SPAR Security Matrix (Levels and Roles)

The **Security level** determines which SPARs the user can access.

RC Level User	Access to SPAR information for all employees with home department assignments* within the designated RC.
Department Level User	Access to SPAR information for all employees with a home department assignment* within the designated Department
Subset Level User	Access to SPAR information for a specific employee(s) as assigned by the employee's home department

The **Security role** determines what actions a user may take on those SPARs.

	Access to Effort Reporting and Cost Sharing (SPAR) Screen	Access to Account and Person Inquiry Screens	Access to SPAR Modification History Screen	Access to View Prior Period SPARs	Access to Salary Information via Reports	Modification Rights for SPAR Period	Modification Rights for SPAR Period plus 90 days	Ability to assign subsets
SPAR Administrator	✔	✔	✔	✔	✔	✔	✔	✔
SPAR Modifier	✔		✔	✔		✔		
SPAR Viewer	✔	✔	✔	✔	✔			

*Home departments are identified on each employee's Employee Record (ER). As an employee transfers and their ER is processed, their SPAR will become available to the new department/RC user and drop off the original department/RC user's access.