



Special Consultant and Payroll Reimbursement

SPECIAL CONSULTANT PAY

Payroll Reimbursements to State or other Auxiliary

If you are hiring special consultants, faculty, or staff in accordance with philanthropic fund purpose please login to the Special Consultant Pay Request Application and complete the information.

<https://hr.fullerton.edu/SCPR/Login.aspx?ReturnUrl=%2fscpr%2fProcessEncumbrance.aspx%3falID%3d5679&alID=5679>

Once the information has been completed, an email will be sent to the Funding Source Manager with the PO form. The form must be signed and sent to CP-830 within 7 days of receiving the email.

Funds will be encumbered to the appropriate CSFPF account number.

If you are hiring special consultant, faculty or staff through Auxiliary. Please contact them directly at 657-278-4156 for further instructions.