Role: Requestor

Action: Add Pay Commitment

1. Sign in to the SCPR system at: https://hr.fullerton.edu/SCPR/Login.aspx
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.
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.

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.

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

![Funding Details](image)

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](image)

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.