

# Non-Working/Idle Salary Posting to Sponsored Projects

Individual was able to work (on campus or remote) their full FTE on the sponsored project(s) to which they are currently appointed.

No

Individual was able to work (on campus or remote) a portion of their full FTE on the original sponsored project(s) to which they are currently appointed.

No

Individual was unable to work (on campus or remote) their full FTE on the original sponsored project(s) to which they were appointed, however worked on other sponsored project(s).

Yes

No Change Needed

Yes

Portion of FTE worked: No Change Needed

Portion of FTE NOT worked: Ensure this time was coded as NWPD\*.

Yes

Portion of FTE worked: No Change Needed

Portion of FTE worked on other projects: Ensure salary is reflected on the new project or department fund. If not, a [Labor Redistribution Form](#) must be submitted.

No

Ensure full FTE appointed to sponsored project(s) is coded as NWPD\*.

\*A [Manual Leave Adjustment Form](#) must be submitted to the Payroll office to correct leave codes.  
Refer to sponsor guidelines for information on allowability.