

# SPAR Corner

## SPAR QUICK TIPS

- If you are paying an employee hourly, please fill in the field "Hourly Rate" as well as "Stipend/Allotment." If you are paying a stipend, you only need to fill in the "Stipend/Allotment" field.
- If you are submitting identical SPAR requests, try using the [Clone Feature](#). It pulls in all the data you previously typed into a new SPAR request, so all you have to do is edit!
- You can check the [Status of a SPAR Request](#). From the main menu, select "View All Pending" and enter the SPAR ID. Scroll to the bottom and see who last approved.



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## SPRING 2012 SEMESTER REMINDERS

- Payroll dates for the Spring semester are 1/17/2012 through 5/8/2012. **NOTE: The end date is now determined as the deadline for submitting Spring grades as per the Registrar's calendar.** HR will change the end date for SPAR requests already submitted, but please be sure you use the correct date as you submit new requests.
- Per the [UConn and AAUP 2011 Concession Agreement](#), there will be **no increases** for adjunct faculty in FY 12 and FY 13.
- Payroll authorizations for the Spring 2012 semester must be submitted **in SPAR by 11/10/2011** to **receive approval by 12/1/11**. Paperwork must then be received in Payroll by 12/15/11 in order to ensure on-time processing for the first check dated 2/10/12, provided there are no problems with the paperwork.

START DATE	END DATE	SUBMIT IN SPAR	RECEIVE APPROVAL BY	SUBMIT TO PAYROLL	RECEIVE FIRST CHECK
01/17/2012	05/08/2012	11/10/2011	12/1/2011	12/15/2011	2/10/12

- [Offer Letter Templates](#)
  - Brand new adjuncts use the [VII.A.1. Adjunct Faculty - Initial One Semester Appointment](#) offer letter template.
  - Returning adjuncts use the [VII.A.4. Adjunct Faculty - Renewal for One Semester Appointment](#) offer letter template.
  - For all adjuncts in a multi-year appointment, use [the VII.A.3. Adjunct Faculty - Multi-Year Contract after 10 Consecutive Semesters](#) offer letter template.
- For [Returning Adjuncts](#), please be sure to answer "Yes" to the field "Current UConn Employee?" in SPAR. As you enter the adjunct's name, a drop down will appear. Be sure to select the correct name.

## When is a Data Change SPAR Request Needed?

CHANGE	REQUIRE A SPAR DATA CHANGE?
Increase allotment/stipend	Yes, a data change SPAR request is required.
Decrease allotment/stipend	No, but make sure the paperwork submitted to Payroll is correct.
Increase hourly rate	Yes, a data change SPAR request is required. The new hourly rate needs to be approved prior to using it. Please contact Shannon Page if you wish to increase the hourly rate in the middle of a current appointment.
Decrease hourly rate	No, but make sure the paperwork submitted to Payroll is correct.
Change FRS coding	No, but make sure the paperwork submitted to Payroll is correct.
Name change	No, a data change SPAR request is not needed provided it is a straight name change. Simply submit the paperwork to Payroll with the correct name. We recommend contacting Shannon Page so she can revise the SPAR request for record-keeping purposes. <b>PLEASE NOTE</b> - name changes are for the ENTIRE APPOINTMENT. One SPAR request cannot be used for TWO employees.
Shorten appointment (start late or end early)	No - simply submit revised paperwork to Payroll. As long as the appointment dates continue to be within the parameters approved in the original SPAR request, you do not need to go through SPAR again.
Extend appointment (start earlier than expected or end later)	Yes, a data change SPAR request is required.
Change appointment title/duties	Yes, a data change SPAR request is required.

## Offer Letter Template Updates

### \*\*\*ALL ADJUNCT FACULTY AND SPECIAL PAYROLL LECTURER TEMPLATES\*\*\*

All adjunct faculty and special payroll lecturer templates have been updated to include the new language in regards to the change in determining the end date, as described in the Spring 2012 Semester Reminders article on the front page of this newsletter. Specifically, the templates now state: Class start on [DATE] and end with the submission of final grades by [DATE].

#### Adjunct Faculty: Multi-Year Contract after 10 Consecutive Semesters

The multi-year adjunct appointment offer letter was updated in April, 2011. It now clearly states the semester that begins the multi-year appointment and the semester in which it ends. Please be sure to use this template for your multi-year adjunct requests.

#### Retired State Employees

The Retired State Employees offer letter template was updated in November, 2011. The second paragraph now reads: "...not to exceed a total of \$X *for this period.*"



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