

SPAR PROCESS

Step 1: Prepare

- Review the [Special Payroll Information](#) website for a centralized location of all policies, regulations, resources, etc. related to Special Payroll and the Special Payroll Authorization Request (SPAR) application.
- Collect pertinent information related to the appointment. Find a list of fields and their descriptions [here](#). The SPAR application does not currently have a save feature, so it is helpful to have all the information available before you submit the request .
- Determine appropriate title based on the description of the work and the individual's status at the University using the [Special Payroll Manual](#).
- Use the [Offer Letter Manual](#) to find the template that applies to your appointment. Enter the applicable information.



Step 2: Submit

- Log into [SPAR](#)
- Select “Add New Special Payroll Authorization Request” and complete using the information you collected in Step 1.
- Attach draft offer letter that you developed in Step 1.
- Select “Submit,” review request for any errors, and click “Continue Submit.” When you receive the message identifying your SPAR request number, you have successfully submitted the request. Please note this number as you will need it for tracking purposes.



Step 3: Approvals

- The request will be routed to the appropriate approvals needed based on the Work Department Number you selected in the SPAR request.
- Approval Process:
 - Department Head (or proxy)
 - Unit Head (or proxy)
 - Vice President/Provost's Office (if applicable) and Department of Human Resources



Step 4: Human Resources' Final Approval

- The final approval in the SPAR workflow is that of the Department of Human Resources. You will receive an automatic email that states that the SPAR request is now approved.
- **REVIEW THE COMMENTS FROM THE HR APPROVER IN THE AUTOMATIC EMAIL.** There may be contingencies in the approval, such as a revised offer letter must be used. To access the revised offer letter: 1) Log into [SPAR](#), 2) View All Pending Special Payroll Authorization Requests, 3) Select Request ID, and 4) Scroll to the bottom of the request and open the offer letter attachment that is noted as “REVISED.”



Step 5: Offer the Appointment

- Extend approved offer letter to candidate.
- Once offer letter is signed, access SPAR, click on “Finalize Special Payroll Authorization Request” on the main menu, and select the Request ID. Follow the steps.
- Produce the Special Payroll Authorization (SPA). [Either manually enter the information on the [Special Payroll Authorization Form](#) or on the main menu in SPAR, select “Produce Special Payroll Authorization” and proceed through the steps to have the system generate it for you.]
- Obtain the necessary signatures on the Special Payroll Authorization.



Step 6: Submit Paperwork to Payroll (Unit 2111)

- Submit final, approved, signed offer letter to Payroll
- Submit Special Payroll Authorization to Payroll.
- View Payroll’s [Required Payment Documentation](#) to determine what other paperwork may be required.