



Special Consultant Pay Request Application

Role: **Special Consultant**

Action: **Certify My Pay**

1. Log in to the SCPR application at: <https://afapps.fullerton.edu/SCPR/>
2. On the homepage, click on **Certify My Pay**.

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[Oversee Pay Commitments](#)
 [Select Special Consultants](#)
 [Schedule My Work](#)
 [Certify My Pay](#)

WELCOME TO THE SPECIAL CONSULTANT PAY REQUEST APPLICATION

3. Click on the **Commitment #** you want to certify completed work for.

CERTIFY MY PAY

Click on the Commitment number to certify your pay, view commitment details and review status of your pay request.

Commitment #	Source	Type	Allocation Status	Funding Source Title	Allocated Amount	Unallocated Balance	Complete By	Total # Days	Remaining Days to Schedule	Daily Rate
10158	ASC	Office of Sponsored Program, Non-Federal Grant	Encumbered	Murphy's Law: Correlation of Impatience with Photocopier Malfunction Frequency	\$4,637.50	\$3,710.00	7/31/2019	10	8	\$463.75



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4. Scroll down to the bottom section and click the checkbox next to each day you have completed work and want to certify.

I hereby certify that the days I have entered into this system represent time actually worked by me. I further certify that the daily rate is correct. I consent to the use of Electronic Signature. *Note: Your electronic signature has the same legal and binding effect as signing your name.*

Work Date	Certified By Special Consultant On	Work Date Status	Certified By Fund Source Manager On	Certified By Fund Source Manager By	Timesheet Generated	Timesheet Generated By Username	<input type="checkbox"/>
8/1/2019		Selected					<input type="checkbox"/>
8/2/2019		Selected					<input type="checkbox"/>

[Send Selected Days for Approval](#)

5. To certify you completed your work on these days, click the **Send Selected Days for Approval** button. The SPCR system will then notify the Funding Source Manager via email. If you are the Funding Source Manager paying yourself, the request for approval goes to the pay commitment’s higher level Approver.

I hereby certify that the days I have entered into this system represent time actually worked by me. I further certify that the daily rate is correct. I consent to the use of Electronic Signature. *Note: Your electronic signature has the same legal and binding effect as signing your name.*

Work Date	Certified By Special Consultant On	Work Date Status	Certified By Fund Source Manager On	Certified By Fund Source Manager By	Timesheet Generated	Timesheet Generated By Username	<input checked="" type="checkbox"/>
8/1/2019		Selected					<input checked="" type="checkbox"/>
8/2/2019		Selected					<input checked="" type="checkbox"/>

[Send Selected Days for Approval](#)

6. **If you are not yet hired by the ASC, the system will not let you certify your days. You need to complete the hiring process with ASC Human Resources in Titan Hall. After you have been set up in the HR database, you can sign in to the SPCR to certify your days.**

7. When the Funding Source Manager or pay commitment Approver also certifies the work is completed, the SPCR system will allow the fully certified days of payment to be included in a file the ASC Office of Sponsored Programs creates prior to the ASC’s biweekly paydays. This typically occurs on the Monday prior to an ASC payday.



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The certified days will then show as “Timesheet Generated” and the date the upload file was created.

Schedule Information						
Work Date	Work Date Status	Certified By Special Consultant On	Certified By Fund Source Manager On	Certified By Fund Source Manager By	Timesheet Generated	Timesheet Generated By
9/3/2018	Timesheet Generated	11/16/2018 2:56 PM	11/16/2018 3:03 PM	ssmith	11/19/2018 8:22 AM	oriveron
9/10/2018	Timesheet Generated	11/16/2018 2:56 PM	11/16/2018 3:03 PM	ssmith	11/19/2018 8:22 AM	oriveron
10/31/2018	Timesheet Generated	11/16/2018 2:56 PM	11/16/2018 3:03 PM	ssmith	11/19/2018 8:22 AM	oriveron
10/24/2018	Timesheet Generated	11/16/2018 2:56 PM	11/16/2018 3:03 PM	ssmith	11/19/2018 8:22 AM	oriveron



The status of the pay request changes from “Encumbered” to “All Timesheets Generated” after all scheduled days are certified and the ASC has created the upload file.

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Special Consultant: Rachel Lui										
Special Consultant	Commitment #	Approved Allocation Amount	Adjusted Allocation Amount	Allocation Status	Calculation Type	Special Pay Daily Rate	Primary Appointment Daily Rate	Total # Days	Remaining Days to Schedule	Complete By
Rachel Lui	10138	\$1,099.00	\$1,099.00	All Timesheets Generated	Daily Rate	\$274.75	\$324.14	4	0	11/1/2018

Type of Work: Curriculum Development - 40%; Professional Development - 15%; Accreditation - 45%

- Faculty consultants can pick up their ASC-issued paychecks at the ASC building behind Titan Hall on payday after 10:30 a.m. Bring photo identification in order to pick up your check.

Titan Hall is on State College Boulevard at the corner of Dorothy Lane across the street from the Titan Student Union. Contact ASC Human Resources at (657) 278-4119 on payday if you wish to confirm a paycheck will be ready.