



Special Consultant Pay Request Application

Role: **Requestor**

Action: **Add Pay Commitment**

1. Sign in to the SCPR system at: <https://afapps.fullerton.edu/SCPR/>
2. Click the “**Add Pay Commitment**” on the right-hand side of the screen under **TOOLBOX**.

3. Begin entering information for the Pay Commitment by entering the title of the project or account to be charged and selecting a **Type** from the dropdown menu.

4. Click on the “**Select Funding Source Manager**” button to search by CWID or name. The Funding Source Manager must be a university employee who is responsible for the account to be charged.



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- 5. Repeat step 3 to include the optional **Funding Source Manager Support** role. This person must be a university employee. The Support role is able to select special consultants and allocate a payment amount.

Funding Source Manager Support: None (Optional)

- 6. Add **Start** and **End Dates** and a **Budgeted Amount** for this pay commitment. One pay commitment can be used to compensate multiple faculty if they are performing the same work.

Start Date: End Date:

Select Date Range By Term

Budgeted Amount: \$

- 7. In the **Scope of Work** box, use one of the terms listed below to categorize the nature of the work.
- 8. In the same box, follow the **Type of Work** with a short description of the work goals to be accomplished.
- 9. The **Memo** box can be used for a message or notes seen only by the Funding Source Manager.

SCOPE OF WORK

Describe the nature of work for this group of faculty consultants. (175 characters maximum)
Include one of the following terms depending on the type of work:
Desk/Office: Administrative, research, analysis that is non-manual and non-instructional.
Instruction: Professional or student activity functions, consulting, performers, off-site work not physical in nature.
Laboratory/Physical: Lab work, fieldwork, use of chemicals or machinery, work physical in nature.
Exercise/Health: Exercise class leader, health institution, day care center work.

Type of Work	Description of Work
Admin Assistant	Primarily clerical, administrative and non-manual, non-instructional
Exercise Class Leader	Exercise or health institution, day care center workers
Instructors	Primarily professional or student activity functions, consulting, performers, musicians, conductors, off-site work not physical in nature. Motion picture or video production
Research Scientist	Primarily Involves manual labor or use of machinery or chemicals, working is largely of a physical nature.
Research Technician	Primarily clerical, administrative and non-manual, non-instructional
Crew Member	Employees involved in Food Service Work
Service Associate	All Retail Operations including vending or coin operated machines

Scope of Work:

Type of Work.
 Example: Admin Assistant.

Memo:

Description of Work.
 Example: Primarily clerical, administrative and non-manual, non-instructional. Will be helping with research data entry.



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10. Add the **Project Number** – do not include any dashes or other punctuation.

Funding Details

Provide the ASC Project Number.

Project Number: 

11. Add the **Authorized Approver(s)** – search by name or CWID like you did for the Funding Source Manager. If the search does not find a particular name, then that person does not hold a position at the university to be an Approver of additional faculty work.

Authorized Approvers

Select the appropriate authorized approver from the list. One primary authorized approver is required.

Primary: None Yet Selected

Secondary: [Not Required]

[Add/Edit Approver\(s\)](#) 

12. After reviewing all the information, click the **Submit** button. The SCPR system sends an automated email to the Funding Source Manager and the Support person notifying them that the commitment is available to select faculty as Special Consultants.