Special Consultant Pay Request Application

Role: Special Consultant

Action: Schedule My Work

1. Click on the SCPR URL link received by email or log into the SCPR application at: https://hr.fullerton.edu/SCPR/Login.aspx.

2. Click on Schedule My Work. Then select a Commitment # from the list.

3. If necessary, update the scope of work you will be performing.
4. To begin selecting days to schedule, click in the **Work Date** box next to the **Select** button. Clicking inside the box opens up a calendar.

5. Pick the day you want to schedule using the calendar pop-up and click the **Select** button. The Calendar Color Legend showing academic days, non-academic days, and holidays is informational only.
6. After selecting days to schedule, they will appear one-by-one. Repeat until “Number of Days left to Schedule” says zero.

Upon completion of actual work, you may proceed to the next step: **Certify My Pay**.
Certification of completion of actual work may only be processed for days which have passed.