

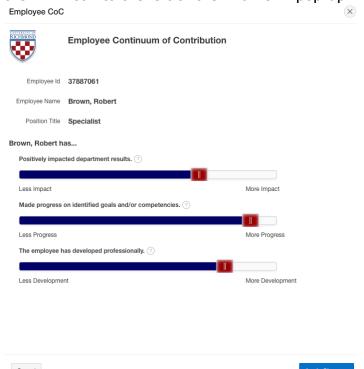
UR Engaged

How to Complete the Continuum of Contribution

- 1. Go to https://urapps.richmond.edu/CoC
- 2. Login using your user ID and Password.
- 3. On the main screen, you will see a list of all of your direct reports.



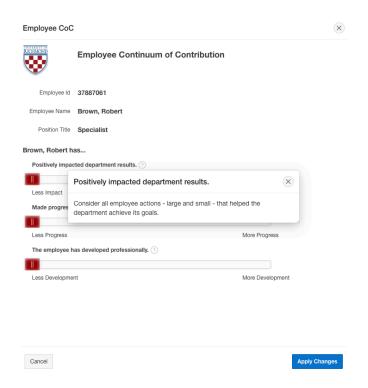
4. To complete or adjust the CoC information for one of your employees, *click on the left of their name*. A pop-up window will appear:



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5. Adjust each of the sliders to enter your CoC information. You can click on the icon next to each item of the CoC for more information.



- 6. Click the "Apply Changes" button to save your CoC decisions. *Note that your decisions can be edited as many times as needed until May 19, 2023.
- 7. Repeat steps 4-6 for each of your direct reports.
- 8. To log out, click on your user ID in the top left-hand corner of the screen and select "Sign Out".

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