



Special Consultant Pay Request Application

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://afapps.fullerton.edu/SCPR/>
2. Click on Select Special Consultants.

Special Consultant Pay Request Application

The "Select Special Consultants" button is highlighted with a red rectangle.

3. Select Commitment # from list.

SELECT SPECIAL CONSULTANTS

Click on the Commitment number to select special consultants and view commitment details.

Commitment #	Source	Type	Commitment Status	Funding Source Title	Budgeted Amount	Unallocated Balance	Start Date	End Date	Funding Information
10141	ASC	ASC Designated Fund	In Progress	12345	\$10,000.00	\$5,000.00	12/3/2018	2/28/2019	123
10142	ASC	ASC Designated Fund	In Progress	Encumbrance Summary Testing	\$1,000.00	\$500.00	1/7/2019	2/28/2019	123456

4. Edit or add Scope of Work and click Update if a change is made.

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)

Update



Special Consultant Pay Request Application

5. To begin selecting a Special Consultant, click on "[Click Here to Search](#)."

Select Special Consultant(s)

[Instructions for Selecting 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](#)



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.

Allocation Amount: <input type="text" value="\$ 500"/> 	Primary Appointment Daily Rate: \$ 463.7538
Calculation Type: <input type="button" value="Daily Rate"/> 	<input type="button" value="Next"/> 
Complete By: <input type="text" value="04/01/2020"/> 	Click the Next button to classify the type of work the consultant will perform.



Special Consultant Pay Request Application

8. Click the **Next** button under the **Primary Appointment Daily Rate** to categorize the type of work being performed.

Allocation Amount: \$ 2000.00	Primary Appointment Daily Rate: \$ 425.9294
Calculation Type: Daily Rate	Next
Complete By: 12/31/2019	Click the Next button to classify the type of work the consultant will perform.

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%.

Category: Research Activities	Percentage of Time: 50									
Add										
<table border="1"><thead><tr><th>Category</th><th>Percentage of Time</th><th>Edit</th></tr></thead><tbody><tr><td>Advising</td><td>50%</td><td>Edit</td></tr><tr><td colspan="2">Total: 50%</td><td></td></tr></tbody></table>		Category	Percentage of Time	Edit	Advising	50%	Edit	Total: 50%		
Category	Percentage of Time	Edit								
Advising	50%	Edit								
Total: 50%										
Finish										

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.