Web-based SPAR - Security Screen, RC

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. 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, complete the PRISM Access Information Form and process through your 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).

- complete the respective PRISM Form to gain access to the Web-based SPAR application. The form to be completed:
    - at the RC level is the **PRISM Access Information Form**, checking PLD RC SPAR Processing (on page 4) and indicating the specific role to be granted
    - at the Department and Subset level is the **SPAR Access and Responsibility Acknowledgement Form,** indicating the specific role and subset access on page 2

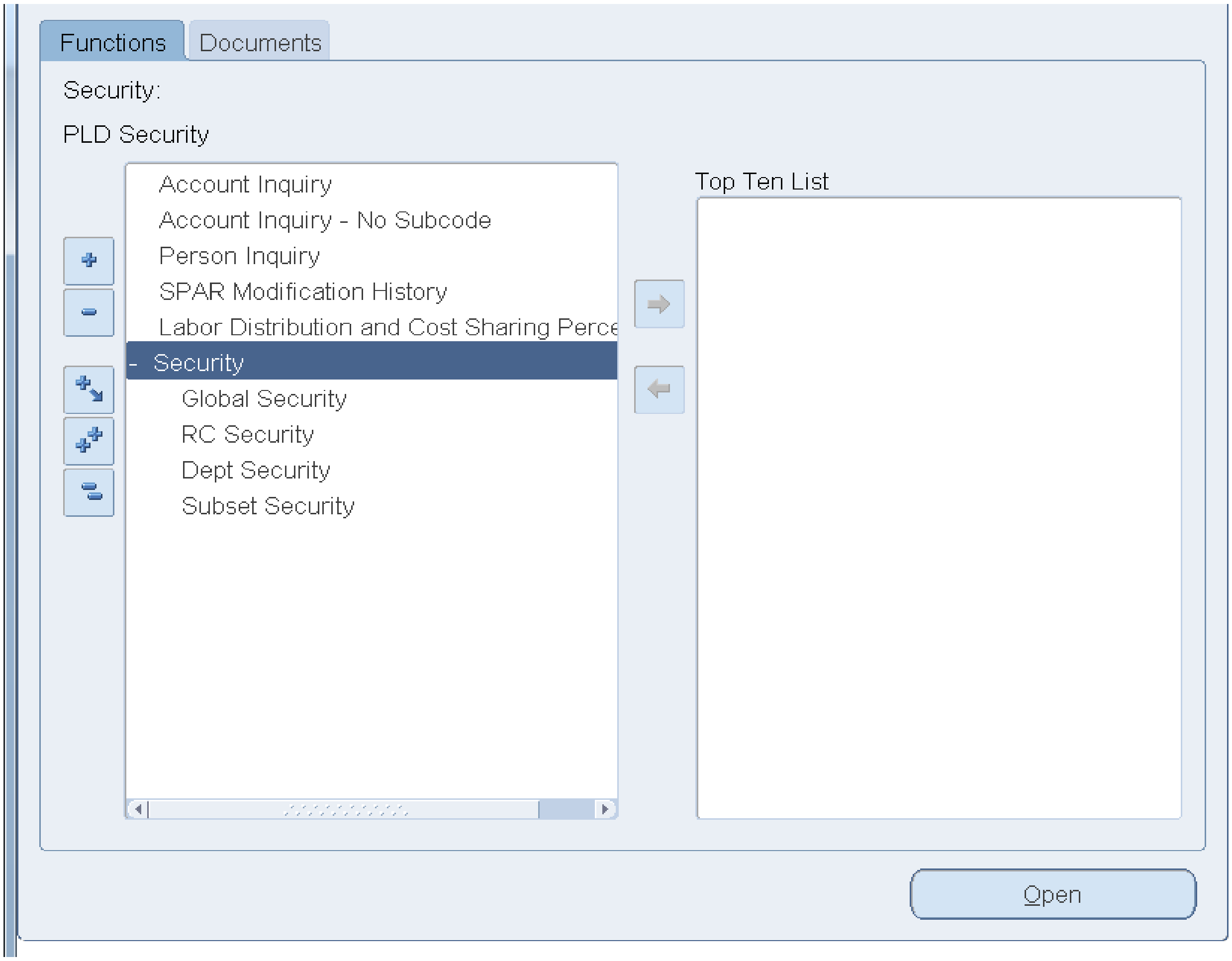
  These forms will be maintained:
    - at the institution level for individuals with RC-level access. Forward completed forms to the Office of Financial Compliance for Research.
    - at the RC or Department level for individuals with Subset access (dependent on who created the subset).

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.

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.



Security:

PLD Security

Account Inquiry
Account Inquiry - No Subcode
Person Inquiry
SPAR Modification History
Labor Distribution and Cost Sharing Perce
- Security
Global Security
RC Security
Dept Security
Subset Security

There are several different security levels of the system which define the particular SPARs that each user will be able to access:

A. RC Security provides access to all SPAR data for employees with primary appointments within a specific Responsibility Center.

B. Department Security provides access to all SPAR data for employees with primary appointments within a specific department.

C. 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 these 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 department 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.
- RC Level Administrators may assign security at any level lower than his/her level of access.
- 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.
- RC Level Modifier may assign security at the Department and Subset levels.
- RC level Modifier has access to Labor Distribution and Cost Sharing screen and all inquiry screens, including those with salary distribution information.

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.
- RC Level Viewer may assign security at the Department and Subset levels.

TIP: A SPAR Administrator can grant security privileges to users below their own security level. They cannot grant privileges at their own level or above.

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.

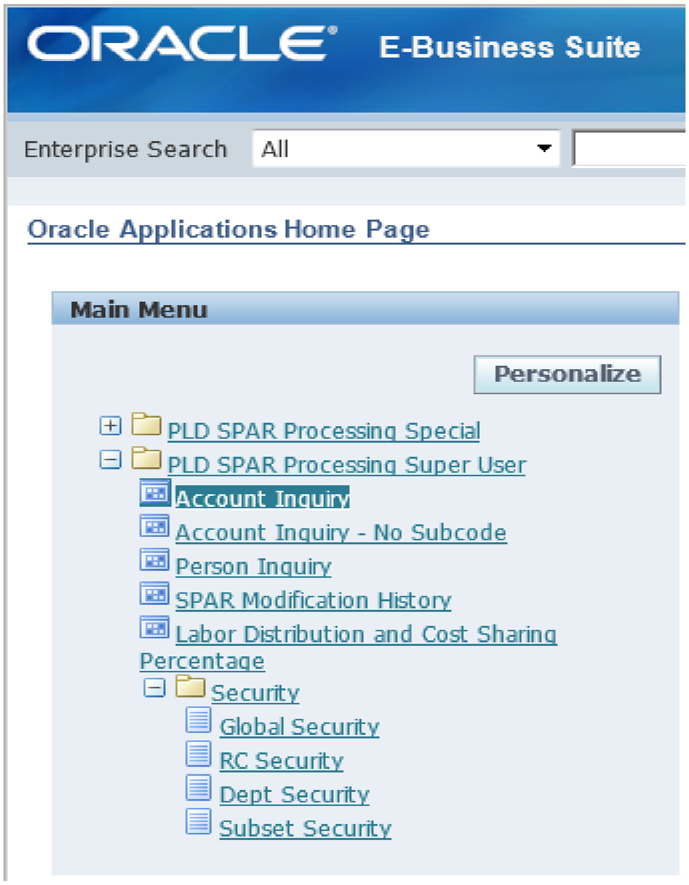
TIP: All RC level users must complete the “PRISM Access Information Form” to receive access to the Web-based SPAR system.

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.

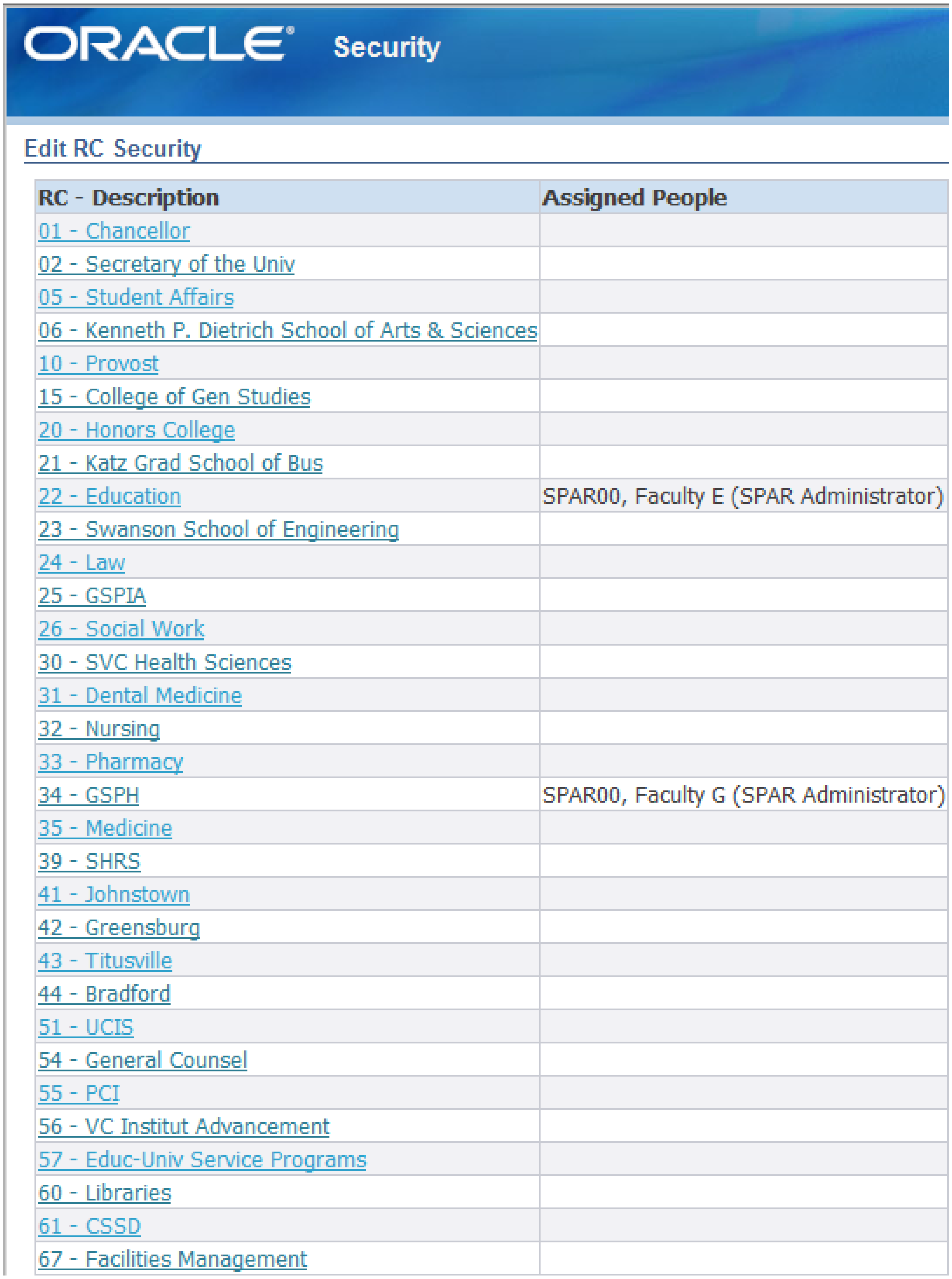
D. Adding and Changing information in SPAR Security

A. RC Security: The RC Security function is available to users with Central Administrator and Central Viewer roles to add/delete users at the RC level by assigning RC Administrator, RC Modifier and/or RC Viewer roles.

1. From the Oracle Applications Home Page, select the RC Security option:


ORACLE E-Business Suite
Enterprise Search
All
Oracle Applications Home Page
Main Menu
Personalize
PLD SPAR Processing Special
PLD SPAR Processing Super User
Account Inquiry
Account Inquiry - No Subcode
Person Inquiry
SPAR Modification History
Labor Distribution and Cost Sharing Percentage
Security
Global Security
RC Security
Dept Security
Subset Security

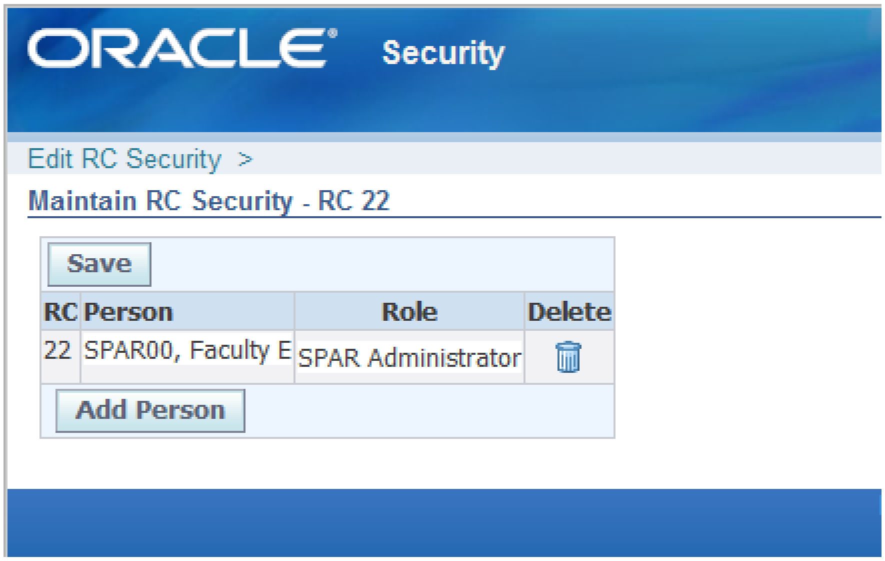
- The **Edit RC Security page** is displayed, listing the RC Number and Description with the names and roles of Assigned People.



Edit RC Security

RC - Description	Assigned People
01 - Chancellor	
02 - Secretary of the Univ	
05 - Student Affairs	
06 - Kenneth P. Dietrich School of Arts & Sciences	
10 - Provost	
15 - College of Gen Studies	
20 - Honors College	
21 - Katz Grad School of Bus	
22 - Education	SPAR00, Faculty E (SPAR Administrator)
23 - Swanson School of Engineering	
24 - Law	
25 - GSPIA	
26 - Social Work	
30 - SVC Health Sciences	
31 - Dental Medicine	
32 - Nursing	
33 - Pharmacy	
34 - GSPH	SPAR00, Faculty G (SPAR Administrator)
35 - Medicine	
39 - SHRS	
41 - Johnstown	
42 - Greensburg	
43 - Titusville	
44 - Bradford	
51 - UCIS	
54 - General Counsel	
55 - PCI	
56 - VC Institut Advancement	
57 - Educ-Univ Service Programs	
60 - Libraries	
61 - CSSD	
67 - Facilities Management	

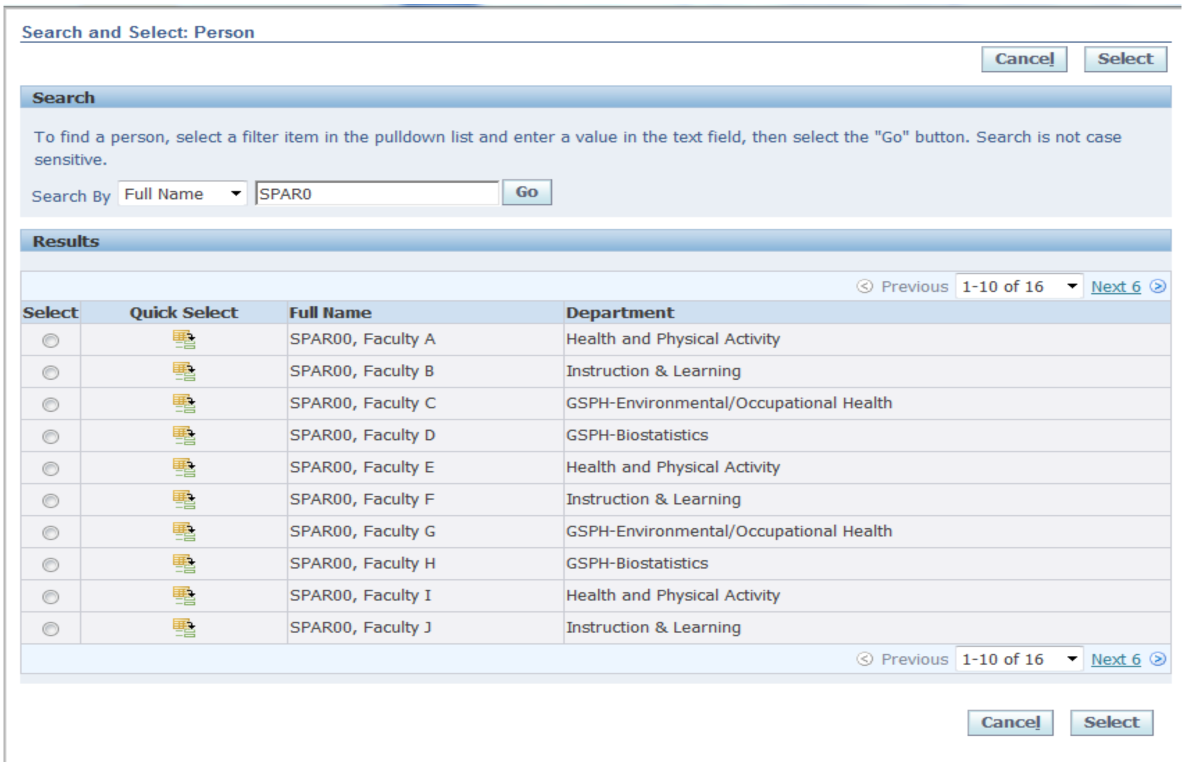
TIP: Clicking on an ***RC-Description link*** *will open the* ***Maintain RC Security*** *page for the specific RC. This page displays RC, Name of the Person, Role, a Delete icon and the Add Person button.*



Maintain RC Security - RC 22

RC	Person	Role	Delete
22	SPAR00, Faculty E	SPAR Administrator	🗑

2. **To add a new User:**
   - Click the **Add Person button** to create an empty row.
   - Enter the full or partial name of the person and click the **Search icon** (🔍). The Full Name list of values will display all active employees in the HR system who meet your search criteria.



Search and Select: Person

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 SPAR0

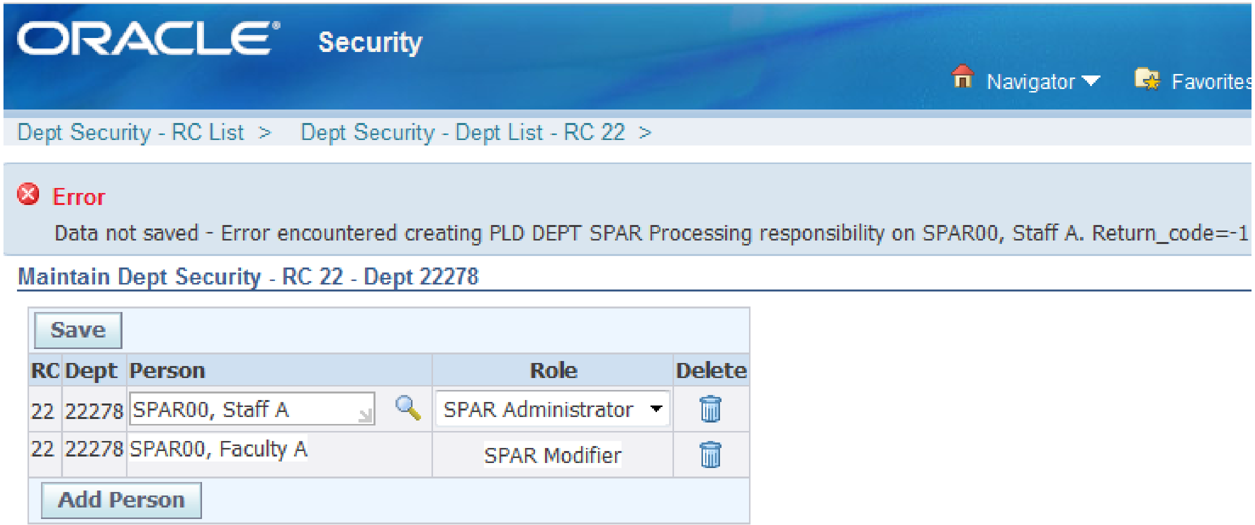
Results

Select	Quick Select	Full Name	Department
○		SPAR00, Faculty A	Health and Physical Activity
○		SPAR00, Faculty B	Instruction & Learning
○		SPAR00, Faculty C	GSPH-Environmental/Occupational Health
○		SPAR00, Faculty D	GSPH-Biostatistics
○		SPAR00, Faculty E	Health and Physical Activity
○		SPAR00, Faculty F	Instruction & Learning
○		SPAR00, Faculty G	GSPH-Environmental/Occupational Health
○		SPAR00, Faculty H	GSPH-Biostatistics
○		SPAR00, Faculty I	Health and Physical Activity
○		SPAR00, Faculty J	Instruction & Learning

TIP: If only a single user is returned, the Person field will populate with that name.

- Click the **Select circle** next to the appropriate name and then click the **Select button**.
- Select the appropriate Role from the **Role dropdown list**.
- Click **Save** to save the data. If changes are not saved, access will not be updated.
- Click the **Back to RC List** button to return to the **RC List page**.

TIP: PRISM access is required before a SPAR application role can be assigned at any level. See error message below for attempt to assign security to a non-PRISM user.


ORACLE
Security
Navigator
Favorites
Dept Security - RC List >
Dept Security - Dept List - RC 22 >
Save
Add Person

Error

Data not saved - Error encountered creating PLD DEPT SPAR Processing responsibility on SPAR00, Staff A. Return_code=-1

Maintain Dept Security - RC 22 - Dept 22278

RC	Dept	Person	Role	Delete
22	22278	SPAR00, Staff A	SPAR Administrator	🗑
22	22278	SPAR00, Faculty A	SPAR Modifier	🗑

- **To delete an existing User:**
  - Follow the steps above to access the **Maintain RC Security screen**.
  - Click the **Delete icon** (🗑) next to the user's name; this opens the **Confirmation page**.
  - Click **Yes** to delete the row and be returned to the **Display page.**
  - Click **Save** to save the data.