

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

- Log in at my.pitt.edu**
- Access PRISM**
- From the Main Menu, choose the PLD role you have been assigned**

II. Select SPAR Modification History screen

SPAR Modification History Screen

The screenshot shows the Oracle Applications interface for the SPAR Modification History screen. The window title is "Oracle Applications - DEVR11". The menu bar includes "File", "Edit", "View", "Folder", "Tools", "Window", and "Help". The toolbar contains various icons for file operations and help. The main content area is titled "SPAR Modification History" and contains the following sections:

- Person Info:** Fields for "SPAR No.", "Emp Number", and "Full Name", with an "Find" button.
- SPAR Info:** Fields for "SPAR No.", "Certification Period", "Start Period", "End Period", and "Pay Year Type". A "Certification Complete" checkbox is also present.
- Navigation:** "Status" and "Status Detail" tabs.
- Table:** A table with columns "SPAR Suffix", "Reason for SPAR", "Status Date", and "Comments". The table is currently empty and has a vertical scrollbar on the right.

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.

Employee Number Input Screen

EMP

Enter a partial value to limit the list, % to see all values.

Warning: Entering % to see all values may take a very long time. Entering criteria that can be used to reduce the list may be significantly faster.

Find|

Employee_Number	Full_Name
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Find OK Cancel

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.

Full Name Input Screen

Full Name

Enter a partial value to limit the list, % to see all values.

Warning: Entering % to see all values may take a very long time.
Entering criteria that can be used to reduce the list may be significantly faster.

Find

Full Name	Employee_Number
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Find OK Cancel

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.

- i. **SPAR No.** - unique, system-generated number to identify each SPAR
- ii. **Certification Period** - date representing the last day of the SPAR period indicating that a certification period of 60 days follows
- iii. **Start Period** - start date of the SPAR period
- iv. **End Period**- end date of the SPAR period
- v. **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
- vi. **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:

- i. **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.

SPAR Modification History Screen - Status

Person Info
 SPAR No. Emp Number Full Name

SPAR Info
 SPAR No. Certification Period Start Period End Period Pay Year Type

Certification Complete

Status | Status Detail

SPAR Suffix	Reason for SPAR	Status Date	Comments
1	New Hire - Certification Not Required	13-JUL-2012	Created by New Hire Process
2	LD % Change - Certification Required	27-JUL-2012	Created by Percentage Screen 27-JUL-2012 15:15:26

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

SPAR Modification History

Person Info

SPAR No. Emp Number Full Name

SPAR Info

SPAR No. Certification Period Start Period End Period Pay Year Type

Certification Complete

Status Status Detail

SPAR No. Status Date

Reason for SPAR

Line #	Type	Start Date	End Date	Account Number	Previous Actual%	Current Actual%	Previous Dist%/CS%	Current Dist%/CS%
1	Reg	SEP-2012	DEC-2012	02.22278.5100.00000.000000.01000.00000.N	.00	100.00	.00	100.00

SPAR Modification History Screen – Status Detail, Line 2

SPAR Modification History

Person Info

SPAR No. Emp Number Full Name End

SPAR Info

SPAR No. Certification Period Start Period End Period Pay Year Type

Certification Complete

Status Status Detail

SPAR No. Status Date

Reason for SPAR

Line #	Type	Start Date	End Date	Account Number	Previous Actual%	Current Actual%	Previous Dist%/CS%	Current Dist%/CS%
1	Reg	SEP-2012	DEC-2012	02.22278.5100.00000.000000.01000.00000.N	100.00	80.00	100.00	80.00
2	Reg	SEP-2012	DEC-2012	05.22278.5100.00000.113170.01000.00000.N	.00	20.00	.00	20.00

First SPAR

Next SPAR

Previous SPAR

Last SPAR

- 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 II, 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

CREATED BY PROCESS	SPAR REASON CODE	SPAR REASON
Process which will be run after receiving data from HURON	CC	Certification Complete
Subcode Validation process	CVCCNR	Cross Validation Change - Cert Not Required
Subcode Validation process	CVCCR	Cross Validation Change - Cert Required
Termination process	ERTCNR	Employee Reverse Termination - Certification Not Reqd
Termination process	ERTCR	Employee Reverse Termination - Certification Reqd
Termination process	ETCNR	Employee/SPAR Termination Certification Not Required
Termination process	ETCR	Employee/SPAR Termination Certification Required
Process which is run after Hire Date in HR is changed so that SPAR matches new hire date	HDCCNR	Hire Date Change - Certification Not Required
Process which is run after Hire Date in HR is changed so that SPAR matches new hire date	HDCCR	Hire Date Change - Certification Required
SPAR screen	NCFCNR	New Cert Period - Certification Not Reqd - LD % Form
SPAR screen	NCFCR	New Cert Period - Certification Reqd - LD % Form
New certification build process	NCPCNR	New Certification Period - Certification Not Required
New certification build process	NCPCR	New Certification Period - Certification Required
New hire process	NHCNR	New Hire - Certification Not Required
New hire process	NHCR	New Hire - Certification Required
SPAR screen	PCCNR	LD % Change - Certification Not Required
SPAR screen	PCCR	LD % Change - Certification Required
SPAR screen	PCRCR	Percentage Change - Re-Certification Required
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	PYTCNR	Pay Year Type Change - Cert. Not Required
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	PYTCR	Pay Year Type Change - Cert. Required

update the pay year type		
Process which will be run after receiving data from HURON	RCC	Re-Certification Complete
SPAR screen -- these will not be created anymore	RRC	Reprint for Re-Certification
SPAR screen -- these will not be created anymore	RRCC	Reprint Request - Certification Complete
SPAR screen -- these will not be created anymore	RRCNR	Reprint Request - Certification Not Required
SPAR screen -- these will not be created anymore	RRCR	Reprint Request - Certification Required
SPAR screen -- these will not be created anymore	RRRCC	Reprint Request - Re-Certification Complete
SPAR screen -- these will not be created anymore	RRRCR	Reprint Request - Re-Certification Required
Process which was run one time when LD system was implemented in Jan 2003	SSCC	Start-Up SPAR Certification Complete
Process which was run one time when LD system was implemented in Jan 2003	SSCNR	Start-Up SPAR Certification Not Required
Process which was run one time when LD system was implemented in Jan 2003	SSCR	Start-Up SPAR Certification Required
Subcode Validation process	SVCCNR	Subcode Validation Change - Cert Not Required
Subcode Validation process	SVCCR	Subcode Validation Change - Cert Required

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**.