Role: Funding Source Manager (FSM)

Action: Select Special Consultants

1. Click on link from SCPR email or log in to the SCPR application at: https://hr.fullerton.edu/SCPR/Login.aspx

2. Click on Select Special Consultants.

3. Select Commitment # from list.

4. Edit or add Scope of Work and click Update if a change is made.
5. To begin selecting a Special Consultant, click on “Click Here to Search.”

6. Follow the directions for **adding Special Consultant** to the Pay Commitment.

7. Input allocation information. There are two Calculation Types: Daily Rate and Fixed Rate.

   In general, use the **Daily Rate** calculation for work performed over a time period longer than one day. The system will divide the Allocation Amount by the faculty member’s daily rate of pay to arrive at the number of days the special consultant will schedule.

   Use the **Fixed Rate** when paying for a one-day job such as attending a professional development workshop where the payment is a flat dollar amount less than the employee’s daily rate of pay.

   The **Complete By** date informs the faculty consultant of when the work should be finished. This date is informational only.
8. Click the **Next** button under the **Primary Appointment Daily Rate** to categorize the type of work being performed.

9. After clicking the **Next** button, choose one or more categories from the **Category** drop-down list and assign a percentage to that category. If the Scope of Work involves more than one category, assign a percentage to each category. The sum of percentages must equal 100%.

10. Click **Finish** to add the Special Consultant to the Pay Commitment. *Repeat steps 4-8 when assigning more than one Special Consultant to a Pay Commitment.*

11. Click **Submit** at the bottom of the page to send an email to the Authorized Approver requesting approval for the faculty consultant to work on the project.