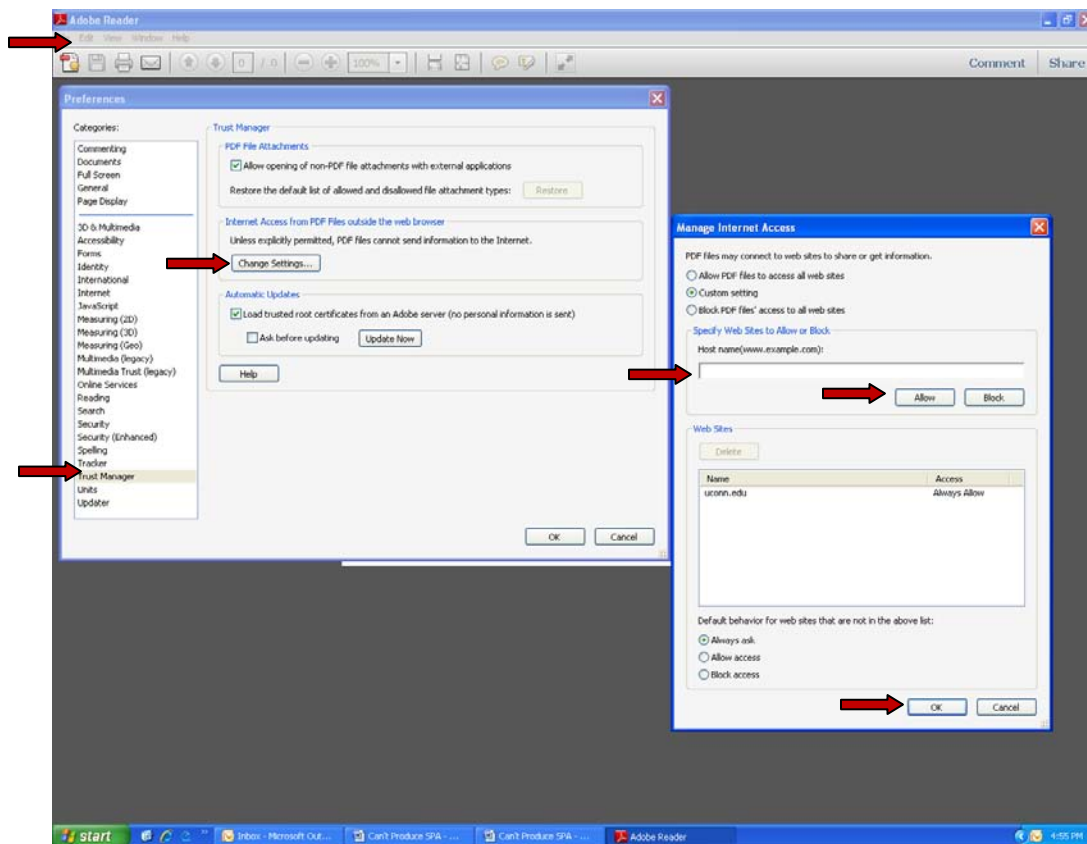


Special Payroll Helpdocs – Can't Produce SPA – Adobe Reader X Settings

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 Reader; add the SPAR website to the list of trusted sites.

- Open Adobe Reader X
- 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 I update 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.