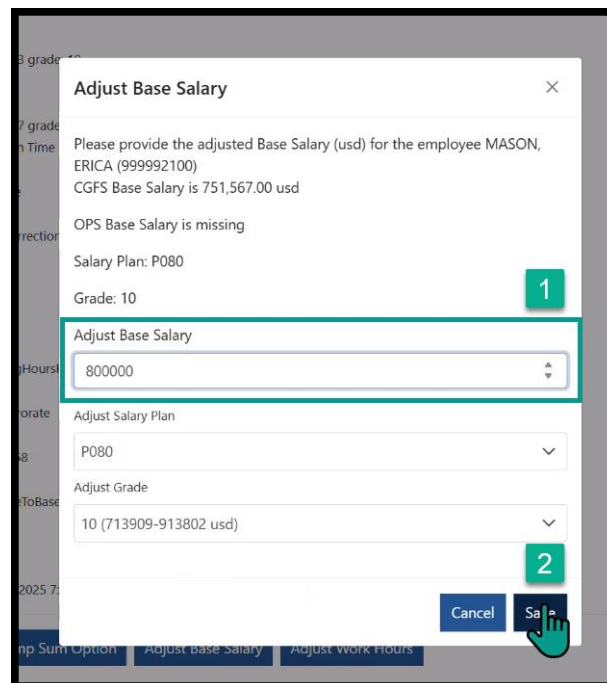


- Adjust Base Salary:** If the employee's salary was changed after the end of the rating cycle (for example, the employee was promoted), the salary that the reward is applied to will need to be adjusted to the current salary. The reward will correctly be calculated based on the salary at the end of the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

Expand the employee information by selecting the **Arrow** icon. Then, scroll to the bottom of the calculation details and select **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.



- 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

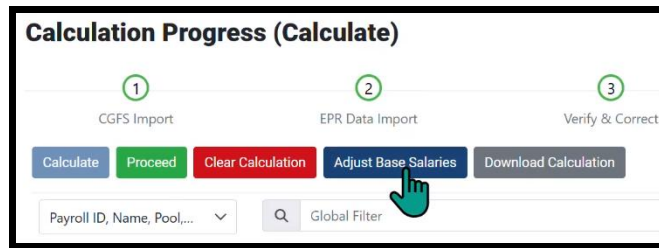
Edit salary plan

Name: P080

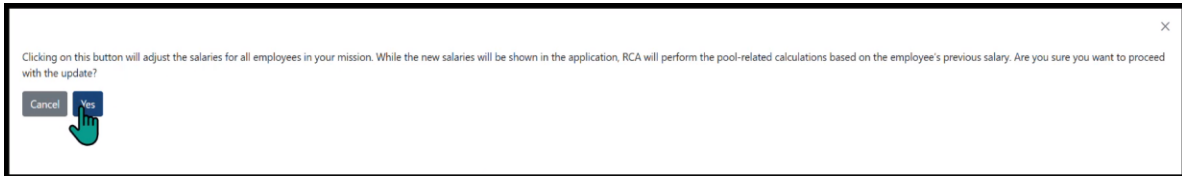
Working hours per Pay Period: 80

Grade 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.



You will need to Click **Yes** in the popup window to confirm your actions.

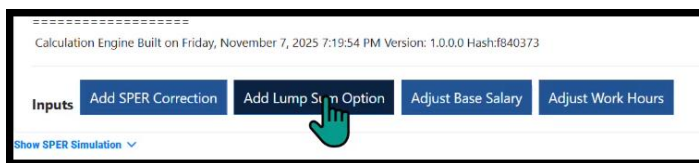


The reward will be calculated based on the salary at the end of the performance plan, which comes from the CGFS-provided MBC Report. The reward will then be applied to the latest salary retrieved from OPS in step 3 or provided as a lump sum if the max value for the grade and pay plan is reached. The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

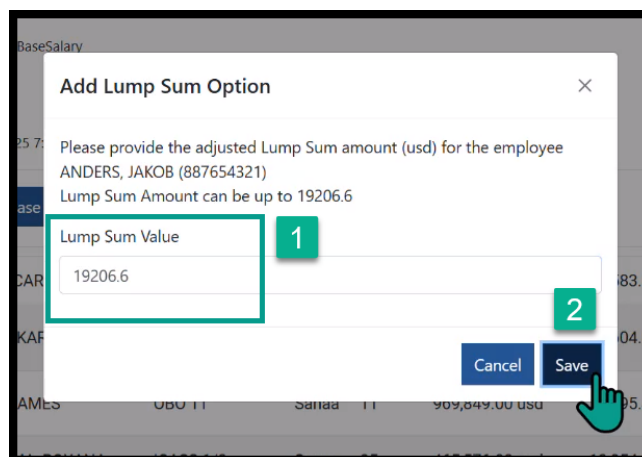
TotalReward = 140 * 3.99 = 559
 Employee Base Salary Adjusted to 30434.
 Employee has worked for 26 pay periods.
 Employee has 2080 eligible hours for the rating cycle.
 There are 2080 working hours in 26 pay periods for employee's pay plan
 Increase Prorate = EmployeeEligibleHours / WorkingHoursForPayPlan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

- 7. **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 **Arrow** icon. Then, scroll to the bottom of the calculation details and select **Add Lump Sum Option**.

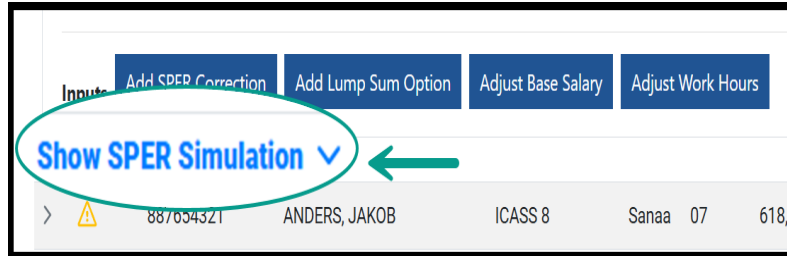


A lump sum amount must be entered and then **Saved**.

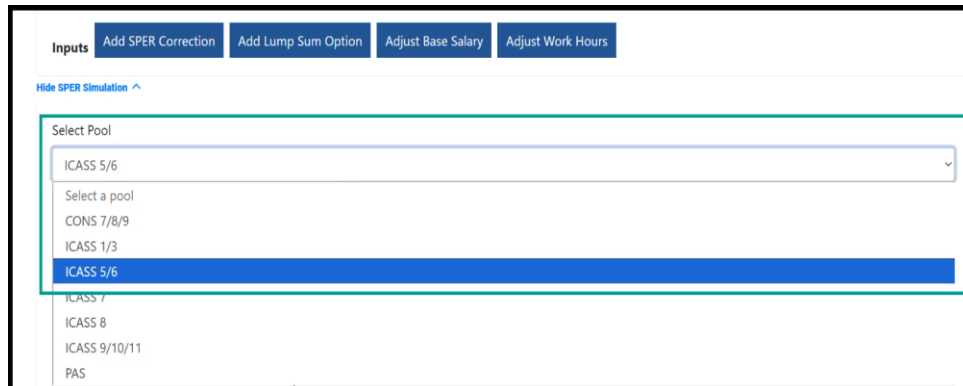


- 8. **Small Pool Exception Rule:** Based on an approved request, HR runs a simulation for an employee in a small pool (3 or less employees) to determine their reward in comparison with a larger pool of employees. Refer to the MBC policy for further policy guidance on the small pool exception rule. The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

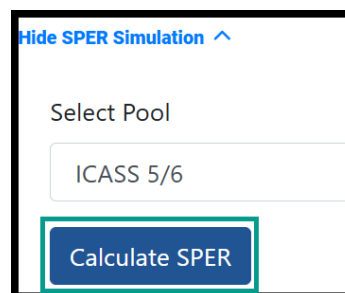
- a. **Run the SPER Simulation:** First, select the employee you would like to include in the SPER and click the **Arrow** icon next to their name to expand their calculations. Click Show SPER Simulation, just below the Input Buttons.



Next, select the pool to which they will be temporarily assigned using the dropdown menu.



Click **Calculate SPER** to view the calculations.



You will need to find your employee with the updated pool calculations by scrolling down. **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.

Hide SPER Simulation ^

Select Pool
ICASS 5/6

Calculate SPER

Payroll ID ↑↓	Name ↑↓	Pool	Total Reward ↑↓	Grade ↑↓	Previous Base Salary ↑↓	Contribution to Pool ↑↓	TPS ↑↓	Time Prorate % ↑↓	aTPS with Time Prorate ↑↓
> 998998998	ABLE, DAVID	ICASS 5/6	16,418.01 usd	05	473,608.00 usd	14,208.24	135	100.00	154
> 123445566	BENJAMIN, SHIRLEY	ICASS 5/6	15,103.44 usd	05	444,343.00 usd	13,330.29	130	100.00	141
> 213344567	HASKELL, JANIE	ICASS 5/6	0.00 usd	10	729,912.00 usd	0.00	155	0.00	0
> 114444448	JACKSON, JESSE	ICASS 5/6	15,931.77 usd	07	524,643.00 usd	15,739.29	130	100.00	149
> 222222235	JAMIESON, MARLA	ICASS 5/6	19,484.30 usd	08	573,235.00 usd	17,023.43	145	98.99	182

Review 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:** Scroll up and click **Add SPER Correction** in the employee’s profile.

NewBaseSalary = 473,608.00 + 15,699.00
 NewBaseSalary = 489,307.00
 =====
 Calculation Engine Built on Friday, November 7, 2025 7:19:54 PM Version: 1.0.0.0 Hash:f840373

Inputs **Add SPER Correction** **Add Lump Sum Option** **Adjust Base Salary** **Adjust Work Hours**

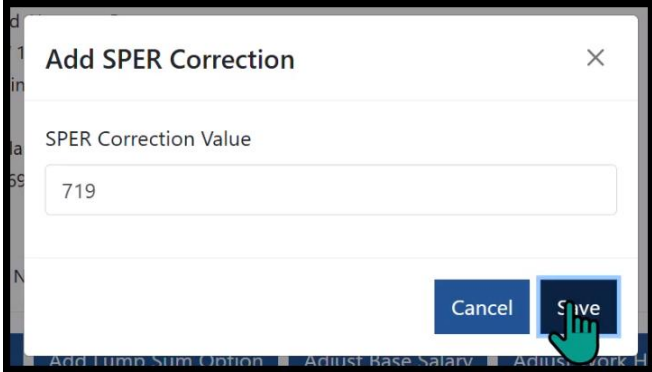
Hide SPER Simulation ^

Select Pool
ICASS 5/6

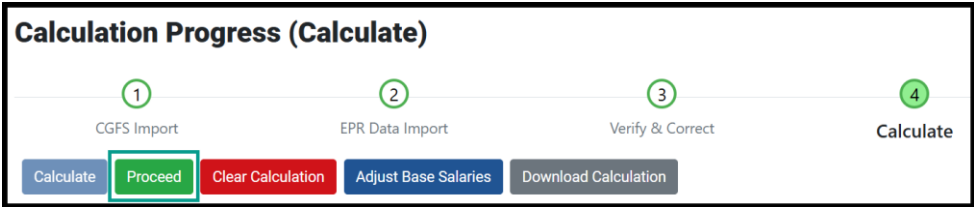
Calculate SPER

Payroll ID ↑↓	Name ↑↓	Pool	Total Reward ↑↓	Grade ↑↓	Previous Base Salary ↑↓	Contribution to Pool ↑↓	TPS ↑↓	Time Prorate % ↑↓	aTPS with Time Prorate ↑↓
> 998998998	ABLE, DAVID	ICASS 5/6	16,418.01 usd	05	473,608.00 usd	14,208.24	135	100.00	154

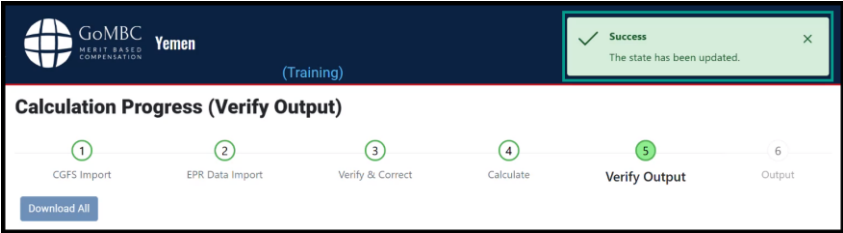
Enter the difference between the current reward and the SPER simulated reward. If it is a negative difference, include a minus sign before the number as shown below and select save. For a positive difference, include the number only. The SPER correction can be applied until the pool supervisor approves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



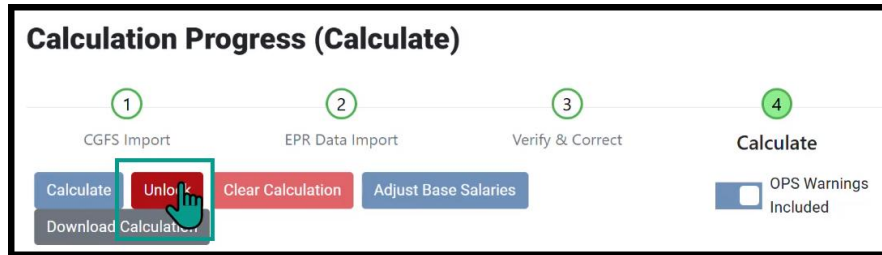
9. **Proceed:** When calculations are complete, select the **Proceed** button to continue to Approvals.



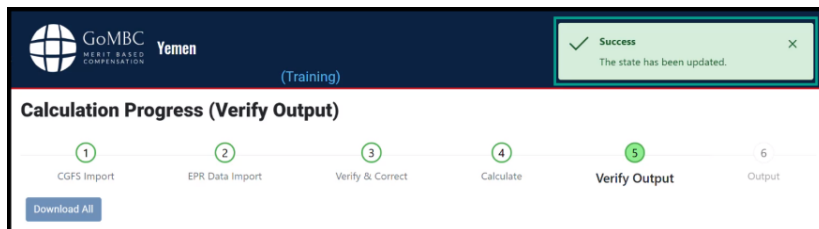
When you **Proceed**, you will notice the confirmation message in the upper right corner. This will lock the Calculations.



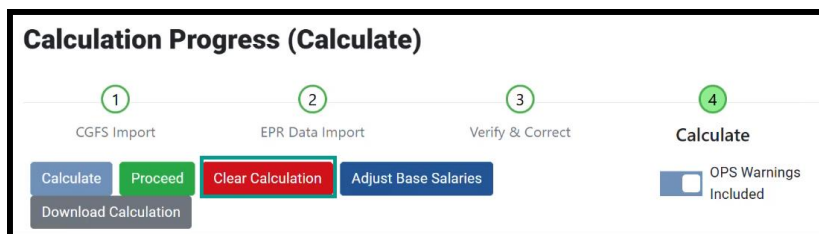
If you need to rerun the calculations, you will first need to click on the Calculate status on the top of the page or Calculate from the left menu. Then click **Unlock**.



At any time, you may click **Download Calculations** to save a copy of the calculations.



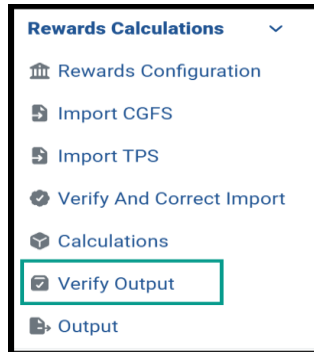
If you need to make corrections or adjustments in the CGFS Import, EPR Import, Verify & Correct or in the Rewards Configuration, you will need to **Clear Calculations**. You may first want to download a copy of the calculations before you clear.



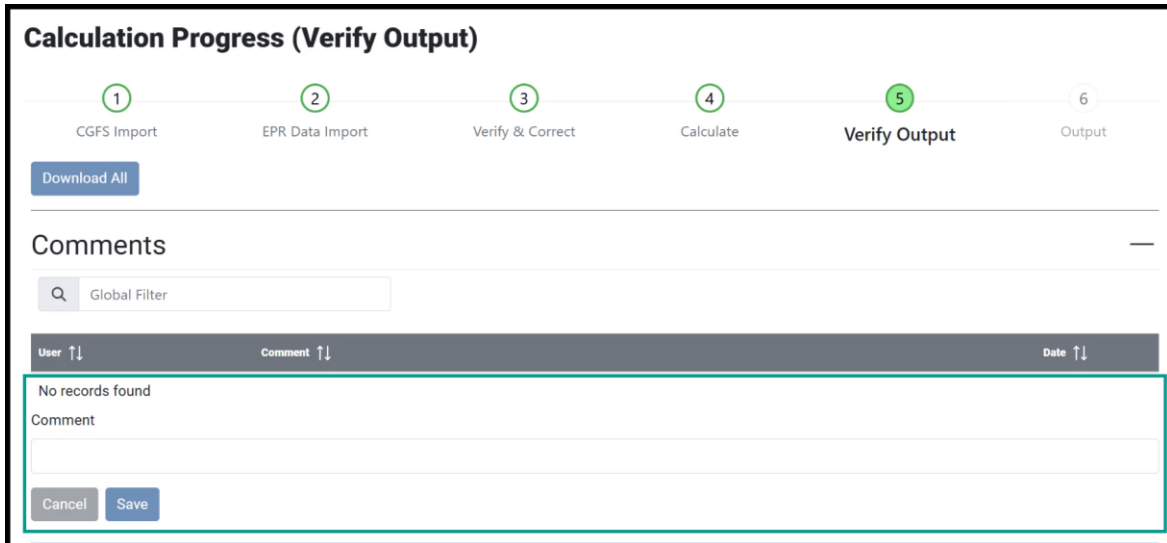
RCA CALCULATIONS STEP 5: VERIFY OUTPUT (APPROVALS)

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. Each approver is responsible for reviewing the completed calculations for their pool if a Pool Approver or for the Mission if they are a Reward Calculation Approver 2 or 3 approver.

Click on **Verify Output** either from the left menu under **Rewards Configuration** or from the progress bar at the top of the page.



Reward Calculation Mission Admins and **Reward Calculation Approver 2 & 3** roles can leave comments to review during the approval process. These comments are not available to Pool Supervisors, but they are available to RCA Mission Admins, System Admins, Rewards Calculation Approver 2 and 3 Approvers. Use the **Comment** text box to type and click **Save** when finished. Once you add a comment, you cannot remove it until you clear to start over.



RCA now tracks the number of pools which have been approved and the number of pools pending approval. Once a pool has been approved, the numbers will automatically update.

Tier 1 Approvers: Not Approved

20 pool(s) of total 21 need to be approved

1. **Start Approval Flow:** Pool Supervisors are notified via email they have a pending action once **Proceed** is clicked in **Calculations**. There is no way to resend the email notifications unless you **Unlock** Calculations, then **Proceed** again.
2. **Obtain Pool Supervisor Approvals:** Pool Supervisors can approve Digitally or by Paper. If **Digital** is selected, the Pool Supervisor can approve directly in GoMBC. All Pool approvals will default to **Digital**.

Tier 1 Approvers: Not Approved

23 pool(s) of total 23 need to be approved

Global Filter

Pool	Approver	Approval Type	Approval Action	Download Action	Recall Action
CONs - Supervisors		<input type="checkbox"/> Digital	Approve Digitally	Download Approval	Recall Approval
CONs 7/8/9		<input type="checkbox"/> Digital	Approve Digitally	Download Approval	Recall Approval
DAO		<input type="checkbox"/> Digital	Approve Digitally	Download Approval	Recall Approval
DET - Supervisor		<input type="checkbox"/> Digital	Approve Digitally	Download Approval	Recall Approval
DET Employees		<input type="checkbox"/> Digital	Approve Digitally	Download Approval	Recall Approval
FCS		<input type="checkbox"/> Digital	Approve Digitally	Download Approval	Recall Approval
FCS - Supervisors		<input type="checkbox"/> Digital	Approve Digitally	Download Approval	Recall Approval
ICASS 1/3		<input type="checkbox"/> Digital	Approve Digitally	Download Approval	Recall Approval
ICASS 5/6		<input type="checkbox"/> Digital	Approve Digitally	Download Approval	Recall Approval
ICASS 7		<input type="checkbox"/> Digital	Approve Digitally	Download Approval	Recall Approval

Navigation: << < 1 2 3 > >> 10

Help

If **Paper** is selected, HR will need to take the following steps:
Select the Digital toggle to **Paper**.

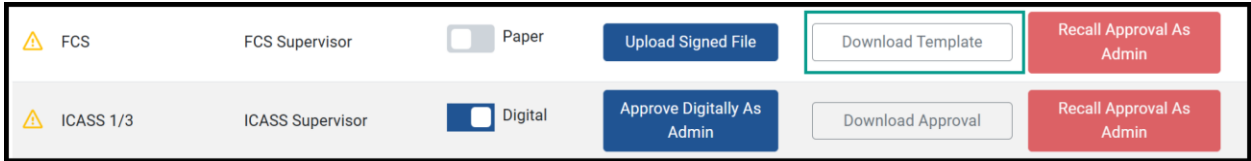
21 pool(s) of total 21 need to be approved

Global Filter

Pool	Approver	Approval Type	Approval Action	Download Action	Recall Action
FCS	FCS Supervisor	<input type="checkbox"/> Paper	Upload Signed File	Download Template	Recall Approval As Admin

Success
Paper approval mode enable was successful

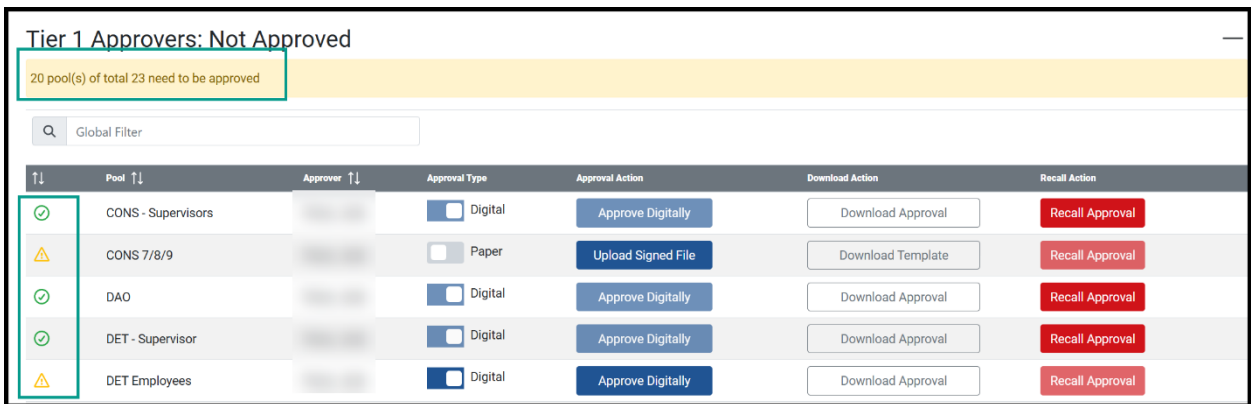
Click **Download Template**, this will download a PDF of the Pool Calculations only for the selected pool.



Check your download files, you will need to send this PDF to the Pool Supervisor outside of RCA. The Pool Supervisor will need to sign and approve. You will need to click **Upload Signed File** and upload from your computer.

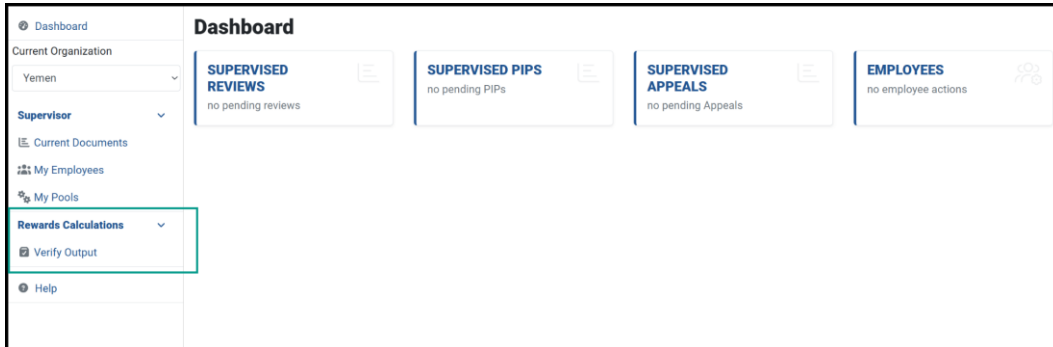


Once the Pool Supervisor has approved, the warning next to their pool will change to a green check mark. The yellow banner will also be updated.

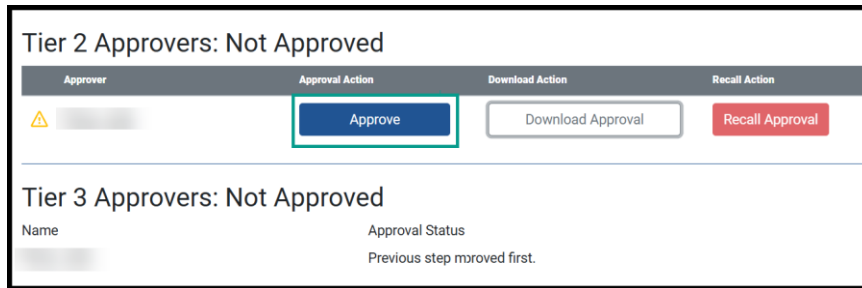


- Obtain Reward Calculation Approver 2 and 3 Approvals:** Once all Pool Supervisor approvals are received in either the paper or digital approval flow, the Reward Calculation Approver 2 approval will be available, followed by the Reward Calculation Approver 3 approval. Reward Calculation Approver 2 and 3 approvals can only be digitally approved.

4. **Obtain Reward Calculation Approver 2 Approvals:** The user with the Reward Calculation Approver 2 role assigned will need to log into GoMBC and click on **Verify Output** to take action.



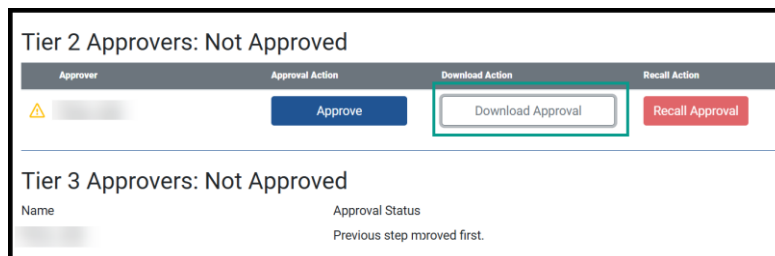
Reward Calculation Approver 2 will need to click **Approve**.



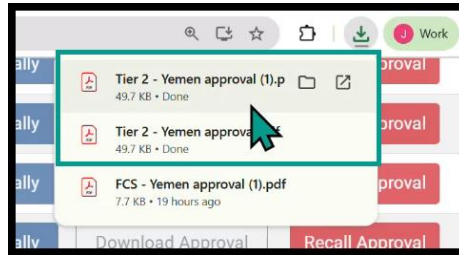
Notice the green confirmation message in the upper right-hand corner.



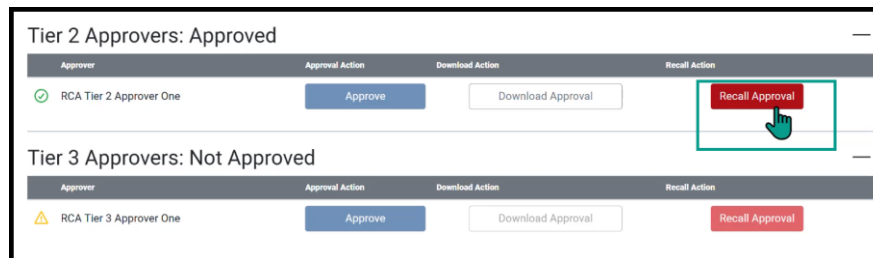
Once the Reward Calculation Approver 2 has taken action, then the **Download Approval** and **Recall Approval** buttons will become active.



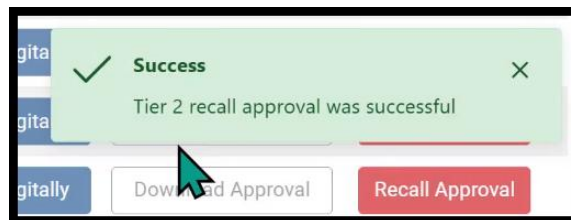
Download All will download a PDF which includes electronic signatures from all Pool Supervisors and their own signature as the Reward Calculation Approver 2.



Recall Approval will recall only the Reward Calculation Approver 2 approvals; Pool Supervisor Approvals will not be affected.

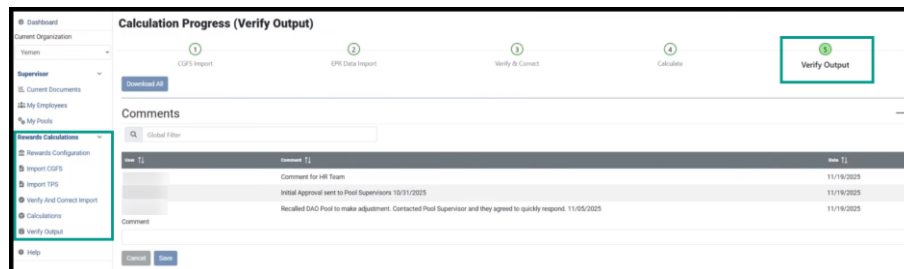


A green notification will appear in the upper right-hand corner as confirmation.



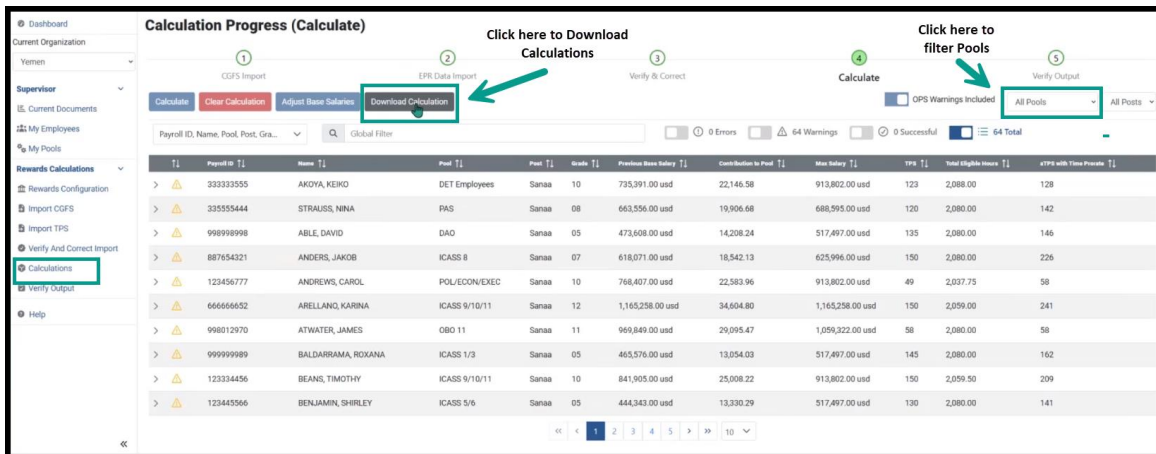
Now the **Approve** button is reactivated.

- Obtain Reward Calculation Approver 3 Approvals:** The user will need to log into GoMBC and click on **Verify Output**. Reward Calculation Approver 3 can view all of the Mission Configuration and each step of the calculation and approval process.

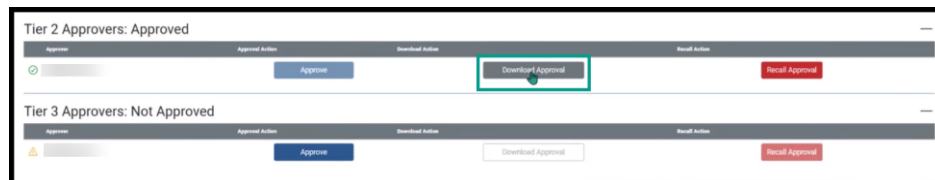


Reward Calculation Approver 3 can view the calculations from the **Calculate** state or from **Verify Output**.

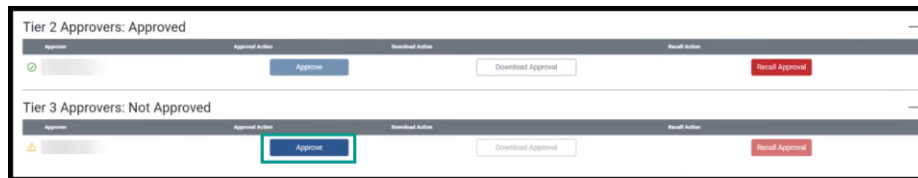
To review the calculations in RCA, click on the **Calculate** from the status bar at the top of the page or click on **Calculations** from the left menu. They can filter by a particular pool or use the **Download Calculations** button to download all of the calculations before they approve.



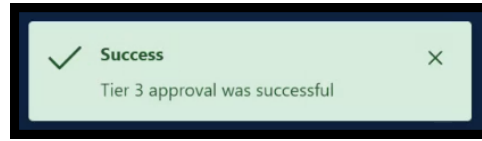
Reward Calculation Approver 3 can also click on **Verify Output** and then click **Download Approval** from the Reward Calculation Approver 2 to review calculations.



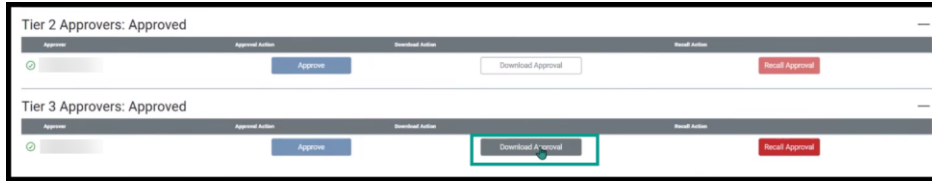
After reviewing the calculations, the Reward Calculation Approver 3 will need to click **Approve**.



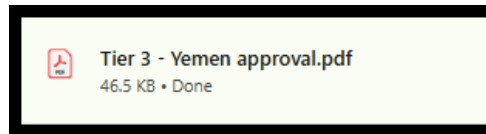
Notice the green confirmation in the upper right corner.



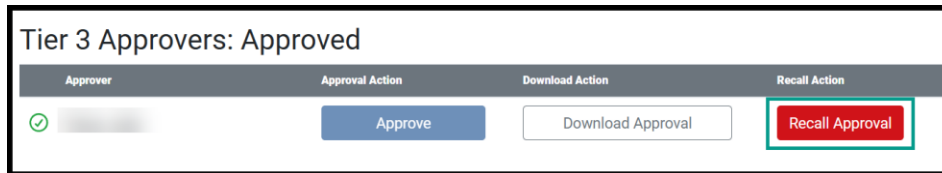
Click **Download Approval** in the Reward Calculation Approver 3 Area to download the final approvals for the mission.



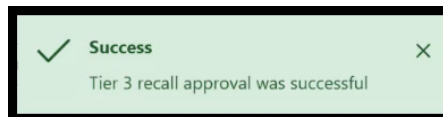
The file will download as a PDF in your Downloads folder.



To recall the Reward Calculation Approver 3 approval, without affecting the other approvals, click **Recall Approval**.

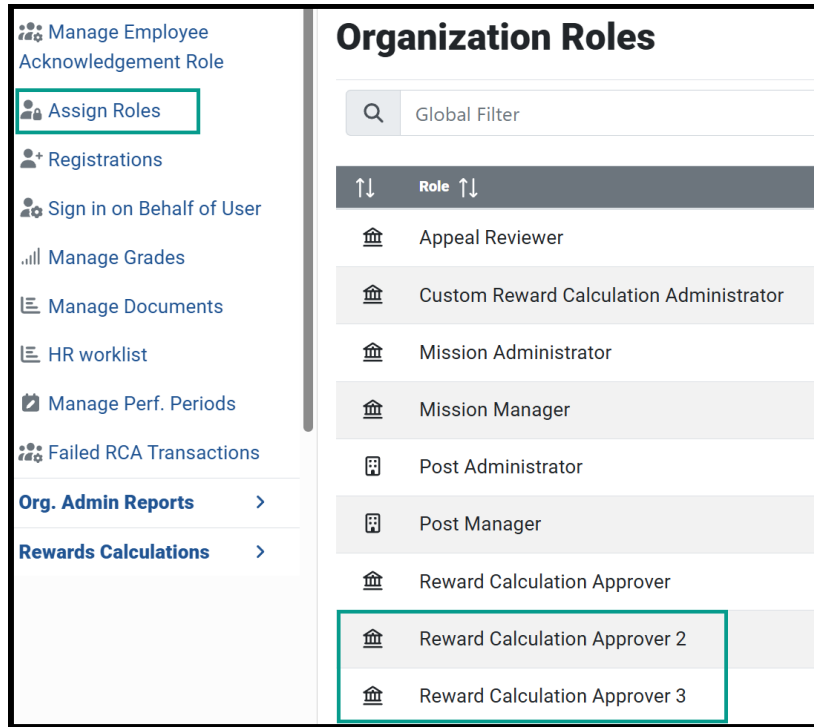


Notice the green confirmation in the upper right corner.

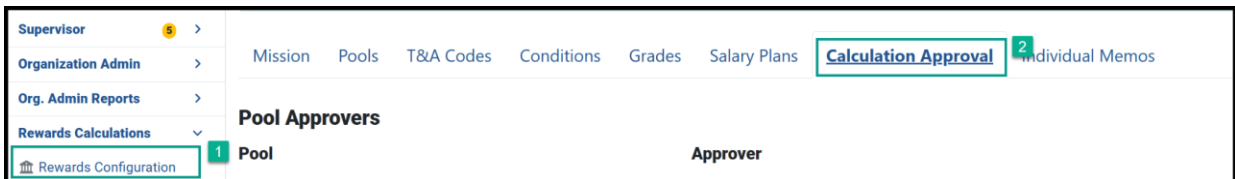


6. Change Reward Calculation Approver 2 and 3 Approvers: If one of the approvers listed is not available, the RCA Mission Admin can make the change by adding a new Approvers and changing the selected approver.

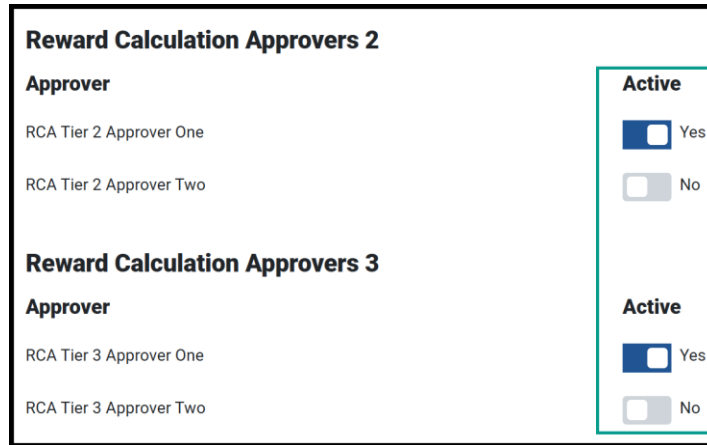
To add a new approver, the Mission Admin will need to assign the **Reward Calculation Approver 2** or **Reward Calculation Approver 3** role from **Assign Roles** in GoMBC.



The **Reward Calculation Mission Admin** will need to then click on **Calculation Approver** from **Reward Configuration** to update the new **Approver**.



Next, scroll to the bottom of the Approver list to the **Reward Calculation Approvers**. Select the toggle to **Yes** for the Approvers you want to update.



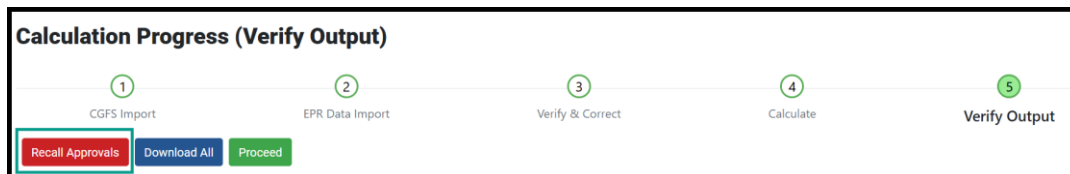
The screenshot shows two sections of approvers. The first section, 'Reward Calculation Approvers 2', lists 'RCA Tier 2 Approver One' and 'RCA Tier 2 Approver Two'. The second section, 'Reward Calculation Approvers 3', lists 'RCA Tier 3 Approver One' and 'RCA Tier 3 Approver Two'. To the right of each list is an 'Active' column with a toggle switch. In both sections, the 'Yes' toggle is selected (blue), and the 'No' toggle is unselected (grey).

Once the toggle is moved to Yes, the new Approver will automatically appear in the Verify Output Approver list. The user will automatically have access to **Verify Output** from their GoMBC profile.

7. **Proceed to Output:** Once all approvals are received, select the **Proceed** button at the bottom of the screen.



8. **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 a specific pool.

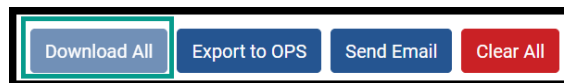


RCA CALCULATIONS STEP 6: OUTPUT

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


1. From the left menu, click **Output** in **Rewards Calculations** or click **Output** from the status bar at the top of the page.


2. **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 All** button. This downloads a .zip file that contains all files related to the calculations. The zip file will appear in your Downloads folder.



3. **Output Files:** The .zip file will appear in your Downloads folder and will contain the following files.

BudgetReport	Report containing old salary, new salary, and lump sums.
CalculationsByPool	All Calculations for each pool in Excel format. An overall report is also provided.
Comments	Any comments entered by the RCA Mission Admin on the Verify Output screen.
EPR-output	Report of all EPR data imported from GoMBC
FirstInput	MBC Report from CGFS uploaded in Step 1
GFACS-output	Report containing data to be sent to OPS, including new salary and lump sums
Individual Memos	All employee memos - these are not automatically sent by the application
MissionProfile	Contains Mission Profile Details
PDF Approval	Any uploaded forms for tier 1 paper approval
SPER Simulations	If SPER Simulations were run, detailed calculations are found here

4. **Email Individual Memos:** Memos notifying employees of their rewards can be sent to employees directly from RCA (as long as the employee has an email in their GoMBC profile. HR should download memos for employees without an official government email and provide outside of RCA). They can be downloaded individually by selecting the  icon on the Output screen or in bulk by selecting the **Download All** button.



Yemen

November 25, 2025

Dear ABLE, DAVID,

This notice serves to advise you of your Merit Based Compensation (MBC) reward for the 2024 – 2025 performance year. The MBC reward is scheduled to be added to your basic salary until you reach the maximum salary for your grade level. Once the maximum is reached, the reward

Effective Date:	05/17/2025
MBC Reward:	14358.28 usd
Current Base Salary:	473608 usd
New Base Salary:	487966 usd
Lump Sum:	0 usd
Total Performance Score (TPS) for Review:	
9/28/2024 - 2/28/2025: TPS-125	

The MBC reward is based on employee performance, as reflected in the TPS, and is variable from year-to-year.

The following is **only applicable** to employees who are scheduled for a salary increase but prefer a lump sum: You have the option of requesting your MBC reward as a lump sum by completing the enclosed MBC Reward Payment Selection Form. Return the form to Human Resources (HR) **no later than 01/25/2025**. Please note:

- New Basic Salary and Lump Sum amounts listed above will change if you opt for a lump sum. Your basic salary will not increase if the MBC reward is paid as a lump sum.
- Your decision affects this performance year only.
- Your decision is Irrevocable.

In case of questions, please contact HR.

If any employee should not receive an email, select the check box for those employees. Then click **Send Email** to send emails to all employees who are not excluded in the **Exclude from Email** or do not have a valid official government email address in their employee profile. Once **Send Email** is selected, the Email Sent column will populate with the date emails were sent to employees.

Calculation Progress (Output)

1 CGFS Import 2 EPR Data Import 3 Verify & Correct 4 Calculate 5 Verify Output 6 Output

Download All Export to OPS Send Email Clear All

Global Filter

Payroll ID	Name	Pool	Special Rate	Download	Exclude from OPS	Sent to OPS	Exclude from Email	Email	Email Sent
998998998	ABLE, DAVID	DAO		⬇	<input type="checkbox"/>	11/25/2025 02:15:39	<input type="checkbox"/>	ABLEDAVID@training.gov	
333333555	AKOYA, KEIKO	DET Employees		⬇	<input type="checkbox"/>	11/25/2025 02:15:39	<input type="checkbox"/>	AKOYAKEIKO@training.gov	
887654321	ANDERS, JAKOB	ICASS 8		⬇	<input checked="" type="checkbox"/>		<input type="checkbox"/>	ANDERS.JAKOB@training.gov	
666666652	ARELLANO, KARINA	ICASS 9/10/11		⬇	<input checked="" type="checkbox"/>		<input type="checkbox"/>	Arellano@training.gov	
998012970	ATWATER, JAMES	OBO 11		⬇	<input type="checkbox"/>	11/25/2025 02:15:39	<input type="checkbox"/>	ATWATER.JAMES@training.gov	
999999989	BALDARRAMA, ROXANA	ICASS 1/3		⬇	<input type="checkbox"/>	11/25/2025 02:15:39	<input type="checkbox"/>	BALDARRAMAROXANA@training.gov	
123334456	BEANS, TIMOTHY	ICASS 9/10/11		⬇	<input type="checkbox"/>	11/25/2025 02:15:39	<input checked="" type="checkbox"/>	BEANSTIMOTHY@training.gov	
123445566	BENJAMIN, SHIRLEY	ICASS 5/6		⬇	<input type="checkbox"/>	11/25/2025 02:15:39	<input checked="" type="checkbox"/>	BENJAMINSHIRLEY@training.gov	
123456688	BENTO, MICHAEL	ICASS 1/3		⬇	<input type="checkbox"/>	11/25/2025 02:15:39	<input type="checkbox"/>	BENTO,MICHAEL@training.gov	
123334567	CARTER, WENDY	ICASS 9/10/11		⬇	<input type="checkbox"/>	11/25/2025 02:15:39	<input type="checkbox"/>	CARTERWENDY@training.gov	

- 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.

GoMBC Yemen (Training)

Calculation Progress (Output)

1 CGFS Import 2 EPR Data Import 3 Verify & Correct 4 Calculate 5 Verify Output 6 Output

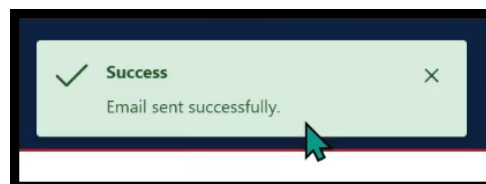
Download All Export to OPS Send Email Clear All

Global Filter

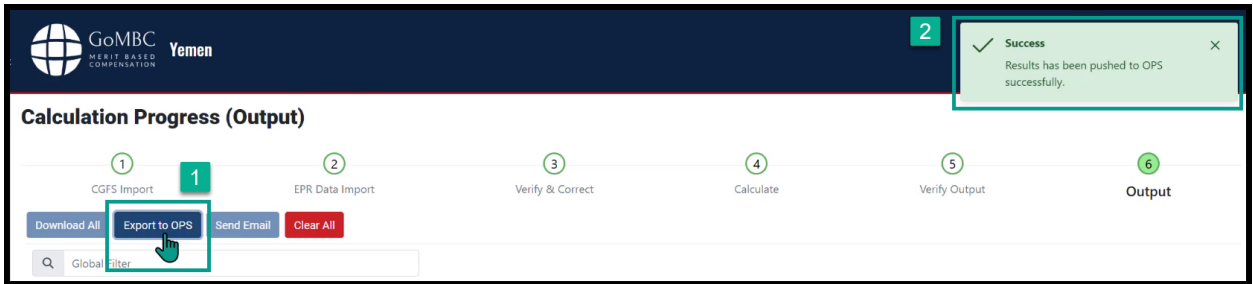
Payroll ID	Name	Pool	Special Rate	Download	Exclude from OPS	Sent to OPS	Exclude from Email	Email	Email Sent
998998998	ABLE, DAVID	DAO		⬇	<input type="checkbox"/>		<input checked="" type="checkbox"/>	ABLEDAVID@training.gov	
333333555	AKOYA, KEIKO	DET Employees		⬇	<input type="checkbox"/>		<input checked="" type="checkbox"/>	AKOYAKEIKO@training.gov	
887654321	ANDERS, JAKOB	ICASS 8		⬇	<input checked="" type="checkbox"/>		<input type="checkbox"/>	ANDERSJAKOB@training.gov	
666666652	ARELLANO, KARINA	ICASS 9/10/11		⬇	<input checked="" type="checkbox"/>		<input type="checkbox"/>	Arellano@training.gov	

✓ Success
Entry for ANDERS, JAKOB was excluded.

✓ Success
Entry for ARELLANO, KARINA was excluded.



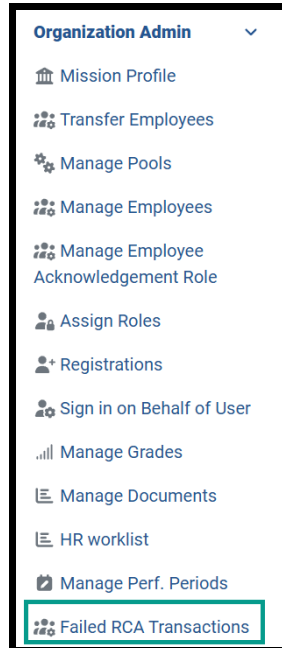
6. **Export to OPS: Next**, select **Export to OPS**. All reward information for all employees not excluded is sent.



A timestamp will populate in the **Sent to OPS** columns once **Export to OPS** is selected. Notice there is no timestamp for excluded employees. You will need to send their information by creating a mass update manually in OPS for current employees or via cable for departed employees.

Payroll ID ↑↓	Name ↑↓	Pool ↑↓	Special Rate ↑↓	Download	Exclude from OPS ↑↓	Sent to OPS ↑↓
998998998	ABLE, DAVID	DAO			<input type="checkbox"/>	11/25/2025 02:08:31
333333555	AKOYA, KEIKO	DET Employees			<input type="checkbox"/>	11/25/2025 02:08:31
887654321	ANDERS, JAKOB	ICASS 8			<input checked="" type="checkbox"/>	
666666652	ARELLANO, KARINA	ICASS 9/10/11			<input checked="" type="checkbox"/>	
998012970	ATWATER, JAMES	OBO 11			<input type="checkbox"/>	11/25/2025 02:08:31
999999989	BALDARRAMA, ROXANA	ICASS 1/3			<input type="checkbox"/>	11/25/2025 02:08:31
123334456	BEANS, TIMOTHY	ICASS 9/10/11			<input type="checkbox"/>	11/25/2025 02:08:31
123445566	BENJAMIN, SHIRLEY	ICASS 5/6			<input type="checkbox"/>	11/25/2025 02:08:31
123456688	BENTO, MICHAEL	ICASS 1/3			<input type="checkbox"/>	11/25/2025 02:08:31
123334567	CARTER, WENDY	ICASS 9/10/11			<input type="checkbox"/>	11/25/2025 02:08:31

7. **Failed RCA Transactions:** 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. To view this list, you will need to have either **Mission Manager** or **Mission Admin** roles assigned.



Any message which appears here will need to be resent after you determine the error which caused the failure. Contact ADG-Support@state.gov if any errors are returned.

8. **OPS Mass Update:** 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.