

## Special Consultant Pay Process Status Matrix

<b>PAY COMMITMENT STATUS</b> <i>This is the overall status of the total budgeted amount for the pay commitment</i>	<i>When does the Pay Commitment Status move to this status type?</i>	<b>PAY ALLOCATION STATUS</b> <i>This is the status for each allocation, i.e. each special consultant selected and the amount allocated for that row</i>	<i>When does the Pay Allocation Status move to this status type?</i>
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
		Approved	When approved by the Authorized Approver
		Rejected	When rejected by the Authorized Approver
		Suspended	When suspended by the Funding Source Manager
		Scheduled Timesheet Generated	When Special Consultant has scheduled days 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		
Cancelled	Moves to this status if Provost's Office cancels the pay commitment through their administrative view		