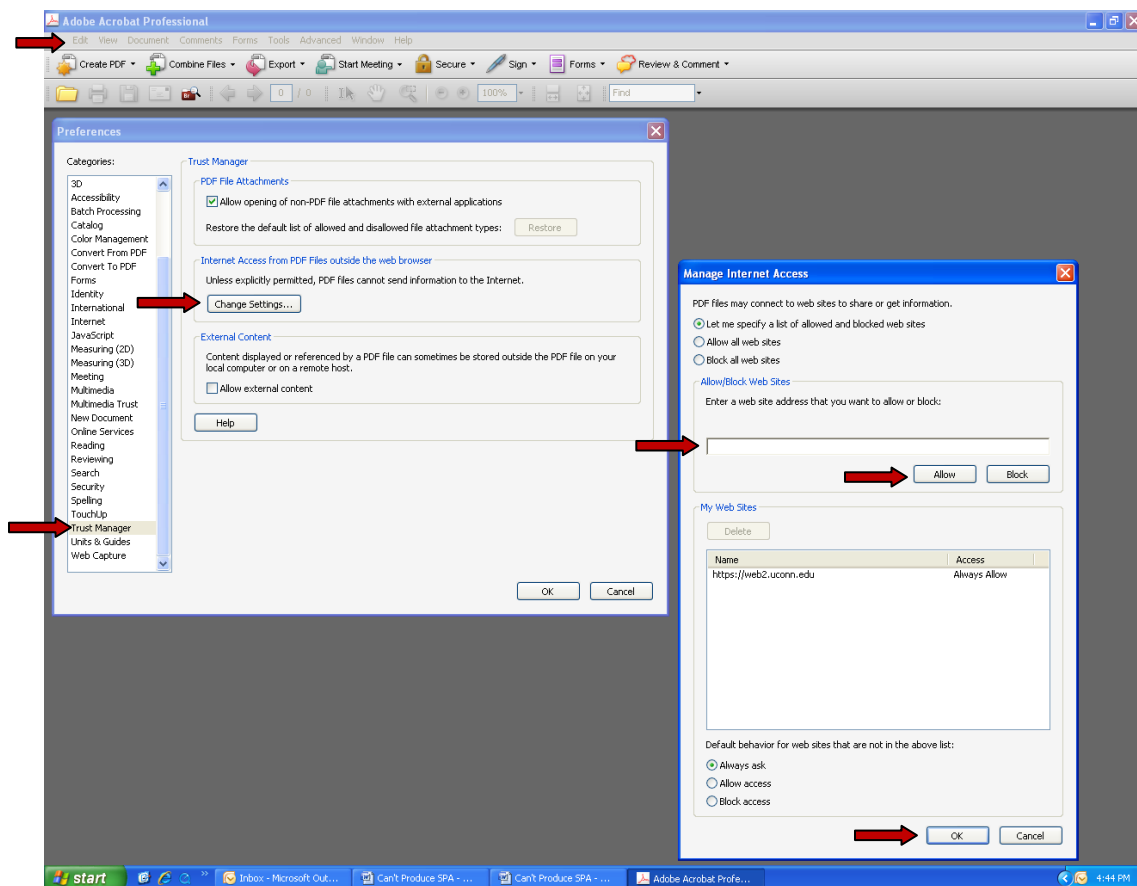


Special Payroll Helpdocs – Can't Produce SPA – Adobe Professional Settings

How can I produce a Special Payroll Authorization using SPAR? The form won't open or the form is blank.

Update the settings in Adobe Professional; add the SPAR website to the list of trusted sites.

- Open Adobe Professional
- Select Edit
- Select Preferences
- Under Categories, select Trust Manager
- Select Change Settings...
- Enter the website <https://web2.uconn.edu/hr/sp/> under Allow/Block Web Sites
- Click Allow. Then ok to close all Adobe windows.



How do I produce a SPA using SPAR (after updating the settings)?

Close Adobe and go to the SPAR application and select "Produce Authorization."

How do I print the SPA?

In SPAR, after selecting "Produce Authorization", when prompted to open or close, select open, then print.

How do I save a SPA with the data?

In SPAR, after selecting "Produce Authorization", when prompted to open or save, select save, then save the xfdf file to your desktop, then from the desktop right click on the file, and select "Convert to a PDF" - it will open with the data in it, then name and save the new pdf.