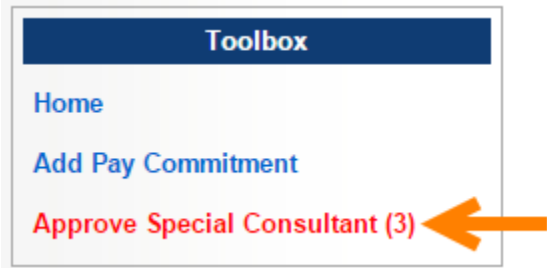


Special Consultant Pay Request Application

Role: Authorized Approver

Action: Approve Special Consultant

1. Click on link from email OR log into application and click Approve Special Consultant



2. Follow directions for **Special Consultants**
 - a. If approved, an email will be sent to Special Consultant(s) to select work days

Special Consultants

1. Choose special consultants in the list below by checking the checkbox in the rightmost column of the row.
The check box will only appear if the special consultant is eligible to be approved or denied.

2. Once you have selected the special consultants, click either the "Approve Checked Allocations" or the "Reject Checked Allocations" button.

* To select all eligible special consultants, check the checkbox in the header of the right most column. This will check all eligible checkboxes.

NAME	CWID	ALLOCATION AMOUNT	WORK DESCRIPTION	PRIMARY APPOINTMENT DAILY RATE	SPECIAL PAY DAILY RATE	TOTAL DAYS	COMPLETE BY	APPROVED	<input type="checkbox"/>
Spec Cons A Titan	803249986	\$3,000.00	Accreditation - 100%	\$207.83	\$200.00	15	5/5/2015		<input checked="" type="checkbox"/>
Spec Cons B Titan	892855701	\$4,000.00	Curriculum Development - 100%	\$215.91	\$210.52	19	6/6/2015		<input type="checkbox"/>
Spec Cons C Titan	899631436	\$2,000.00	Committee Service - 10%; Research Activities - 20%; Curriculum Development - 70%	\$297.04	\$285.71	7	5/5/2015		<input checked="" type="checkbox"/>

Approve Checked Allocations Reject Checked Allocations

- b. If rejected, an email will be sent to Funding Source Manager to reselect Special Consultant(s)

Special Consultants

1. Choose special consultants in the list below by checking the checkbox in the rightmost column of the row.
The check box will only appear if the special consultant is eligible to be approved or denied.

2. Once you have selected the special consultants, click either the "Approve Checked Allocations" or the "Reject Checked Allocations" button.

* To select all eligible special consultants, check the checkbox in the header of the right most column. This will check all eligible checkboxes.

NAME	CWID	ALLOCATION AMOUNT	WORK DESCRIPTION	PRIMARY APPOINTMENT DAILY RATE	SPECIAL PAY DAILY RATE	TOTAL DAYS	COMPLETE BY	APPROVED	<input type="checkbox"/>
Spec Cons A Titan	803249986	\$3,000.00	Accreditation - 100%	\$207.83	\$200.00	15	5/5/2015	Approved	<input type="checkbox"/>
Spec Cons B Titan	892855701	\$4,000.00	Curriculum Development - 100%	\$215.91	\$210.52	19	6/6/2015		<input checked="" type="checkbox"/>
Spec Cons C Titan	899631436	\$2,000.00	Committee Service - 10%; Research Activities - 20%; Curriculum Development - 70%	\$297.04	\$285.71	7	5/5/2015	Approved	<input type="checkbox"/>

Approve Checked Allocations Reject Checked Allocations