Web-based SPAR – SPAR Modification History

**SPAR Modification History Purpose**
The SPAR Modification History Screen provides the user with the ability to view the detail of each change made to the Salaried Personnel Activity Report (SPAR) labor distribution for the current and past SPAR periods using one of the criteria below:
- SPAR number
- Employee number
- Employee full name

I. **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

II. **Select SPAR Modification History screen**
III. **SPAR Modification History Input:** The SPAR Info and Status Detail sections of the screen will be populated upon input to the Person Info section by one of the below three methods.

A. **SPAR No.**

i. **Input:** Enter the unique six-digit SPAR number directly in the **SPAR No. field** and click **Find.**

   *TIP:* Enter the exact six-digit SPAR number, excluding suffix number.
   *TIP:* Partial or invalid SPAR numbers will return no results.

B. **Emp Number**

i. **Input Option 1:** Type an individual’s full or partial employee number directly in the **Employee Number field** and Click **Find.**

   a. If more than one result is returned, a pop-up box will list the results
   b. Highlight the desired selection
   c. Click **OK**

   *TIP:* Enter a partial value to limit the list.
   *TIP:* Enter % (wildcard symbol) to display all values. **WARNING:** Entering % to view all values may result in a long processing time. Entering a partial value along with % should be used to reduce the list and decrease processing time.
   *TIP:* If an invalid employee number is entered, error message “FRM-40212: Invalid value for field FULL_NAME” will be returned. Click **OK** and enter a valid number.

ii. **Input Option 2:** Click in the **Employee Number field** and click on the three dots on the right side of that field. Employee number may be entered using any of the below 3 methods. Click **OK.**

   a. Directly type the full employee number into the **Find box** and click **Find**
      1. If more than one result is returned, a pop-up box will list the results
      2. Highlight the desired selection
      3. Click **OK**
   b. Type a partial employee number followed by a % and click **Find**
      1. Highlight the desired selection
      2. Click **OK**
   c. Type % in the **Find box** and click **Find**
      1. Highlight the line for the desired employee
      2. Click **OK**

   *TIP:* Enter a partial value to limit the list to all employees with that character string in their employee number.
   *TIP:* Enter % to display all values. **WARNING:** Entering % to view all values may result in a long processing time. Entering a partial value along with % should be used to reduce the list and delete processing time.
C. Full Name

i. **Input Option 1:** Type an individual’s full or partial name directly in the **Full Name field.**
   a. If more than one result is returned, a pop-up box will list the results
   b. Highlight the desired selection
   c. Click **OK**

   **TIP:** Format should be last name, first name (include a comma followed by a space).
   **TIP:** Last name only or partial last name can be entered to search for all last names with that character string.

ii. **Input Option 2:** Click in the **Full Name field** and click on the three dots on the right side of that field.
    The individual’s name may be entered by any of the below three options.
   a. Directly type the full name (last, first) into the **Full Name field** if known
      1. Click **Find**
      2. Highlight the desired selection
      3. Click **OK**
   b. Type a partial name in the **Full Name field** and click **Find**
      1. Highlight the desired selection
      2. Click **OK**
   c. Type a partial name followed by the % symbol
      1. Click **Find**
      2. Highlight the line for the correct name
      3. Click **OK**

   **TIP:** Format should be last name, first name (include a comma and a space).
   **TIP:** Last name only or partial last name can be entered to search for all last names with that character string.
   **TIP:** If nothing is returned after a search, there is no name that matches the limits that were entered.
   **TIP:** Enter a partial name to limit the list.
   **TIP:** Enter % to display all values. **WARNING:** Entering % to view all values may result in a long processing time. Entering a partial value with % should be used to reduce the list and decrease processing time.
IV. Output Screens

Once the data is entered into the Person Info section and the desired employee has been selected from the drop down menu, the SPAR Info and Status sections will be populated.

*TIP: The Person Info section can be changed at any time by following the steps in Section III. C. Click Find to update the data in the bottom half of the screen. Changing the name without clicking Find will not cause the data to update.*

A. SPAR Info: The fields in this section will populate with the most recent SPAR information.

1. **SPAR No.** - unique, system-generated number to identify each SPAR
2. **Certification Period** - date representing the last day of the SPAR period indicating that a certification period of 60 days follows
3. **Start Period** - start date of the SPAR period
4. **End Period** - end date of the SPAR period
5. **Pay Year Type** - Stated as a fraction, this indicates the length of employee appointment over the number of months paid. For example 8/8 indicates an 8 month contract paid over the 8-month period; 8/12 indicates an 8 month contract paid over 12 months
6. **Certification Complete box** - a check in this box indicates that this effort distribution has been certified

*TIP: Switch between SPAR periods by clicking in any of the fields in this section and using the up and down arrow keys on your keyboard.*

B. Status Tab: The fields populate based upon the period selected in the SPAR Info box. Four fields of data are returned:

1. **SPAR suffix** – a unique number representing the version of the SPAR within a SPAR period. Each SPAR period begins with suffix #1.
ii. **Reason for SPAR** – the reason for the creation of this version of the SPAR. Appendix I provides a list of reasons.

iii. **Status Date** – the date the SPAR was created or modified

iv. **Comments**: Identifies how the SPAR was generated to include descriptions such as:
   1. Created by Monthly Cert Build, Summer Term, Default Record
   2. Created by Percentage Screen
   3. Created by Monthly Certification, Scheduled Process
   4. Created by Subcode Validation Process

*TIP:* Be sure to scroll through the lines using the scrollbar to the right of the Comments column to be sure all rows are being viewed.

*TIP:* Double click on a row to switch to the Status Detail tab for that line, or highlight the row and click on the Status Detail tab.

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**SPAR Modification History Screen - Status**

<table>
<thead>
<tr>
<th>SPAR No.</th>
<th>Emp No.</th>
<th>Full Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>403974</td>
<td>143938</td>
<td>SPAR01, Faculty A.</td>
</tr>
</tbody>
</table>

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**Status**

<table>
<thead>
<tr>
<th>SPAR Suffix</th>
<th>Reason for SPAR</th>
<th>Status Date</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 New Hire - Certification Not Required</td>
<td>15-JUL-2012</td>
<td>Created by New Hire Process</td>
<td></td>
</tr>
<tr>
<td>2 LD % Change - Certification Required</td>
<td>27-JUL-2012</td>
<td>Created by Percentage Screen 27-JUL-2012 15:15:26</td>
<td></td>
</tr>
</tbody>
</table>

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C. **Status Detail Tab**: The data in this tab is populated based on the SPAR Suffix selected from the Status tab. Two subcategories of data and four functional buttons for moving through the available SPAR changes (suffixes) are provided.

i. **Summary of information from the Status Screen**
   a. SPAR No.
   b. Status Date
   c. Reason for SPAR
ii. Detail from the Effort Reporting and Distribution Screen (includes cost share information)
   a. Line #
   b. Type – Regular or Joint
   c. Start Date
   d. End Date
   e. Account Number
   f. Previous Actual %
   g. Current Actual %
   h. Previous Dist%/CS%
   i. Current Dist%/CS%

iii. Functional buttons
   a. First SPAR
   b. Next SPAR
   c. Previous SPAR
   d. Last SPAR

*TIP: Use the functional SPAR buttons to move between SPAR versions for the selected SPAR period.*

SPAR Modification History Screen – Status Detail, Line 1
V. **Export Data**: Only information on the Status screen will export, the Status Detail screen will not.

A. Click Export from the file menu in the upper left hand corner.
B. Follow directions for Exporting files found in Appendix I, Web based SPAR – Exporting Data, included with this user guide.

VI. **Exit Account Inquiry Screen**

A. Click the **upper right hand corner X** to exit, or
B. Click the **red box** in upper left hand corner and click **Close**
**Appendix I: Reason for SPAR**

<table>
<thead>
<tr>
<th>CREATED BY PROCESS</th>
<th>SPAR REASON CODE</th>
<th>SPAR REASON</th>
</tr>
</thead>
<tbody>
<tr>
<td>Process which will be run after receiving data from HURON</td>
<td>CC</td>
<td>Certification Complete</td>
</tr>
<tr>
<td>Subcode Validation process</td>
<td>CVCCNR</td>
<td>Cross Validation Change - Cert Not Required</td>
</tr>
<tr>
<td>Subcode Validation process</td>
<td>CVCCR</td>
<td>Cross Validation Change - Cert Required</td>
</tr>
<tr>
<td>Termination process</td>
<td>ERTCNR</td>
<td>Employee Reverse Termination - Certification Not Req'd</td>
</tr>
<tr>
<td>Termination process</td>
<td>ERTCR</td>
<td>Employee Reverse Termination - Certification Req'd</td>
</tr>
<tr>
<td>Termination process</td>
<td>ETCNR</td>
<td>Employee/SPAR Termination Certification Not Required</td>
</tr>
<tr>
<td>Termination process</td>
<td>ETCR</td>
<td>Employee/SPAR Termination Certification Required</td>
</tr>
<tr>
<td>Process which is run after Hire Date in HR is changed so that SPAR matches new hire date</td>
<td>HDCCNR</td>
<td>Hire Date Change - Certification Not Required</td>
</tr>
<tr>
<td>Process which is run after Hire Date in HR is changed so that SPAR matches new hire date</td>
<td>HDCCR</td>
<td>Hire Date Change - Certification Required</td>
</tr>
<tr>
<td>SPAR screen</td>
<td>NCFCNR</td>
<td>New Cert Period - Certification Not Req'd - LD % Form</td>
</tr>
<tr>
<td>SPAR screen</td>
<td>NCFCR</td>
<td>New Cert Period - Certification Req'd - LD % Form</td>
</tr>
<tr>
<td>New certification build process</td>
<td>NCPCNR</td>
<td>New Certification Period - Certification Not Required</td>
</tr>
<tr>
<td>New certification build process</td>
<td>NCPCR</td>
<td>New Certification Period - Certification Required</td>
</tr>
<tr>
<td>New hire process</td>
<td>NHCNR</td>
<td>New Hire - Certification Not Required</td>
</tr>
<tr>
<td>New hire process</td>
<td>NHCR</td>
<td>New Hire - Certification Required</td>
</tr>
<tr>
<td>SPAR screen</td>
<td>PCCNR</td>
<td>LD % Change - Certification Not Required</td>
</tr>
<tr>
<td>SPAR screen</td>
<td>PCCR</td>
<td>LD % Change - Certification Required</td>
</tr>
<tr>
<td>SPAR screen</td>
<td>PCRCR</td>
<td>Percentage Change - Re-Certification Required</td>
</tr>
<tr>
<td>SPAR needed to be changed if the pay year type of the employee changed-- this process will not create a new spar suffix anymore, will just update the pay year type</td>
<td>PYTCNR</td>
<td>Pay Year Type Change - Cert. Not Required</td>
</tr>
<tr>
<td>SPAR needed to be changed if the pay year type of the employee changed-- this process will not create a new spar suffix anymore, will just</td>
<td>PYTCR</td>
<td>Pay Year Type Change - Cert. Required</td>
</tr>
<tr>
<td>Description</td>
<td>Code</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------------------------------------------------------------------</td>
<td>--------</td>
<td>------------------------------------------------</td>
</tr>
<tr>
<td>update the pay year type</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Process which will be run after receiving data from HURON</td>
<td>RCC</td>
<td>Re-Certification Complete</td>
</tr>
<tr>
<td>SPAR screen -- these will not be created anymore</td>
<td>RRC</td>
<td>Reprint for Re-Certification</td>
</tr>
<tr>
<td>SPAR screen -- these will not be created anymore</td>
<td>RRCC</td>
<td>Reprint Request - Certification Complete</td>
</tr>
<tr>
<td>SPAR screen -- these will not be created anymore</td>
<td>RRCNR</td>
<td>Reprint Request - Certification Not Required</td>
</tr>
<tr>
<td>SPAR screen -- these will not be created anymore</td>
<td>RRCR</td>
<td>Reprint Request - Certification Required</td>
</tr>
<tr>
<td>SPAR screen -- these will not be created anymore</td>
<td>RRRCC</td>
<td>Reprint Request - Certification Complete</td>
</tr>
<tr>
<td>SPAR screen -- these will not be created anymore</td>
<td>RRRCR</td>
<td>Reprint Request - Certification Required</td>
</tr>
<tr>
<td>Process which was run one time when LD system was implemented in Jan 2003</td>
<td>SCC</td>
<td>Start-Up SPAR Certification Complete</td>
</tr>
<tr>
<td>Process which was run one time when LD system was implemented in Jan 2003</td>
<td>SSCNR</td>
<td>Start-Up SPAR Certification Not Required</td>
</tr>
<tr>
<td>Process which was run one time when LD system was implemented in Jan 2003</td>
<td>SCR</td>
<td>Start-Up SPAR Certification Required</td>
</tr>
<tr>
<td>Subcode Validation process</td>
<td>SVCCNR</td>
<td>Subcode Validation Change - Cert Not Required</td>
</tr>
<tr>
<td>Subcode Validation process</td>
<td>SVCCR</td>
<td>Subcode Validation Change - Cert Required</td>
</tr>
</tbody>
</table>
Appendix II: Web-based SPAR – Exporting Data from the Web-based SPAR

This function can be used for Account Inquiry (with or without subcodes), Person Inquiry, SPAR Modification History, and Labor Distribution and Cost Sharing screens.

TIP: On the SPAR History Modification screen, only the Status screen will export, the Status Detail screen will not.

To export from the Labor Distribution and Cost Sharing Screens, you must export the Effort Reporting and Distribution (top) and the Cost Sharing (bottom) sections separately. Click in the section to be exported.

I. For Computers with Adobe Reader:
   A. Go to File on Toolbar at top of page.
   B. From drop down menu, select Export.
   C. The Oracle Application page will open. On the bottom you will see a message “Do you want to open or save XXXXX”. Select Open.
   D. A notepad will open with all the data you requested.
   E. To date stamp the version of information you are using, go to Edit and select Time/Date.
   F. To print data in the notepad format, select Print from the File menu.
   G. To export the data, go to Edit and select Select All or manually select the data lines you are interested in by holding down the left click button while you move the cursor over the lines selected. Right click on the highlighted data and select Copy.
   H. Open an Excel spreadsheet and right click in the upper most left cell you want to work with, right click and select Paste.

II. For Computers with Adobe Acrobat:
   A. Go to File on Toolbar at top of page.
   B. From drop down menu, select Export.
   C. The Oracle Application page will open. On the bottom you will see a message “Do you want to open or save XXXXX”. Select SAVE.
   D. You will receive a message box that the download is complete. Select OPEN
   E. The View Downloads window will open, select the download you created and from the drop down menu select OPEN WITH.
   F. Select Microsoft Notepad.
   G. A notepad will open with all the data you requested.
   H. To date stamp the version of information you are using, go to Edit and select Time/Date
   I. To export the data, go to Edit and select Select All or manually select the data lines you are interested in by holding down the left click bottom while you move the cursor over the lines selected. Right click on the highlighted data and select Copy.
   J. Open an Excel spreadsheet and right click in the upper most left cell you want to work with, right click and select Paste.