

## 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 both computer data and effort reporting, i.e. 10-02-04, 10-02-05, 10-02-06 and 11-01-07 available at <http://www.cfo.pitt.edu/policies/policies.html>. Users should maintain all authorized access forms and amend those roles in the future as personnel changes occur or duties and positions evolve.

### Requirements Prior to Granting Subset Access

Each individual to be granted Subset security access must:

- have current PRISM access. If you find an employee does not 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>).
- have attended the mandatory SPAR application and Effort Reporting training based on their area of responsibility as follows:

Introduction to SPAR workshop – mandatory for SPAR users at all roles and responsibilities.

Advanced SPAR – Cost Sharing workshop – mandatory for SPAR users in areas with sponsored research activity.

Basics of Effort Reporting workshop – mandatory for SPAR users in areas with sponsored research activity.

Registration for all workshops is available at <https://www.cfo.pitt.edu/fcr/workshops/register.php>

*TIP: The SPAR Access Request form requires training attendance dates. These dates can be confirmed through [SPARhelp@cfo.pitt.edu](mailto:SPARhelp@cfo.pitt.edu).*

*TIP: Subset Viewers do not have mandatory training requirements, but it is highly suggested so that they will be able to navigate the system to their best advantage.*

- have completed the **Subset SPAR Access and Responsibility Acknowledgement Form** indicating the specific role and subset access on page 2. The Subset Grantor must maintain these forms as a part of their audit records.
  - *TIP: Subset Grantors are responsible for deleting these accesses timely when there is no longer a business need for the role or the employment status of the awardee or shared employee has changed.*

**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. Only RC and Department Administrators can establish Subset security for a Shared Employee within their area.*



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 (Subset Grantor) will name the individual in the other department or center to which they are granting access (Subset Awardee) and the name(s) of the specific employee(s) from their home department to which the other area will be granted access (Shared Employee). 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 RC and 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.

If a request is made to create a subset, the role is at the discretion of the home department’s SPAR Administrators. However, if there is a bona fide business reason for the subset the request cannot be denied. At a minimum, Subset SPAR Viewer rights must be granted

**C. Roles:** Three distinct roles may be assigned 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.

**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, with the exception of the May-August period. Ability to modify May-August SPARs ends on June 30.
- 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 Subset SPAR Security based on the role selected. As noted above, this determines the user's access to various functionalities within the SPAR application.*

*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 "Subset SPAR Access and Responsibility Acknowledgment Form" to receive access to the Web-based SPAR system. Forms are available at <http://www.cfo.pitt.edu/fcr/forms.php>*

*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**

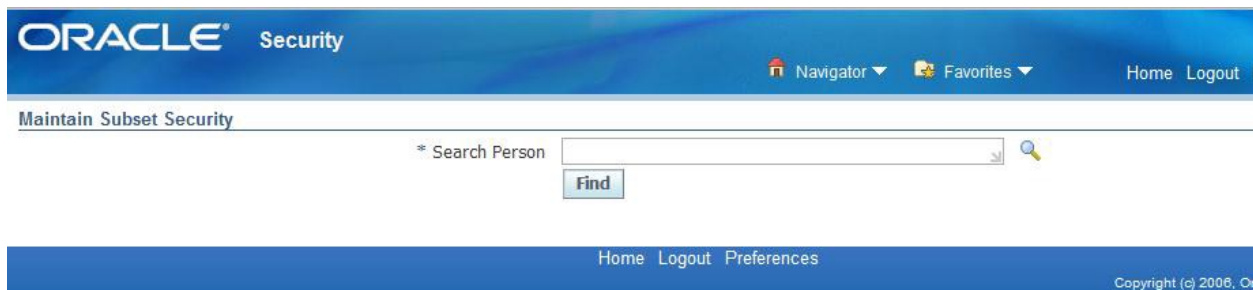
**A. Subset Security:** The Subset Security function is available to users with Central Administrator and Central Viewer roles at the Global level as well as Administrator, Modifier and Viewer roles at the RC level and Administrator role at the Department level. This function adds/deletes a user in SPAR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

## Search and Select: Search Person

[Cancel](#) [Select](#)

### 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   [Go](#)

### Results

⏪ Previous 1-10 [Next 10](#) ⏩

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 [Next 10](#) ⏩

[Cancel](#) [Select](#)

- Click the **Select circle** next to the appropriate name and then the **Select button**.

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Home Logout

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Maintain Subset Security

\* Search Person  [Find](#)

Full Name	Role	View People in Subset
SPAR00, Faculty B	SPAR Subset Viewer	<a href="#">View/Add/Delete People in Subset</a>

[Add/Delete Subset Role](#)

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

- 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: Other departments may have assigned existing Subset roles. 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 Shared Employees in the assigned Subset within your area of responsibility/home department. If no Shared Employee from your home department has been previously assigned to this Subset Awardee, 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.*

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Maintain Subset Security

\* Search Person \* SPAR00, Faculty B

Find

Full Name	Role	View People in Subset
No results found.		
Add/Delete Subset Role		

Home Logout Preferences

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

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Maintain Subset Security: Add New Role - SPAR00, Faculty B

Save

Person	Role	Delete
SPAR00, Faculty B	SPAR Subset Viewer	

Add Person

Back to Search Page

Home Logout Preferences

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- 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 Shared Employees from your area of responsibility to the Subset.*

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

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 Favorites

Confirmation  
 Changes saved successfully.

**Maintain Subset Security: Add New Role - SPAR00, Staff B**

Save

Person	Role	Delete
SPAR00, Staff B	SPAR Subset Viewer	

Add Person

Back to Search Page

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

*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 Shared Employee in a subset:

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

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

**Maintain Subset Security**

\* Search Person

SPAR00, Faculty B

Find

Full Name	Role	View People in Subset
SPAR00, Faculty B	SPAR Subset Viewer	View/Add/Delete People in Subset

Add/Delete Subset Role

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

- Click on **View People in a Subset** button to access the **Maintain Subset Security: Edit People in Subset** page




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Maintain Subset Security: Edit People in Subset - SPAR00, Faculty B - SPAR Subset Viewer

RC	Dept	Person	Delete
No results found.			

Home Logout Preferences

- 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** (  ).

**Search and Select: Person**









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**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 Full Name ▼ spar00,

**Results**

Select	Quick Select	Full Name		
<input type="radio"/>		SPAR00, Faculty A	22	22278
<input type="radio"/>		SPAR00, Faculty B	22	22291
<input type="radio"/>		SPAR00, Faculty E	22	22278
<input type="radio"/>		SPAR00, Faculty F	22	22291
<input type="radio"/>		SPAR00, Faculty I	22	22278
<input type="radio"/>		SPAR00, Faculty J	22	22291
<input type="radio"/>		SPAR00, Staff A	22	22278
<input type="radio"/>		SPAR00, Staff B	22	22291

- 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.

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Security

Navigator ▼

Confirmation  
Changes saved successfully.

Maintain Subset Security: Edit People in Subset - SPAR00, Staff B - SPAR Subset Viewer

Save

RC	Dept	Person	Delete
22	22278	SPAR00, Faculty A	
22	22278	SPAR00, Faculty E	
22	22278	SPAR00, Faculty I	

Add Person

Back to Search Page

Home Logout Preferences

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

### 3. View People in the Subset:

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

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Home Logout

Maintain Subset Security

\* Search Person

SPAR00, Staff B

Find

Full Name	Role	View People in Subset
SPAR00, Staff B	SPAR Subset Viewer	View/Add/Delete People in Subset

Add/Delete Subset Role

Home Logout Preferences

- Click on **View People in a Subset** button to access the **Maintain Subset Security: Edit People in Subset page**

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Maintain Subset Security: Edit People in Subset - SPAR00, Staff B - SPAR Subset Viewer

Save

RC	Dept	Person	Delete
22	22278	SPAR00, Faculty A	
22	22278	SPAR00, Faculty E	
22	22278	SPAR00, Faculty I	

Add Person

Back to Search Page

Home Logout Preferences

*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 Shared Employees 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.

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Home Logout

Maintain Subset Security

\* Search Person

SPAR00, Staff B

Find

Full Name	Role	View People in Subset
SPAR00, Staff B	SPAR Subset Viewer	View/Add/Delete People in Subset

Add/Delete Subset Role

Home Logout Preferences

- Click on **View People in a Subset** button to access the **Maintain Subset Security: Edit People in Subset** page.

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Navigator ▼

Maintain Subset Security: Edit People in Subset - SPAR00, Staff B - SPAR Subset Viewer

Save

RC	Dept	Person	Delete
22	22278	SPAR00, Faculty A	
22	22278	SPAR00, Faculty E	
22	22278	SPAR00, Faculty I	

Add Person

Back to Search Page

Home Logout Preferences

- Click the **Delete icon** ( ) to open up the **Confirmation page**.

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Home Logout Preferences

Confirmation  
SPAR00, Faculty E will be removed from the Subset.  
Remove this user?

No Yes

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- Click **Yes** to delete the row and the user will be returned to the **Maintain Subset Security: Edit People in Subset page**.

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**Maintain Subset Security: Edit People in Subset - SPAR00, Staff B - SPAR Subset Viewer**

Save

RC	Dept	Person	Delete
22	22278	SPAR00, Faculty A	
22	22278	SPAR00, Faculty I	

Add Person


Back to Search Page

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

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



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 **Confirmation**  
 Changes saved successfully.

**Maintain Subset Security: Edit People in Subset - SPAR00, Staff B - SPAR Subset Viewer**

Save

RC	Dept	Person	Delete
22	22278	SPAR00, Faculty A	
22	22278	SPAR00, Faculty I	

Add Person

Back to Search Page

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

- 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.

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**Maintain Subset Security**

\* Search Person  

Full Name	Role	View People in Subset
SPAR00, Faculty B	SPAR Subset Viewer	<input type="button" value="View/Add/Delete People in Subset"/>
<input type="button" value="Add/Delete Subset Role"/>		


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

- Click on the **Add/Delete Subset Role** button


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**Maintain Subset Security: Add New Role - SPAR00, Faculty B**

Person	Role	Delete
SPAR00, Faculty B	SPAR Subset Viewer	


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

- Click the **Delete icon** (  ) next to the user's name and role to be deleted.


*TIP: If the Subset Awardee has Shared Employees assigned to them from other areas, the role will not be deleted. The following error message will be displayed and you will need to delete the Shared Employees in this subset, as described above, before you can delete the subset role.*

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 **Error**  
 Subset role may not be deleted because people are assigned to this subset.

**Maintain Subset Security: Add New Role - SPAR00, Faculty B**


Person	Role	Delete
SPAR00, Faculty B	SPAR Subset Viewer	

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

- If the Subset has no Shared Employees assigned, the **Confirmation Page** will be opened.

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 **Confirmation**  
 Role SPAR Subset Viewer will be removed from SPAR00, Faculty B.

Remove this role?

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

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



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 Navigator ▼

Maintain Subset Security: Add New Role - SPAR00, Faculty B >

Maintain Subset Security: Add New Role

Save

Person	Role	Delete
No results found.		

Add Person

Back to Search Page

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- Click **Save** to save the data.

**ORACLE®** Security
 
 Navigator ▼

Maintain Subset Security: Add New Role - SPAR00, Faculty B >

**Confirmation**  
 Changes saved successfully.

Maintain Subset Security: Add New Role - SPAR00, Faculty B

Save

Person	Role	Delete
No results found.		

Add Person

Back to Search Page

Home
Logout
Preferences

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