Approving Salary Releases
Quick Reference Guide – Sponsored Programs

This Quick Reference Guide covers how to release your salary to a Budget. View the Quick Reference Guide for the Budget Screen for some background to this process.

Approving Salary Releases by Email
When a Weill Cornell employee is added to a Budget, a salary release request will be initiated and emailed to that employee. Depending on how a department is structured, this salary release may be sent, additionally, to departmental administration who can release the salary on behalf of the employee.

1) Click the Open Information Release Screen link at the bottom of your email request.
2) Enter your CWID and password on the screen that opens to log in.
3) Note the salary in the bottom box, and select the radio button stating that you either authorize or do not authorize the release of the salary to the proposal.
   a. Note that for NIH applications, the salary cap will feed to the budget if the current base salary is over the cap.
4) Click the Submit button in the top right corner of the screen.

Approving Salary Releases in WRG
In addition to approving through email, you do have the option to approve salary releases in WRG through the Action Items menu.
1) On the homepage of WRG there will be a table containing Action Items for releasing salary releases, select the **Action Item** for releasing your salary.
   a. Alternatively, if you do not see it, you can click the **Action Items** or **Mailbox** link in the top navigation menu to locate your salary release.
2) Note the salary in the bottom box, and select the radio button stating that you either **authorize** or **do not authorize** the release of the salary to the proposal.
   a. Note that for NIH applications, the salary cap will feed to the budget if the current base salary is over the cap.
3) Click the **Submit** button in the top right corner of the screen.