# Special Consultant Pay Process Status Codes

Sign in to the SCPR system at: [https://hr.fullerton.edu/SCPR/Login.aspx](https://hr.fullerton.edu/SCPR/Login.aspx)

<table>
<thead>
<tr>
<th>PAY COMMITMENT STATUS</th>
<th>PAY ALLOCATION STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>This is the overall status of the total budgeted amount for the pay commitment</strong></td>
<td><strong>This is the status for each allocation, i.e. each special consultant selected and the amount allocated for that row</strong></td>
</tr>
<tr>
<td><strong>When does the Pay Commitment Status move to this status type?</strong></td>
<td><strong>When does the Pay Allocation Status move to this status type?</strong></td>
</tr>
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</table>

- **Pending**
  - Default starting status.

- **Assigned**
  - Moves to this status when Requestor selects Funding Source Manager and submits pay commitment.

- **In Progress**
  - Moves to this status once Funding Source manager selects first Special Consultant.

  - **Pending Submission**
    - When a special consultant has been selected however has not yet been Submitted and sent for approval.

  - **Sent for Approval**
    - When an approval has been sent to the Authorized Approver.

  - **Encumbrance Requested**
    - When approved by the Authorized Approver.

  - **Rejected**
    - When rejected by the Authorized Approver.

  - **Suspended**
    - When suspended by the Funding Source Manager.

  - **Encumbered**
    - When Special Consultant can scheduled days.

  - **Timesheet Generated**
    - When all days scheduled have been certified by the Special Consultant and Funding Source Manager AND timesheet has been generated.

- **Complete**
  - Moves to this status once ALL special consultants have a status of Timesheet Generated AND unallocated funds are zero.

- **Cancelled**
  - Moves to this status if ASC’s Office of Sponsored Programs cancels the pay commitment through their administrative view.
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Commitment Information

Commitment No: 10137
Funding Source Title: Novel Hyperpolarized Creatures Study
Funding Source: CSU Fullerton Auxiliary Services Corporation
Start Date: 10/1/2018
End Date: 12/31/2018
Budgeted Amount: $25,000.00
Unallocated Balance: $10,000.00
Funding Source Manager: Susan Smith
FSM Support: Amanda Villagran
Requestor: Charles Greenwood
Budget Analyst: Office of Sponsored Program, Federal Grant
Scope of Work: Serve as PI for managing the research grant, supervise graduate research assistants, and generally have a blast!
Memo: Make sure to enter a description in the Scope of Work field. Thanks.

FUNDING DETAILS

Project Number: 50123418

Special Consultant: [Special Consultant Name (CWID ###)]

Type of Work: Instruction - 66%; Professional Development - 34%

<table>
<thead>
<tr>
<th>Approved Allocation Amount</th>
<th>Adjusted Allocation Amount</th>
<th>Allocation Status</th>
<th>Calculation Type</th>
<th>Special Pay Daily Rate</th>
<th>Primary Appointment Daily Rate</th>
<th>Total # Days</th>
<th>Remaining Days to Schedule</th>
<th>Complete By</th>
</tr>
</thead>
<tbody>
<tr>
<td>$10,000.00</td>
<td>$10,000.00</td>
<td>Encumbered</td>
<td>Fixed Rate</td>
<td>$322.58</td>
<td>$324.14</td>
<td>31</td>
<td>22</td>
<td>11/30/2018</td>
</tr>
</tbody>
</table>