

Web-based SPAR – Labor Distribution and Cost Sharing Percentages Screen

Labor Distribution and Cost Sharing Percentages Purpose

The Labor Distribution and Cost Sharing Percentages screen is used to view and/or modify percentages within a SPAR. Salary dollar distributions are reallocated as the percentages are modified. This happens immediately for retroactive adjustments and on an ongoing basis for future payrolls. There are four sections on this screen. The first two sections identify the Employee, SPAR and SPAR Period you are viewing. The second two sections are data entry areas for the employee's labor distribution.

- Person Info Section
- SPAR Info Section
- Effort Reporting and Distribution Section
- Cost Sharing for Effort Reporting Section

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 Labor Distribution and Cost Sharing Percentages Screen

Labor Distribution and Cost Sharing Percentages Screen

The screenshot shows the Oracle Applications interface for the 'Labor Distribution and Cost Sharing Percentages' 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 navigation and actions.

Person Info

Emp Number Full Name SPAR No. Start Period End Period

SPAR Info

SPAR No. SPAR Suffix Start Period End Period Pay Year Type Dept Prior Fiscal Year CAP Eligible
 Query Only CAP Overriden
Reason for SPAR Recert Overriden

Effort Reporting and Distribution

New	Line No	Start Date	End Date	Account Number	Actual% Dist%	Cap Acct	CS Ind	Admin Codes
<input type="checkbox"/>						<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>						<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>						<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>						<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>						<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>						<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>						<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>						<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>						<input type="checkbox"/>	<input type="checkbox"/>	

Cost Sharing for Effort Reporting

New	Line No	Start Date	End Date	Account Number	CS%
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Buttons on the right side of the screen include: Save - Modify, Refresh/New Pct, New Pct by Acct, Create Next Cert. Period, Show Pct, Override Cap, Recert Override, Refresh Shared Pcts, Show Certifiable A/C #, and Show MCS Requirement.

III. **Person Info Section Input:** This is a Query only section. SPARs are accessed by querying data from the database by entering search criteria in the **Person Info block** and clicking the **Find** button to initiate the query. The following fields are available for query:

A. Emp. Number

- i. **Input Option 1:** Type an individual's full or partial employee number directly in the **Employee Number field** and Click **Find**. The screen will be populated with this employee's current SPAR information.
 - a. If more than one result is returned, a pop-up box will list the results
 - b. Locate and highlight the desired employee name
 - c. Click **OK**

TIP: Enter a partial value to limit the list.

TIP: Enter % 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.

*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**. The screen will be populated with this employee's current SPAR information.
 - 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 segment followed by a % (wildcard) and click **Find**
 1. Highlight the desired selection
 2. Click **OK**
 - c. Type % in the **Find box** and click **Find**
 1. Highlight the desired line
 2. Click **OK**

TIP: Enter a partial value to limit the list to all last names with that character string.

TIP: Enter % to display all values. WARNING: Entering % to view all values may result in a long processing time. Entering criteria to reduce the list should decrease processing times.

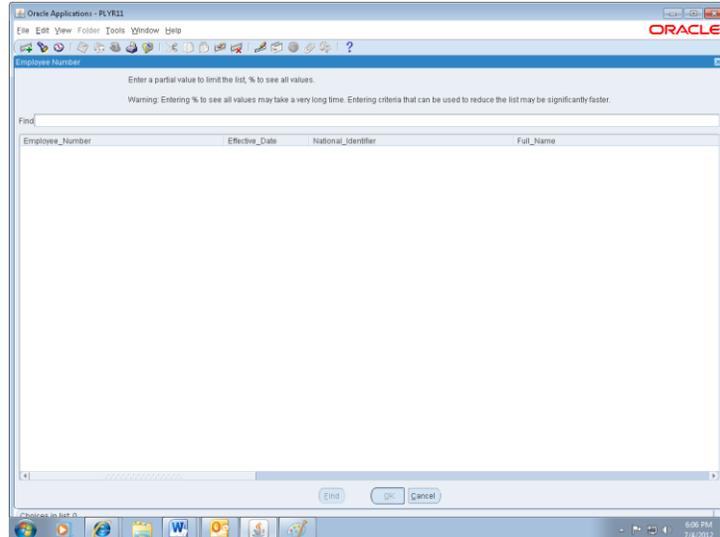
TIP: If you wish to see a different SPAR period, place the cursor in Start Period or End Period field and use the arrow up or arrow down keys on your keyboard to access SPAR information from other periods. Select the period you wish to modify.

TIP: Emp. Number or Full Name with or without wildcards will retrieve all the SPARs for the queried employee.

*TIP: Be certain to click **Find**, otherwise data will not update. If you are switching between employees, this could cause a queried SPAR's Person Information Section to be displayed on the screen with a different person's Labor Distribution information displayed below.*

***TIP:** If switching from one employee's SPAR to another employee's SPAR and the application does not identify the second employee based on one query field, be sure to delete any information in the other query fields that may still relate to the first employee.*

Employee Number Screen



B. Full Name

- i. **Input Option 1:** Type an individual's full or partial name directly in the **Full Name field** and click **Find**. The screen will be populated with this employee's current SPAR information.
 - 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. The screen will be populated with this employee's current SPAR information.
 - 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 selection
 3. 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.

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.

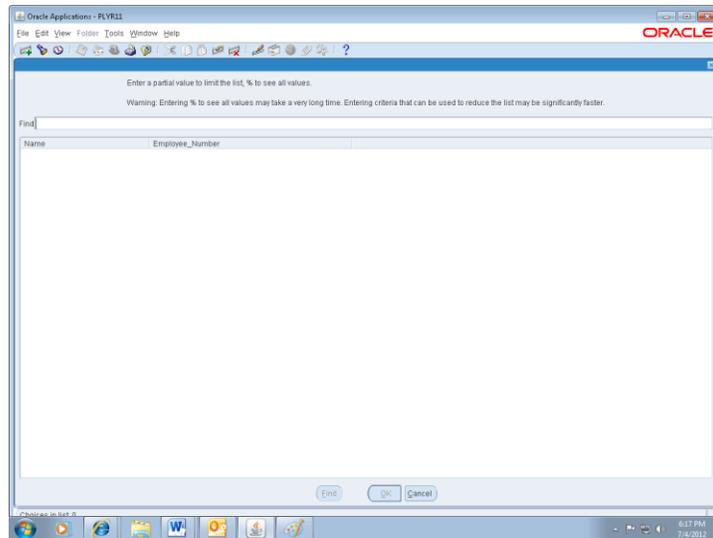
*TIP: Enter % to see all values. **WARNING:** Entering% to see all values may take a very long time. Entering criteria that can be used to reduce the list may be significantly faster.*

TIP: If you wish to see a different SPAR period, place the cursor in Start Period or End Period field and use the arrow up or arrow down keys on your keyboard to access SPAR information from other periods. Select the period you wish to modify.

TIP: Emp. Number or Full Name with or without wildcards will retrieve all the SPARs for the queried employee.

*TIP: Be certain to click **Find**, otherwise data will not update. If you are switching between employees, this could cause a queried SPAR's Person Information Section to be displayed on the screen with a different person's Labor Distribution information displayed below.*

Full Name Screen



C. SPAR No.

- i. **Input Option 1:** Enter the unique six-digit SPAR number directly in the **SPAR No. field** and click **Find**. After you click **Find**, the SPAR form will populate the most recent suffix information.

TIP: SPAR No. search will retrieve only this SPAR. You will not be able to toggle between SPARs for other periods for this employee.

TIP: Enter the exact six-digit SPAR number.

TIP: Partial or invalid SPAR numbers will return no results.

TIP: Emp. Number or Full Name with or without wildcards within a period range will retrieve the SPARs for the queried employee within the selection period range.

D. Input: Start Period and End Period: Enter the dates that define the SPAR period. These fields are not required but should be used for situations where you want results only from a specific period. You will not be able to toggle to SPARs outside of the specified period.

TIP: Format is MON-YY, e.g., SEP-12.

TIP: SPARs are displayed in newest to oldest order for the selected employee. Any SPAR for the queried employee within the selection period range can be accessed by clicking on the SPAR No, Start Period or End Period box in the SPAR Info block and then using the up or down arrow keys on your keyboard to navigate between periods.

IV. SPAR Info Section: SPAR Info is a display only section and lists SPAR No., SPAR Suffix, Start Period, End Period, Pay Year Type, Department, and Reason for SPAR.

A. SPAR No.: SPAR number is a system generated unique six-digit number, e.g.: 123456

B. SPAR Suffix: SPAR suffix is the version number of the SPAR

TIP: A new suffix is created every time a SPAR is modified through the SPAR screen or Labor Distribution Costing processes, e.g., 123456.1, 123456.2, 123456.3 etc.

C. Start Period and End Period: The dates that define the SPAR period. The dates refer to the Month and Year (MMM-YY) that signify the beginning and ending of the SPAR period. Beginning in September 2012, the SPAR periods will coincide with academic periods as follows:

- i. September 1 – December 31
- ii. January 1 – April 30
- iii. May 1 – August 31

D. Pay Year Type: Stated as a fraction, Pay Year Type 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.

E. Dept: This is the home/academic department for this employee. An individual may have labor distributions to other departments if they perform research or other activities across department lines.

- F. Reason for SPAR:** Message regarding the status and requirements of this SPAR. Message may be a combination of the below. See Attachment 1 for complete list.
- i. New Certification Period – will appear on all SPARs with Suffix #1.
 - ii. Certification Required (CR) – indicates the SPAR is certifiable SPAR will remain open in the system until it is certified.
 - iii. Certification Not Required (CNR) – this SPAR does not require certification.
 - iv. Certification Complete (CC) – SPAR has been certified by PI, no further changes are expected.
 - v. Percentage change – Recertification Required (RCR) – If an error is discovered after certification, the SPAR can be re-opened once, providing it is within the 90 day window. After corrections have been made, the SPAR will need to be recertified by the PI.
 - vi. Employee/SPAR Terminated – the employee has left the university.
 - vii. LD% Change – this SPAR has been modified; the suffix will be some digit greater than 1.
 - viii. Subcode Validation – indicates the subcode was changed in the labor distribution costing process to reflect the employment type.

G. Check Boxes in SPAR Info Section

- i. **Prior Fiscal Year:** This box is checked if the SPAR is for a Prior Fiscal Year. You will not be able to modify these SPAR's.
- ii. **Query Only:** A check in this box indicates that the SPAR is in Query Only mode. This will be checked when the user has view only access or when update capabilities have expired if the user has a modifier or administrator role. This box will be checked on all SPARs for all users during periods when the system is unavailable due to processing/routine maintenance as outlined in the System Availability section on page 1 of this guide.
- iii. **CAP Eligible:** Checked if the employee is eligible for DHHS imposed salary CAP limit. A SPAR is marked CAP eligible if the latest salary for the employee within the SPAR period is greater than the agency imposed salary CAP limit.
- iv. **CAP Overridden:** Checked if the SPAR was CAP eligible based on the latest salary for the employee within the SPAR period, however, it was determined by Central Administration that the current DHHS salary CAP does not apply for the particular SPAR period. CAP Eligible checkbox will be unchecked. If Cap Overridden is checked the user will be required to manually calculate the cost sharing percentages for all accounts cap-eligible.
- v. **Recert Overridden:** A check indicates that a recertified, query only SPAR was opened for update by Central Administration and subsequent recertification. Automatic salary cap/cost sharing calculations and functionality are not operational. This will occur in very limited instances in accordance with the University's Effort Reporting policy.

V. Effort Reporting and Distribution Section

This section contains the effort distribution information and the functionality required to update actual effort allocations to determine salary distribution percentages.

TIP:** When a SPAR is displayed, data appears in the two main data sections of the screen, **Effort Reporting and Distribution section** (top) and if applicable **Cost Sharing for Effort Reporting section

(bottom). When either section contains more lines than can be seen on the screen the scroll bar at the right of the section is used to display off-screen lines.

- A. **New:** This box is the mechanism to create a new regular line. Click the New box on the next available line to open the window, **Effort Reporting and Distribution – Line #X**, for data entry of new SPAR line information.

Effort Reporting and Distribution – New Regular Line

Effort Reporting and Distribution - Line# 2

Add Percentages

Start Date Account Number

End Date Actual Effort Percentage

- B. **Line number:** Each new line will have a sequential line number that is generated by the system. This number is not assignable by the user.
- C. **Start Date:** The date on which this effort distribution begins. The Start Date must be the first day of any month within the SPAR period and follow the format: 01-MMM-YYYY.
- D. **End Date:** The date on which this effort distribution should cease. The End Date must be the last day of any month within the SPAR period and follow the format: DD-MMM-YYYY.

TIP: The Actual percentage must be manually calculated for any partial month distribution.

- E. **Account number:** The University’s 32-digit account number plus the account cost share code (N, M, V, K or O).

TIP: The account number must be a valid account in the General Ledger.

TIP: The 32-digit account number format is: xx.xxxxx.xxxx.xxxxx.xxxxx.xxxxx.xxxxx.x

- F. **Actual %:** The actual percentage of time devoted to this activity, in relation to the individual’s overall University effort.

TIP: Total Actual % must equal 100% for each month of the SPAR period without regard to the number of hours worked or FTE status.

TIP: Enter the employee’s actual effort percentage in the box provided. Percentages should be entered as whole numbers with two decimal places available (e.g. 25.17%).

- G. **Dist %:** This value represents the percentage of one’s salary charged to the account number listed. Distributed % figures are system calculated and are not accessible for manual update. Changes to related

Actual % and/or Cost Share % fields will impact Distributed %. Total Distributed %'s must equal 100% for each month in the SPAR period.

TIP: Dist % figures are system calculated and are not accessible for manual update.

TIP: For a cost share recipient line in the Effort Reporting and Distribution section, Dist% will be Actual% plus the sum of CS% of all related joint lines in the Cost Sharing for Effort Reporting section.

TIP: For a sponsored project account line in the Effort Reporting and Distribution Section, Dist % is equal to the Actual % value minus the CS% value on the related joint line(s) in the Cost Sharing for Effort Reporting section.

- H. Cap Acct:** A check in the Cap Acct box indicates that this sponsored project line is subject to sponsor-imposed salary restrictions creating a mandatory cost sharing requirement. The system references the sponsor for all sponsored project accounts for any employee identified as Cap Eligible to identify Cap Accounts.

TIP: This mandatory cost share requirement must be satisfied for each Cap Acct line before the SPAR can be saved.

- I. CS Ind:** This box is checked if this account has been used as a recipient account for cost sharing. Cost share recipient accounts are those institutional accounts that absorb sponsored project costs not funded by the sponsor.

- J. Admin Codes:** In accordance with OMB Circular A-21, justification codes are required for administrative or clerical salaries charged directly to a sponsored project. This column will only appear for employees whose job type warrants justification. A justification code will be necessary for each federal sponsored project listed on the SPAR of these employees. Categories specified in Circular A-21 appear in the drop down box for this field by clicking on the three dots to the right of the box. The valid codes include:

- 10 – Large, complex programs
- 11 – Extensive data accumulation
- 12 – Conferences and seminars
- 13 – Production of manuals, books
- 14 – Remote site inaccessible to departmental services
- 15 – Project-specific database, graphics, subject protocols

K. Buttons in Effort Reporting and Distribution Section

- i. Save - Modify :** This button initiates various validation tests of the information on the SPAR, saves the current session modifications with the next suffix number and automatically makes salary reallocations to the affected general ledger accounts.

TIP: If any of the validation tests fail, the user will receive an error message indicating the problem. Correction is required before SPAR can be saved.

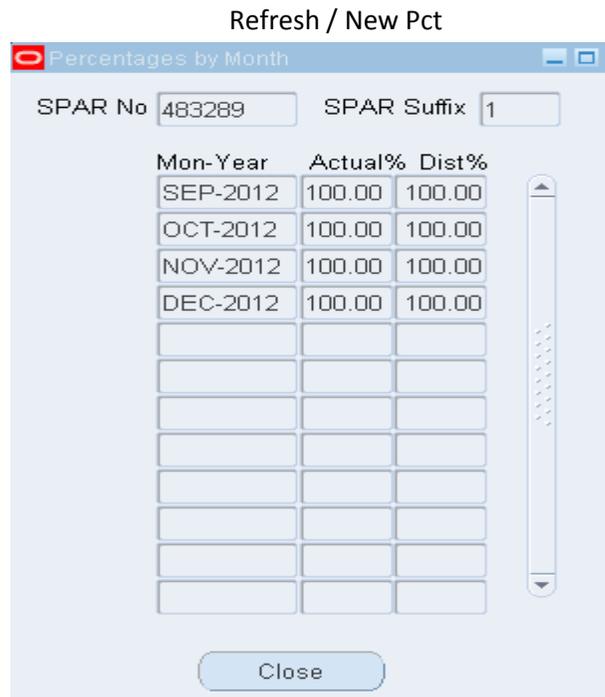
TIP: A message will confirm that the SPAR was successfully saved and provide the new suffix number. If this message is not received prior to closing the window, all modifications entered during this SPAR session will be lost.

Successful Save Message



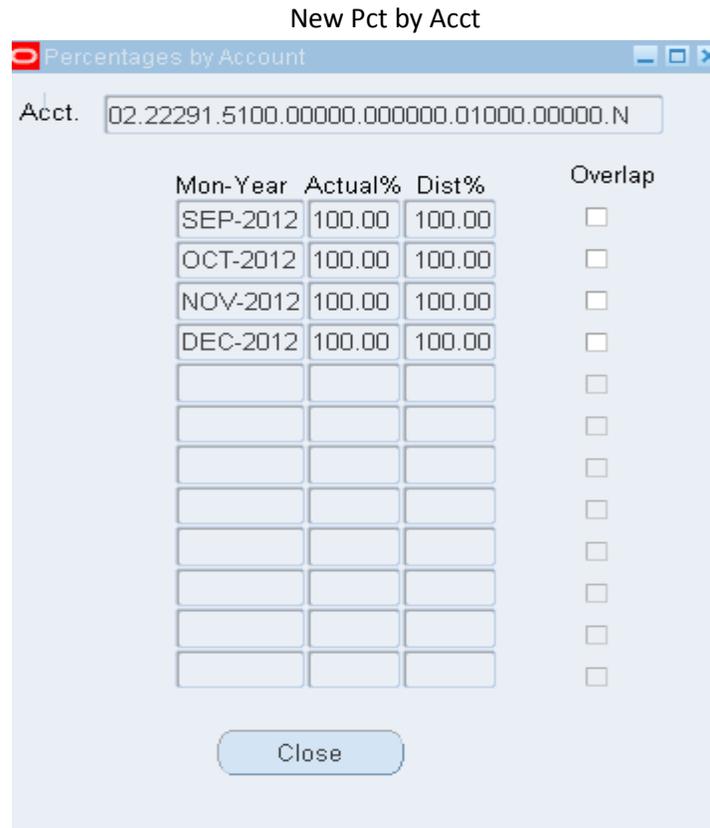
- ii. **Refresh/New Pct:** Recalculates Dist% values based on current session modifications. Displays the SPAR # and Suffix, total Actual% and total Dist% by month in a new window to check for 100% for those changes made in the current session but not yet saved.

*TIP: Use **Refresh / New Pct** frequently when modifying effort to verify that resulting values are in balance.*



- iii. **New Pct By Acct:** Displays Actual% and Dist% by month for a particular account. To track effort on an account over the SPAR period, highlight the desired account in the Effort Reporting and Distribution section and click the New Pct by Acct button.

TIP: The overlap box will be checked if you've replicated one or more months within the Start and End Dates for this account on more than one line.



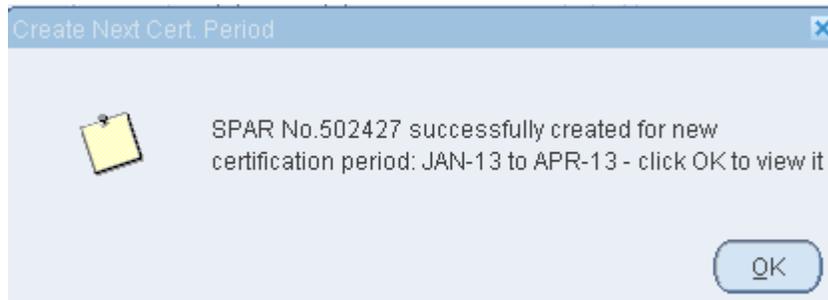
- iv. **Create Next Cert Period:** The SPAR system automatically generates a new SPAR for every salaried employee at the beginning of a new SPAR Period. Clicking this button will create a SPAR for the next SPAR period in advance of the system action. Those lines with active distribution through the end date of the current SPAR, will be carried forward onto the next SPAR period. Any subsequent modifications processed to the current SPAR period will not automatically flow to the next period SPAR. Any modifications made to the current period SPAR that affect future periods must be manually entered in the appropriate period. The Create Next Cert Period can create up to three future period SPAR forms.

The user will need to confirm that the new SPAR period is to be created.



Click **OK** and a confirmation screen will appear that includes the new SPAR No. and the SPAR period.

Successful Create Next Cert Period Message



- v. **Show Pct:** Displays the SPAR # and Suffix, Actual% and Dist% by month in a new window. The display window format is the same as that in section ii above. The difference is that the data reflected represents the distribution prior to any changes made in this session.

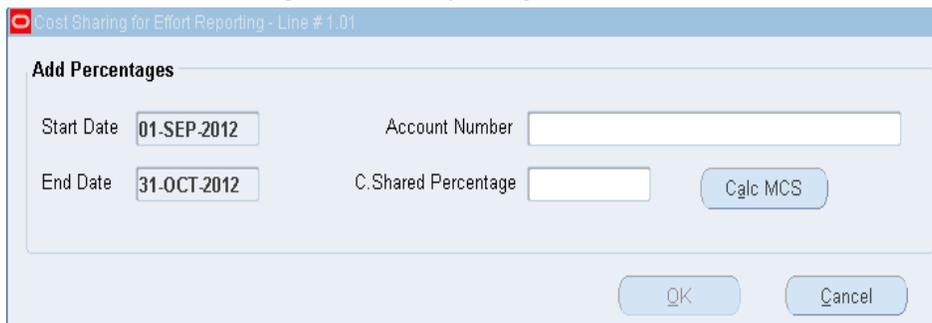
VI. Cost Sharing for Effort Reporting Section

This section identifies cost sharing relationships and is the source for cost sharing calculations that affect Dist% values in the Effort Reporting and Distribution section.

TIP: When a SPAR is displayed, data appears in the two main data sections of the screen, Effort Reporting and Distribution (top) and if applicable Cost Sharing for Effort Reporting (bottom). When either section contains more lines than can be seen on the screen the scroll bar at the right of the section is used to display off-screen lines.

- A. **New:** This box is the mechanism to create a new joint line for recording cost sharing on a sponsored project. To create a new joint line, highlight the cost share recipient line from the Effort Reporting and Distribution section, and then click **New**. The **Cost Sharing for Effort Reporting –Line #X.X X** window will open to allow data entry of the new line information.

Cost Sharing for Effort Reporting – New Cost Share Line



- B. Line Number:** This value in this field is a system-generated joint line number formatted as X.XX. The whole integer part of the line number relates the joint line to the line number of the cost share recipient account from the Effort Reporting and Distribution section. The decimal value is the next value in the sequential numbering for joint lines associated with a specific cost share recipient account. For example, if the recipient account is on line 2 of the Effort Reporting and Distribution section, joint lines related to this recipient line would be numbered 2.01, 2.02, 2.03, etc. as new joint lines were added.
- C. Start Date:** Represents the date on which this cost sharing should begin. The Start Date must be the first day of any of the months within the SPAR period.
- D. End Date:** Represents the date on which this cost sharing should cease. The End Date must be the last day of any of the months within the SPAR period.

TIP: Start and End Dates must follow the format: DD-MMM-YYYY.

TIP: Start and End Dates for the joint lines must agree with the dates used in both the cost share recipient regular line and the sponsored project regular line in the Effort Reporting section.

- E. Account Number** – Represents the sponsored project account number from which effort is being cost shared plus a valid cost share code (M, K, V, or O).
- F. CS%** - The percentage of effort that is being cost shared from a sponsored project account to an institutional account, or in some cases, to a K-Award. For mandatory cost sharing due to sponsor salary limitations, the system will default to the mandatory required percentage.

TIP: When the user highlights the cost share recipient line in the Effort Reporting and Distribution section, the related joint lines in the Cost Sharing for Effort Reporting section are displayed in red.

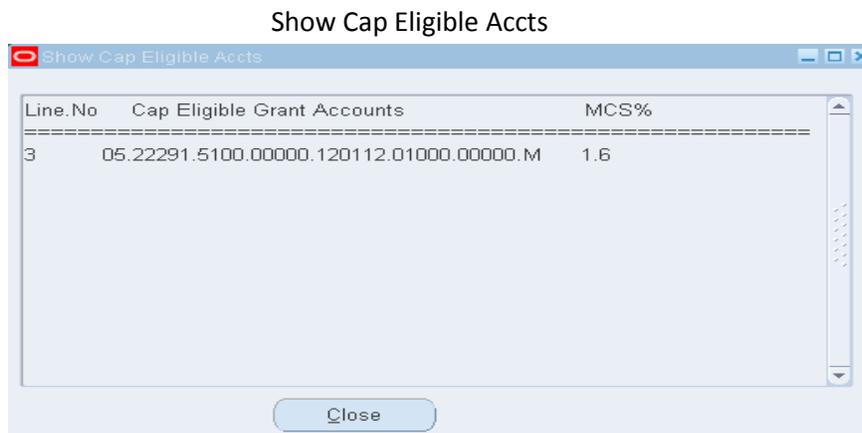
G. Buttons in Cost Sharing for Effort Reporting Section:

- i. Refresh Shared Pcts:** Recalculates MCS (Mandatory Cost Share) percentages for all lines in the Cost Sharing for Effort Reporting section, as required. This button is only visible for Cap Eligible employees.
- ii. Show Certifiable Acct #:** Shows a list of account numbers on this SPAR which are certifiable.

TIP: University policy requires that effort on all federally sponsored projects be certified. This includes direct federal funding and federal funding received from pass-through entities.



- iii. **Show MCS Requirement:** Displays a list of sponsored project account numbers from the Effort Reporting and Cost Sharing section which have DHHS –mandated salary limitations. The listing includes the line number, account number, and system calculated MCS % based on the Actual Effort percentage entered on the regular sponsored project line. This button is only visible on Cap Eligible employees.



- iv. **Calc MCS:** Calculates the Mandatory Cost Share (MCS) percentages for CAP accounts based on the Actual Effort % entered on the regular sponsored project line. This button appears on the Add Percentages window In the Cost Sharing for Effort Reporting section. This button is applicable only to SPARs with mandatory cost sharing requirements. The system generated percentage cannot be modified and subsequently saved.

Cost Sharing for Effort Reporting-Calc MCS

Add Percentages

Start Date: 01-SEP-2012 Account Number:

End Date: 31-OCT-2012 C. Shared Percentage: Calc MCS

OK Cancel

TIP: If a user is entering cost share information and the MCS button does not appear when the screen opens, click in the C. Shared Percentage field and it will appear.

VII. Labor Distribution and Cost Sharing Percentages

A screen shot of an active Labor Distribution and Cost Sharing Percentages screen is provided below. This specific example is the third modification of the SPAR as indicated by **SPAR Suffix 3** in the **SPAR Info** box. It provides both mandatory and voluntary committed cost sharing which reflects **Actual%** and **Dist%** effort based on the cost share coding.

Person Info

Emp Number: 143920 Full Name: SPAR04, Faculty E SPAR No.: Start Period: End Period: Find

SPAR Info

SPAR No.: 483058 SPAR Suffix: 3 Start Period: SEP-12 End Period: DEC-12 Pay Year Type: 12/12 Dept: 22278 Prior Fiscal Year CAP Eligible

Reason for SPAR: LB % Change - Certification Required Recert Overriden Query Only CAP Overriden

Effort Reporting and Distribution

New	Line No	Start Date	End Date	Account Number	Actual%	Dist%	Cap Acct	CS Ind
<input type="checkbox"/>	1	01-SEP-2012	31-OCT-2012	02.22278.5100.00000.000000.01000.00000.N	100.00	100.00	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	2	01-NOV-2012	31-DEC-2012	02.22278.5100.00000.000000.01000.00000.N	70.00	76.60	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	3	01-NOV-2012	31-DEC-2012	05.22291.5100.00000.120112.01000.00000.M	25.00	23.40	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	4	01-NOV-2012	31-DEC-2012	05.22291.5100.00000.120112.01000.00000.V	5.00	.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Cost Sharing for Effort Reporting

New	Line No	Start Date	End Date	Account Number	CS%
<input type="checkbox"/>	2.01	01-NOV-2012	31-DEC-2012	05.22291.5100.00000.120112.01000.00000.M	1.60
<input type="checkbox"/>	2.02	01-NOV-2012	31-DEC-2012	05.22291.5100.00000.120112.01000.00000.V	5.00

Buttons: Save - Modify, Refresh/New Pct, New Pct by Acct, Create Next Cert. Period, Shgw Pct, Override Cap, Refresh Shared Pcts, Show Certifiable A/C #, Show MCS Requirement

VIII. 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**

Attachment 1: 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 Required
Termination process	ERTCR	Employee Reverse Termination - Certification Required
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 Required - LD % Form
SPAR screen	NCFCR	New Cert Period - Certification Required - 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