

## Web-based SPAR - Security Screen, Department

### Security Screen Purpose

The SPAR Security function enables system users to access the portion of the system that they need in order to ensure timely and accurate reporting of effort and cost sharing, while ensuring the confidentiality of payroll data. Since SPAR data contains salary information, individuals assigned roles having responsibility for granting access to others should review University policies related to computer data, i.e. 10-02-04, 10-02-05 and 10-02-06 available at <http://www.cfo.pitt.edu/policies>. Users should keep a records indicating to whom they have granted access so that they can amend those roles in the future as personnel changes occur or duties and positions evolve.

### Requirements Prior to Granting Access

Each individual to be granted security access must:

- have current PRISM access. If you find an employee doesn't have PRISM access, complete the PRISM Access Information Form and process through your Unit's normal approval process.
- have successfully passed the test at the end of the Internet-based Studies in Education and Research (ISER) Module, Responsible Conduct of Research-Effort Reporting Guidelines (<https://cme.hs.pitt.edu/ISER/servlet/IteachControllerServlet?actiontotake=loadmodule&moduleid=3421>).
- complete the respective PRISM Form to gain access to the Web-based SPAR application. The form to be completed at the Department and Subset level is the **SPAR Access and Responsibility Acknowledgement Form** indicating the specific role and subset access on page 2. These forms will be maintained:
  - at the RC level for individuals with Department-level access
  - at the RC or Department level for individuals with Subset access (dependent on who created the subset).

---

### A. Log In

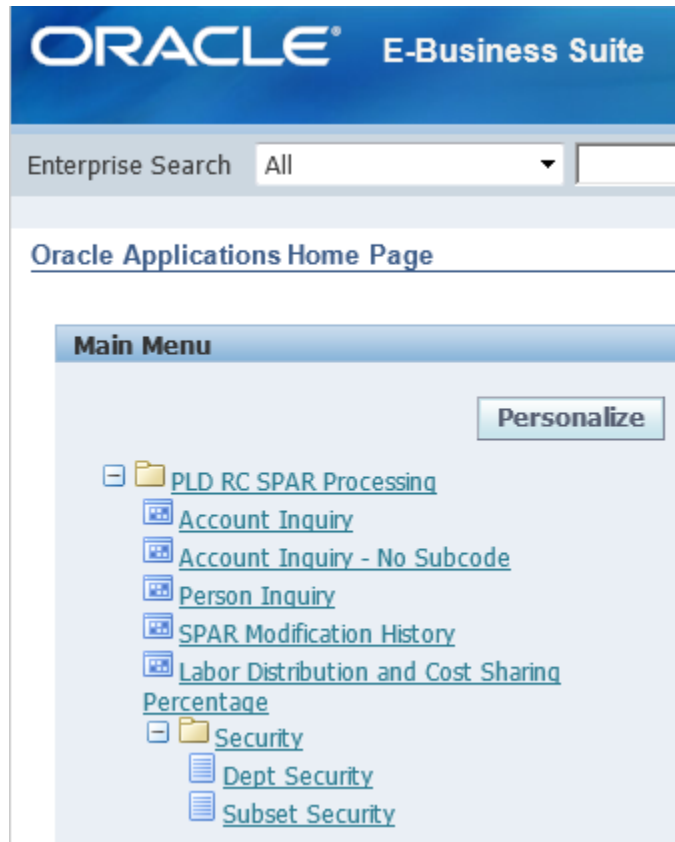
A. Log in at [my.pitt.edu](http://my.pitt.edu)

B. Access PRISM

C. From the Main Menu, choose the PLD role you have been assigned

**B. Select Security Screen:** This screen is used to view and/or modify access for data users within the SPAR System.

*TIP: Security will be one of the available functions if applicable to the user's role. A user's role will define the level at which they may establish security. An RC user can establish security at the Department or Subset level, a Department user can establish security at the Subset level. Only Central Administrators can establish security at the RC level.*



The different security levels of the system define the particular SPARs that each user will be able to access:

- A. Department Security provides access to all SPAR data within a specific department.
- B. Subset access was designed to accommodate shared SPAR responsibility for employees who have effort in more than one department. SPARs are “housed” within the home department listed on the Employee Record (ER). As such, the home department/ RC has sole access to their SPAR. For employees who have effort in other departments or centers, subsets were created to allow the home department/ RC to grant access to that employee’s SPAR to an individual in the other department or center. Subsets can only be established by the home department/RC. The granting administrator will name the individual in the other department or center to which they are granting access and also the name(s) of the specific employee(s) from their home department to which the other area will be granted access. The home department retains primary responsibility for these SPAR forms, but the two areas will have shared access. Subset access can be set up at the Administrator, Modifier or Viewer roles with the same rights and responsibilities as Department level roles. Subset access may also be granted to individuals within the home department as an option to restrict departmental access to only a specific subset of employees, not the entire department.
- C. **Roles:** There are three distinct roles that may be assigned at each of the security levels mentioned above, which further define the type of access assigned.

- A. Administrator** – represents the broadest range of capabilities available at the assigned security level.
- May modify SPARs up to 90 days after the close of a SPAR period.
  - Ability to view SPARs from prior SPAR periods.
  - Has access to Labor Distribution and Cost Sharing screen and all inquiry screens including those with salary distribution information.
  - Department Level Administrators may assign security at any level lower than his/her level of access.
  - Subset Administrators may not assign security at any level.
  - It is recommended to establish two Administrators to ensure continuing coverage during periods of absence.
- B. Modifier** –represents a more limited role.
- May modify SPARs only in the current SPAR period. Ability to modify ends on the last day of a SPAR period.
  - Ability to view SPARs from prior SPAR periods.
  - Department and Subset level Modifiers cannot assign security at any level.
  - Department and Subset level Modifiers have access to Labor Distribution and Cost Sharing screen and SPAR Modification History Inquiry Screen. Other inquiry screens contain salary distribution information and are not accessible to these Modifiers.
- C. Viewer** – represents a senior, oversight role.
- Has view only access to Labor Distribution and Cost Sharing screen and all inquiry screens, including those with salary distribution information.
  - Department and Subset Level Viewers cannot assign security at any level.

*TIP: A SPAR Administrator can grant security privileges to users below their own security level. They cannot grant privileges at their own level or above.*

*TIP: The Security function is used to add/delete a user in the SPAR Security based on the access level and role selected. As noted above, this determines the user's access to various functionalities within the SPAR Modification system.*

*TIP: SPAR Modification Security pages assign PLD SPAR Processing responsibilities to active PRISM Users. If a person does not have a PRISM User account, no access can be assigned.*

*TIP: All Departmental and Subset users must complete a "SPAR Access and Responsibility Acknowledgment Form" to receive access to the Web-based SPAR system.*

*TIP: Subset security access provides an individual access to a specific set of employees. All other levels of security access provide an individual with access to all employees within their area of responsibility.*

## D. Adding and Changing information in SPAR Security

- A. Dept Security:** The Dept Security function is available to users with Central Administrator and Central Viewer roles at the Global level and Administrators, Modifiers and Viewers at the RC level. Individuals with Global and RC level roles can add/delete users in SPAR Security by assigning Dept and Subset Administrator, Modifier and/or Viewer roles.

1. From the Oracle Applications Home Page, select the Dept Security option:



- The **Dept Security - RC List** is displayed listing the RC Number and Description of the RC's to which you have department access.





- Clicking on an **RC – Description** link will open the **Dept Security – Dept List – RC XX** page which displays a List of RC Numbers, Dept Number/ Description and the name and role of Assigned People.

RC Dept Name	Assigned People
22 <a href="#">22010-Educ-Dean, Office of the</a>	
22 <a href="#">22014-Educ-Technology</a>	
22 <a href="#">22015-Educ-Grants Management</a>	
22 <a href="#">22016-ELI - Memberships</a>	
22 <a href="#">22020-Young Writers Institute</a>	
22 <a href="#">22031-Falk School</a>	
22 <a href="#">22112-EDUC: Admissions and Enrollment Services</a>	
22 <a href="#">22203-OCD Operating-Education</a>	
22 <a href="#">22278-Health and Physical Activity</a>	SPAR00, Faculty A (SPAR Modifier) SPAR00, Faculty B (SPAR Administrator)
22 <a href="#">22290-Psychology in Education</a>	
22 <a href="#">22291-Instruction &amp; Learning</a>	SPAR00, Faculty B (SPAR Modifier)
22 <a href="#">22292-Administrative &amp; Policy Studies</a>	
22 <a href="#">22293-Inst Pract &amp; Res in Educ</a>	
22 <a href="#">22294-Inst Intrnl Studies in Educ</a>	
22 <a href="#">22295-Institute Workshops-IPRE</a>	
22 <a href="#">22297-Clinical Services</a>	
22 <a href="#">22880-Falk School Auxiliary Services</a>	

- Clicking on a **Dept Name** link will open the **Maintain Dept Security** page which displays RC, Dept, Name of the Person, Role, and the Delete icon and Add Person Button.

ORACLE® Security Navigator Favorites Home Logout

Dept Security - RC List > Dept Security - Dept List - RC 22 >  
 Maintain Dept Security - RC 22 - Dept 22278

RC Dept	Person	Role	Delete
22	22278 SPAR00, Faculty A	SPAR Modifier	
22	22278 SPAR00, Faculty B	SPAR Administrator	

Home Logout Preferences Copyright (c) 2008, O





**2. To add a new User:**

- Click the **Add Person** button to create an empty row.


**ORACLE** Security

Dept Security - RC List > Dept Security - Dept List - RC 22 >

**Maintain Dept Security - RC 22 - Dept 22278**

RC Dept	Person	Role	Delete
22 22278	<input type="text"/> 	<input type="text"/>	
22 22278	SPAR00, Faculty A	SPAR Modifier	
22 22278	SPAR00, Faculty B	SPAR Administrator	

[Home](#) [Logout](#)

- Enter the full or partial name of the person and click the **Search icon** (  ). The Full Name list of values will display all active employees in the HR system meeting your search criteria.

Search and Select: Person











**Search**

To find a person, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button. Search is not case sensitive.

Search By

**Results**

Previous 1-10 of 16 Next 6

Select	Quick Select	Full Name	Department
<input type="radio"/>		SPAR00, Faculty A	Health and Physical Activity
<input type="radio"/>		SPAR00, Faculty B	Instruction & Learning
<input type="radio"/>		SPAR00, Faculty C	GSPH-Environmental/Occupational Health
<input type="radio"/>		SPAR00, Faculty D	GSPH-Biostatistics
<input type="radio"/>		SPAR00, Faculty E	Health and Physical Activity
<input type="radio"/>		SPAR00, Faculty F	Instruction & Learning
<input type="radio"/>		SPAR00, Faculty G	GSPH-Environmental/Occupational Health
<input type="radio"/>		SPAR00, Faculty H	GSPH-Biostatistics
<input type="radio"/>		SPAR00, Faculty I	Health and Physical Activity
<input type="radio"/>		SPAR00, Faculty J	Instruction & Learning

Previous 1-10 of 16 Next 6

*TIP: If only a single user is returned, the Person field will populate with that name.*

- Click the **Select circle** next to the appropriate name and then the **Select button**.
- Select the appropriate Role from the **Role dropdown list**.

- Click **Save** to save the data. A message will **Confirm** the successful save. If changes are not saved, access will not be updated.

**ORACLE** Security

Dept Security - RC List > Dept Security - Dept List - RC 22 >

**Confirmation**  
Changes saved successfully.

**Maintain Dept Security - RC 22 - Dept 22278**

RC Dept	Person	Role	Delete
22	22278 SPAR00, Faculty A	SPAR Modifier	
22	22278 SPAR00, Staff B	SPAR Administrator	
22	22278 SPAR00, Faculty B	SPAR Administrator	

[Home](#) [Logout](#)

- Click the **Home** button to return to the **Oracle Applications Home Page**.

*TIP: PRISM access is required before a SPAR application role can be assigned at any level. See error message below for attempt to assign security to a non-PRISM user.*

**ORACLE** Security

Navigator ▾ Favorites

Dept Security - RC List > Dept Security - Dept List - RC 22 >

**Error**  
Data not saved - Error encountered creating PLD DEPT SPAR Processing responsibility on SPAR00, Staff A. Return\_code=-1

**Maintain Dept Security - RC 22 - Dept 22278**

RC Dept	Person	Role	Delete
22	22278 SPAR00, Staff A	SPAR Administrator ▾	
22	22278 SPAR00, Faculty A	SPAR Modifier	

### 3. To delete an existing User:

- Follow the steps in item #1 above to arrive at the **Maintain Dept Security** page

ORACLE<sup>®</sup> Security

Dept Security - RC List > Dept Security - Dept List - RC 22 >  
 Maintain Dept Security - RC 22 - Dept 22278

Save

RC	Dept	Person	Role	Delete
22	22278	SPAR00, Faculty A	SPAR Modifier	
22	22278	SPAR00, Staff B	SPAR Administrator	
22	22278	SPAR00, Faculty B	SPAR Administrator	

Add Person

Home Logout

- Click the **Delete icon** ( ) next to the user's name; this opens the **Confirmation page**.

ORACLE<sup>®</sup> Security

Home Logout Preferences

Confirmation

SPAR00, Staff B will be removed from authorized users list of Dept 22278.

Remove this user?

No Yes

Home Logout Preferences

Copyright (c) 2006, Oracle. All rights reserved.

- Click **Yes** to delete the row and be returned to the **Display page**.



**ORACLE** Security

Dept Security - RC List > Dept Security - Dept List - RC 22 >

**Maintain Dept Security - RC 22 - Dept 22278**

RC	Dept	Person	Role	Delete
22	22278	SPAR00, Faculty A	SPAR Modifier	
22	22278	SPAR00, Faculty B	SPAR Administrator	

[Home](#) [Logout](#)

- Click **Save** to save the data. If changes are not saved, access will not be updated.

**ORACLE** Security

Dept Security - RC List > Dept Security - Dept List - RC 22 >

**Confirmation**  
Changes saved successfully.

**Maintain Dept Security - RC 22 - Dept 22278**

RC	Dept	Person	Role	Delete
22	22278	SPAR00, Faculty A	SPAR Modifier	
22	22278	SPAR00, Faculty B	SPAR Administrator	

[Home](#) [Logout](#)

- Click the **Home** button to return to the **Oracle Applications Home Page**.