

Special Consultant Pay Request Application

Role: Funding Source Manager

Action: Select Special Consultants

1. Click on link from email OR log into application and click **Select Special Consultants**



2. Select Commitment # from list

COMMITMENT #	FUNDING SOURCE TITLE	SOURCE	TYPE	BUDGETED AMOUNT	UNALLOCATED BALANCE	START DATE	END DATE	FUNDING INFORMATION
00077	Curriculum Implementation	California State University Fullerton	Department Funded	\$9,000.00	\$9,000.00	3/3/2015	5/5/2015	10160-FT001--- -601807

3. Edit or add Scope of Work and click 'Update'

Scope of Work

If not already identified, please specify the nature of work to be performed. Scope of Work must be provided prior to the selection of special consultants. (175 characters maximum)

Incorporate material into course

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4. Begin selecting through Click Here to Search

Select Special Consultant(s)

1. Select a Special Consultant by entering their CWID or first and last name.
2. Enter amount to be allocated.
3. Choose calculation type.
4. Specify date to be completed by.
5. Repeat, as necessary, for additional Special Consultants.

The Final Daily Rate must fall within the minimum (\$91.00) and maximum (\$1,251.50) as defined by the Collective Bargaining Agreements (CBA) or Sponsored Program Guidelines.

Please choose a Special Consultant: [Click Here to Search](#)

5. Follow directions to **Select Special Consultant(s)**

6. Click Submit

Special Consultant: **SpecCons A Titan** [\(Change\)](#)

Fixed rate amount may exceed the primary appointment daily rate with specific approval from the Office of the Provost OR when multiple individuals are to be paid the same amount for the same activity (e.g. workshop / training).

Otherwise, change to daily rate method or reduce the fixed rate to an amount equal to or less than the primary appointment daily rate.

Allocation Amount:	\$ 3000	Primary Appointment Daily Rate:	\$ 207.8308
Calculation Type:	Daily Rate		
Complete By:	05/05/2015		

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7. Follow directions to **Manage Special Consultant(s)**

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Manage Special Consultant(s)

1. Click *Incomplete* under Type of Work.
 2. Select Type of Work.
 3. Enter percentage of work involved for that type.
 4. Repeat, as necessary, to reach 100%.

NAME	CWID	APPROVED ALLOCATION AMOUNT	CALCULATED ALLOCATION AMOUNT	CALC TYPE	SPECIAL PAY DAILY RATE	PRIMARY APPOINTMENT DAILY RATE	DAYS	COMPLETE BY	TYPE OF WORK	STATUS	EDIT
Spec Cons A Titan	803249986	\$3,000.00	\$3,000.00	Daily Rate	\$200.00	\$207.83	15	5/5/2015	Complete	Selected	Edit
Spec Cons B Titan	892855701	\$4,000.00	\$4,000.00	Daily Rate	\$210.52	\$215.91	19	6/6/2015	Incomplete	Selected	Edit
Spec Cons C Titan	899631436	\$2,000.00	\$2,000.00	Daily Rate	\$285.71	\$297.04	7	5/5/2015	Incomplete	Selected	Edit
TOTAL: \$9,000.00											

* Special Pay Daily Rate is the adjusted daily rate to accommodate the pay request.

Type of Work
Close

For **SpecCons B Titan**, select category(s) to detail the type of work to be accomplished and enter applicable percentage of time for each category. The sum total must equal 100%.

Category:

Curriculum Development

Percentage of Time:

100 %

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There are no type of work yet designated for this allocation.

8. Click Submit
 - a. An email will be sent to Authorized Approver to approve this project