What is "Salary Continuation"?
For all full-time and benefits-eligible part-time ("regular") employees, salary that can continue to be charged to the same award even when work is not being performed.

Is salary continuation allowed on federal and non-federal awards?

<table>
<thead>
<tr>
<th></th>
<th>3/16-6/15/20</th>
<th>6/16-8/31/20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Non-federal</td>
<td>Only if sponsor allows</td>
<td></td>
</tr>
</tbody>
</table>

What non-federal sponsors allow salary continuation?
See the ORA Website
If not listed on the ORA Website, you may submit a COVID-19 Sponsor Notification and Request Form.

When do I have to fill out a COVID-19 Sponsor Notification and Request Form?

<table>
<thead>
<tr>
<th></th>
<th>3/16-6/15/20</th>
<th>6/16-8/31/20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal</td>
<td>If you are using salary continuation for any personnel.</td>
<td>No form req’d - salary continuation is not allowed</td>
</tr>
<tr>
<td>Non-federal</td>
<td>If the sponsor policy is not on the ORA website, and you want to request to use salary</td>
<td></td>
</tr>
</tbody>
</table>

How is salary continuation documented?
For staff, they must use the COVID-19 Timekeeping Codes in their Axess Time Card.

For faculty, postdocs and others who do not use time cards, this should be documented on a COVID-19 Sponsor Notification and Request Form for any salary charged to a sponsored project.

What reports can I use to see all personnel?

**Payroll Impact Report - COVID Financial Reporting Dashboard**

*Original BI Report that was released as part of the COVID Financial Reporting Dashboard*

Copy and paste this link into your browser:

This report will provide staff salaries that coded to COVID related earnings codes regardless of the PTA to which it was charged.
COVID Salary Continuation Report

*New* BI Report that ORA helped develop that we recommend you use to help identify all personnel

Copy and paste this link into your browser:

This report will provide all staff and non-staff salaries that were charged to either a work assignment org or task org for sponsored or non-sponsored for all earn codes (including COVID codes).

You can also access this report in the BI Catalog by searching for "COVID Salary Continuation"

May the HTR (Health Tracker Code) be charged to sponsored projects?
Earn codes that begin with "H" that are related to COVID, such as HTR (Health Tracker Code) are allowable on awards. No LDA is required for HTR COVID Health Tracker Code.

Are other COVID related codes beginning with "H" allowed to be charged to sponsored projects?
Yes, these codes (such as HO4 - "On-Site Reporting DOT HO4") relate to work performed on the project and therefore can remain on the sponsored project.

If I have to do an LDA to remove salary from a sponsored project related to COVID, how do I do that?
Perform the LDA at the element level and transfer any COVID related codes to an appropriate non-sponsored PTA.
DASHBOARD PROMPTS FOR THE "COVID Salary Continuation Report"

**Organization Perspective:**
- Work Assignment = returns all personnel hired into the listed Org Code ONLY
- Task Assignment = returns all personnel charged to PTAs assigned to the Task Org Code listed

**Budget Unit:**
- No Value required

**Org Code:**
- Select the Org Code for your group

**Pay Period End Dates:**
- Update the pay periods needed

**Check Boxes:**
- √ Include Sponsored Awards Only
  - The report won’t run if you uncheck the box. Leave it checked.
- □ Includes all COVID Codes that represent “non-work”
  - It will include all earn codes (COVID related and all others)

| Work Assignment Org Code | Work Assignment Org Name | Task Owner Full Name | Task Org Long Name | Earnings Type Code | Earnings Type Name | Full Name | Job Assignment Number | Job Annual Rate | Job Hourly Rate | Award SPO Number | Project Number | Task Number | Award Number | Award Type Code | 3/31/2020 | 4/15/2020 | 4/30/2020 | 5/15/2020 | 5/31/2020 | 6/15/2020 | 6/30/2020 | 7/15/2020 | Grand Total |
|--------------------------|--------------------------|----------------------|-------------------|------------------|------------------|----------|-----------------------|----------------|----------------|----------------|--------------|------------|-------------|----------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
RECOMMENDED DASHBOARD PROMPTS FOR THE "COVID Salary Continuation Report"

This will return:

all salaries charged to sponsored PTAs in the Task Owning Org "AA00" (or the Org Entered) regardless of which work assignment organization in which the person was hired for the period 3/31/-7/31/20
it will include all earn codes (COVID related and all others)

<table>
<thead>
<tr>
<th>Work Assignment Org Code</th>
<th>Work Assignment Org Name</th>
<th>Task Owner Full Name</th>
<th>Task Owner Long Name</th>
<th>Earnings Type Code</th>
<th>Earnings Type Name</th>
<th>Full Name</th>
<th>Job Assignment Number</th>
<th>Job Annual Rate</th>
<th>Job Hourly Rate</th>
<th>Award SPD Number</th>
<th>Project Number</th>
<th>Task Number</th>
<th>Award Number</th>
<th>Award Type Code</th>
<th>3/31/2020</th>
<th>4/15/2020</th>
<th>4/30/2020</th>
<th>5/15/2020</th>
<th>5/31/2020</th>
<th>6/15/2020</th>
<th>6/30/2020</th>
<th>7/15/2020</th>
<th>Grand Total</th>
</tr>
</thead>
</table>

Update to your Org Code