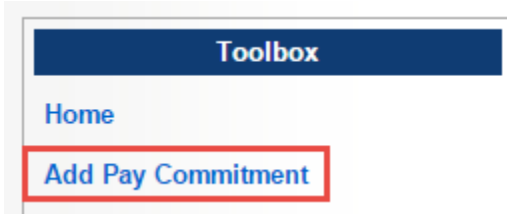


Special Consultant Pay Request Application

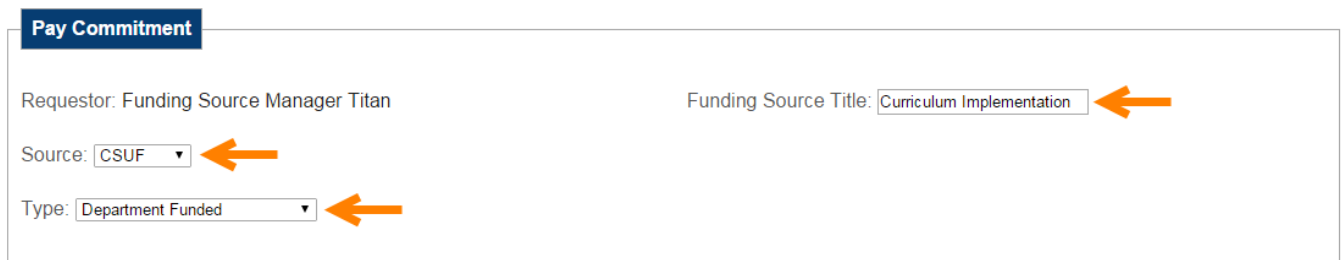
Role: Requestor

Action: Add Pay Commitment

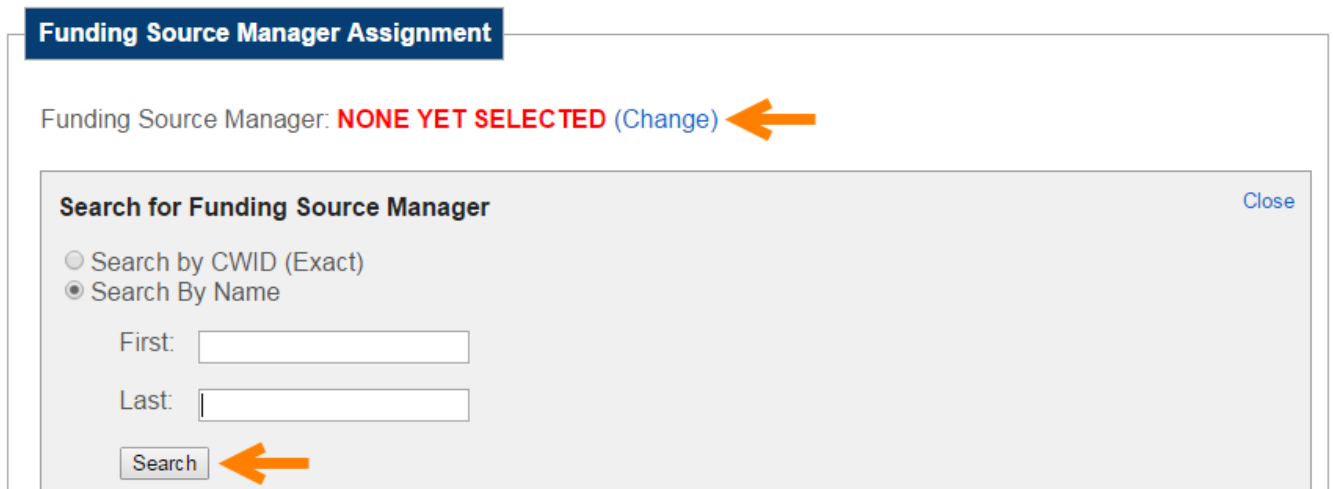
1. Click Add Pay Commitment



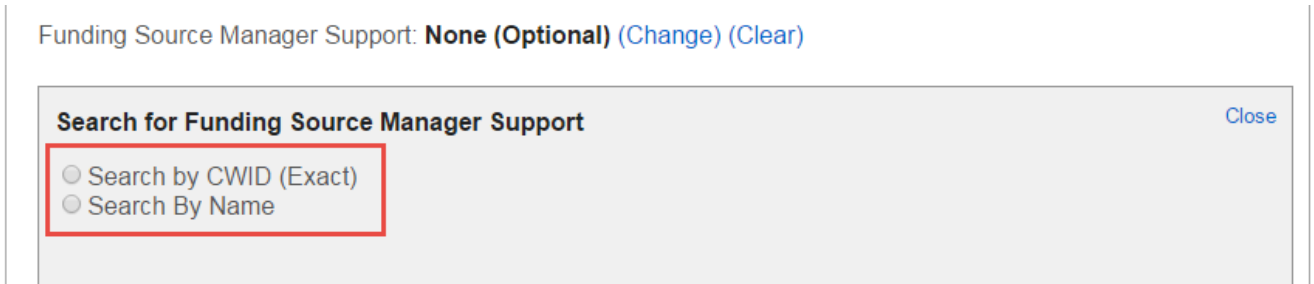
2. Enter information for **Pay Commitment**

A screenshot of the 'Pay Commitment' form. The form has a dark blue header with the text 'Pay Commitment'. Below the header, there are three rows of input fields. The first row is 'Requestor: Funding Source Manager Titan'. The second row is 'Funding Source Title: Curriculum Implementation', with an orange arrow pointing to the text box. The third row is 'Source: CSUF', with an orange arrow pointing to the dropdown menu. The fourth row is 'Type: Department Funded', with an orange arrow pointing to the dropdown menu.

3. Click Change, search by CWID or name, and click Select to assign Funding Source Manager.

A screenshot of the 'Funding Source Manager Assignment' form. The form has a dark blue header with the text 'Funding Source Manager Assignment'. Below the header, there is a line of text: 'Funding Source Manager: NONE YET SELECTED (Change)', with an orange arrow pointing to the '(Change)' link. Below this is a search box titled 'Search for Funding Source Manager' with a 'Close' link in the top right corner. The search box contains two radio buttons: 'Search by CWID (Exact)' and 'Search By Name'. Below the radio buttons are two text input fields labeled 'First:' and 'Last:'. At the bottom of the search box is a 'Search' button, with an orange arrow pointing to it.

Repeat this step for a Funding Source Manager Support, if desired.

A screenshot of the 'Funding Source Manager Support' form. The form has a dark blue header with the text 'Funding Source Manager Support'. Below the header, there is a line of text: 'Funding Source Manager Support: None (Optional) (Change) (Clear)'. Below this is a search box titled 'Search for Funding Source Manager Support' with a 'Close' link in the top right corner. The search box contains two radio buttons: 'Search by CWID (Exact)' and 'Search By Name'. A red rectangular box highlights these two radio buttons.



Special Consultant Pay Request Application

Role: Requestor

Action: Add Pay Commitment

4. Enter information for **Funding Source Manager Assignment**

Start Date: End Date:

Budgeted Amount: \$

Scope of Work:
Please specify the nature of work to be performed. (175 characters maximum)

5. If CSUF, select **Funding Details**

Funding Details

Combo Code:

601807

If CSFPF, enter Account Number

Funding Details

Provide the Philanthropic Account Number.

Account Number:

6. Click Add/Edit Approver(s) and repeat Step 3 for Authorized Approver

Authorized Approvers

Select the appropriate authorized approver from the list. One primary authorized approver is required.

Primary: **None Yet Selected**

Secondary: [Not Required]

[Add/Edit Approver\(s\)](#)

7. Click Primary to assign Primary Authorized Approver

CWID	FIRST NAME	LAST NAME	TITLE	Primary	Secondary
	Authorized Approver	Titan	VP, Admin & Finance/CFO	Primary	Secondary

8. Repeat Steps 6 & 7 if a Secondary Authorized Approver is needed



Special Consultant Pay Request Application

Role: Requestor

Action: Add Pay Commitment

9. Click Submit
 - An email will be sent to Funding Source Manager to select Special Consultant(s)