Temporary FOPs for use in Salary Planner for anticipated Sponsored Project (Grant) funding

As in prior years, temporary FOPs will be made available to Colleges during the upcoming Budget Prep process. The purpose of the Temporary College FOPs is to allow colleges to budget salaries for anticipated Sponsored Project funding. The use of the FOPs should be limited to the intended purpose and should not be used as a matter of convenience. Additionally, it is recommended that the Temporary College FOPs be used only when the college does not have other funding sources.

FOP Activation/Establishment

- If a Temporary College FOP was utilized in the prior year, that FOP will be available again this Fiscal Year. However, a “backup” or default FOP will need to be provided to FST before the FOP will be reactivated. Please send an email to fst@ttu.edu providing the temporary FOP and the “backup” FOP information. A reply will be sent once the temporary FOP has been reactivated.

- To establish a new Temporary College FOP, please complete the Fund Request Form at [http://www.depts.ttu.edu/afism/AFResources/financeResources/financeFormOutline.asp](http://www.depts.ttu.edu/afism/AFResources/financeResources/financeFormOutline.asp) and submit to FST. The form should include the following:
  - Fund Class – 28A
  - Fund Title – Temporary Salary FOP [College Name]
  - Default FOP (cannot be a sponsored project FOP) – should be provided in the “Source of Funds” section of Fund Request Form
  - Only one FOP may be established for each college

FOP Management

- Temporary College FOPs may only be used for salaries associated with anticipated Sponsored Project funding and not as a matter of convenience.
- Salaries should be moved via Labor Redistribution or Future Labor Change form as soon as anticipated funding is available.
- All salaries must be moved off of the Temporary College FOP prior to the close of the current Fiscal Year.
- Payroll charges may be automatically transferred to the default FOP if these criteria are not met.