Web-based SPAR - Security Screen, Subset

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](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, recommend the employee complete the PRISM Access Information Form and process through their 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](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 or Department level for individuals with Subset access (dependent on who created the subset).

A. Log In
   A. Log in at 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. A Subset User cannot establish security. No security option will be available on the Oracle Main Menu.

*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.*
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.
• Subset Level Administrators cannot 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.
• Subset level Modifiers cannot assign security at any level.
• 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.
• Subset Level Viewers cannot assign security at any level.

**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 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. Subset Security: The Subset Security function is available to users with Central Administrator and Central Viewer roles at the Global level as well as Administrator, Modifier and Viewer roles at the RC level and Administrator role at the Department level. This function adds/deletes a user in SPAR Security with Subset level SPAR Subset Administrator, SPAR Subset Modifier and/or SPAR Subset Viewer roles.

**TIP:** Subset Security is not available to Department Level Users with Modifier and Viewer roles. Therefore, when they click on this option, the following message is displayed: “You do not have access to this function. Please contact the Administrator if you have questions.”
1. To identify the person to which you want to assign a Subset role, select the **Subset Security** option from the **Oracle Applications Home Page**.

- The **Maintain Subset Security** page opens to search for the name of the person to which you wish to provide access.

- Enter the full or partial name of the person and click the **Search icon (🔍)** to produce a Search Person list of values which will display all active employees in the HR system who meet your search criteria.
Click the Select circle next to the appropriate name and then the Select button.

Click the Find button to see if the person already has a subset role assigned in the system.

TIP: If the person whose name was searched has a subset role(s) assigned, it will be displayed along with the View People in the Subset button. The Add New Subset Role button will add additional Subset Roles (Administrator, Modifier or Viewer) to the same person.

TIP: Existing Subset roles may have been assigned by other departments. If this is the case, you will not be able to view people in those subsets.
TIP: If a Subset role exists for an individual, you will only be able to view people in the assigned Subset within your area of responsibility/home department. If no people from your home department have been previously assigned to this individual’s Subset, you will not see any records from the View button.

TIP: PRISM access is required before a SPAR application role can be assigned at any level.

• Click on the Add New Subset Role button. This will open the Maintain Subset Security: Add New Role page which displays Name of the Person, Role, Delete icon and Add Person button.

• Select a new role from the drop down box.

TIP: If the role you wish to assign already exists for this individual, you will need only to add people from your area of responsibility to the Subset.

• Click Save to save the data. If changes are not saved, access will not be updated.
TIP: If a duplicate role is selected, data will not be accepted by the system and will not be saved.

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

2. To add a new person in a subset:

- Go to the **Maintain Security Subset page** and select the user following the steps identified in #1 above.

- Click on **View People in a Subset button** to access the **Maintain Subset Security: Edit People in Subset page**
• Click the **Add Person button** to open a line for a new employee.

• Type a name or partial name in the **Person field** and click the **Search icon** (🔍).

• If more than one name is returned, click in the **Select Circle** to indicate the correct name and click the **Select Button**.

• Repeat the **Search** and **Select** steps to add as many employees to the subset as necessary.

• Click **Save** to save the data. If changes are not saved, access will not be updated.
3. **View People in the Subset:**

   - Go to the **Maintain Security Subset page** and select the user following the steps identified in #1 above.

   - Click **View People in a Subset button** to access the **Maintain Subset Security: Edit People in Subset page**.
TIP: This page lists the RC, Dept, and Name of the Person in the subset, the Delete icon and the Add Person button.

TIP: The names of the people displayed will be restricted to people to whom the logged in user has access.

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

4. To delete person in a subset:

- Go to the Maintain Security Subset page and select the user following the steps identified in #1 above.

- Click on View People in a Subset button to access the Maintain Subset Security: Edit People in Subset page.
Click the **Delete icon** ( DELETE ) to open up the **Confirmation page**.

Click **Yes** to delete the row and the user will be returned to the **Maintain Subset Security: Edit People in Subset** page.
- Click **Save** to save the data. If changes are not saved, access will not be updated.

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

5. **To delete an existing Subset Role:**

   - Go to the **Maintain Security Subset page** and select the user following the steps identified in #1 above.
- Click on the Add/Delete Subset Role button

**TIP:** If the Subset has people assigned to it from other areas, the role will not be deleted. The following error message will be displayed and you will need to delete the people in this subset, as described above, before you can delete the subset role.
If the Subset has no people assigned, the Confirmation Page will be opened.

Click Yes to delete the role and be returned to the Display page.
- Click **Save** to save the data.

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