Special Payroll Help Document – Clone a Request

Do you have multiple SPAR requests to submit that are identical, except for a field or two? 
Do you need to submit a new SPAR request to increase funding? 
Do you want to submit a new SPAR request to extend an end date?

Try the Clone feature!

The Clone feature allows users to copy information from a previously entered SPAR into a brand new request. Users will just need to edit all necessary fields to reflect the new SPAR request. Once it is submitted, the SPAR will not be related to the previous request and will be assigned its own, unique tracking number starting with SP1700000.

SP = Special Payroll
The next two numbers SP17 will reflect the current academic year that the SPAR was initiated in.
The next five numbers SP1700000 will reflect the remainder of the unique special payroll tracking number.

Step 1: Log into SPAR. On the Main Menu, click Clone Existing Special Payroll Authorization Request.

---

Step 1: Log into SPAR. On the Main Menu, click Clone Existing Special Payroll Authorization Request.
Step 2: Select the request ID to clone.

Step 3: Review each screen and edit all necessary fields to complete the new SPAR request.

3a) Remember to update the cloned title to reflect the new title that includes the Job Code and Compensation noted next to the actual title. They are all present in the drop down for ‘Title’.

3b) If the SPAR system gives you a difficult time with the current employee question when cloning a past request and changing the name of the employee, select ‘NO’ instead of ‘yes’. This should allow you update the name and move through the contact information without an error message when clicking to the next page.
Step 4: Once the request is submitted and confirmed, the system will assign a new, unique SPAR ID.

Your special payroll authorization request has been submitted to the office of Renee Berger (Department Head Unit Head of ATHLETICS ICE RINK). Your request number is SP1000135.

Return to Main Menu