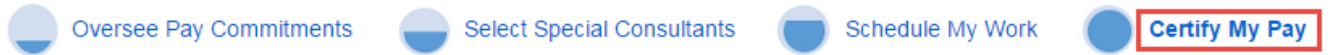


Special Consultant Pay Request Application

Role: Special Consultant

Action: Certify My Pay

1. Click **Certify My Pay**



2. Select **Commitment #** from list

COMMITMENT #	SOURCE	TYPE	FUNDING SOURCE TITLE	ALLOCATED AMOUNT	AVAILABLE BALANCE TO ALLOCATE	COMPLETE BY	TOTAL # DAYS	REMAINING DAYS TO SCHEDULE	DAILY RATE
00058	California State University Fullerton	Chancellor's Office Initiatives	TEST	\$2,000.00	\$2,000.00	8/28/2015	7	7	\$285.71
00077	California State University Fullerton	Department Funded	Curriculum Implementation	\$2,000.00	\$0.03	5/5/2015	7	0	\$285.71

3. Follow directions for **Finalize Request Pay**

- a. An email notification will be sent to the Funding Source Manager to certify pay

Finalize Request Pay

1. Select the checkbox in the rightmost column for dates that are ready to be submitted.
(The checkbox will only be present if the date is eligible to be sent for approval.)

2. Press "Send Selected Days for Approval" when finished.

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.

* For ASC or CSFPF funded pay commitments, funds must be encumbered prior to certification of pay.

WORK DATE	PAY REQUESTED	PAY APPROVED	APPROVER USERNAME	TIMESHEET CREATED	TIMESHEET CREATED USERNAME	STATUS	<input checked="" type="checkbox"/>
3/4/2015						Selected	<input checked="" type="checkbox"/>
3/16/2015						Selected	<input checked="" type="checkbox"/>
3/19/2015						Selected	<input checked="" type="checkbox"/>
4/8/2015						Selected	<input checked="" type="checkbox"/>
4/14/2015						Selected	<input checked="" type="checkbox"/>
4/23/2015						Selected	<input checked="" type="checkbox"/>
5/4/2015						Selected	<input checked="" type="checkbox"/>

Send Selected Days for Approval