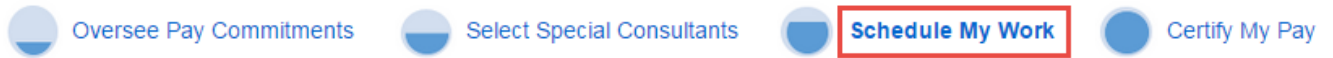


Special Consultant Pay Request Application

Role: Special Consultant

Action: Schedule My Work

1. Click on link from email OR log into application and click Schedule My Work



2. Select Commitment # from list

COMMITMENT #	SOURCE	TYPE	FUNDING SOURCE TITLE	ALLOCATED AMOUNT	UNALLOCATED BALANCE	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	\$2,000.00	5/5/2015	7	7	\$285.71

3. Click How to schedule days and follow directions.

Schedule Days to Work

Schedule days to work *PRIOR* to commencing with actual work.

How to schedule days

1. Enter specific date for by to schedule by either:
 - a. Selecting the date in the calendar.
 - b. Entering the date using MM/DD/YYYY format.
2. Repeat until "Number of Days left to Schedule" equals 0.

4. Click Select.

Calendar Color Legend: Academic Year; Non-Work;

Number of Days left to Schedule: 1

Work Date:

March 2016

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Upon completion of Certification, you may only be processed for... proceed to the next step