FAQS for Research Administrators/Task Managers: SALARY CONTINUATION AND SPONSORED PROJECTS

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.

https://cardinalatwork.stanford.edu/working-stanford/policies/covid-19-interim-policies/pay-continuation

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

	3/16-6/15/20	6/16-8/31/20
Federal	YES	NO
Non-federal	Only if spon	sor allows

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?

	3/16-6/15/20	6/16-8/31/20									
Federal	If you are using salary	No form req'd - salar									
	continuation for any	continuation is not									
	personnel.	allowed									
	If the sponsor policy is not on the ORA website,										
Non-federal	and you want to request to use salary										

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:

https://bi.stanford.edu/analytics/saw.dll?dashboard&PortalPath=%2Fshared%2FFinance%2F_portal%2F%20COVID%20Financial%20Reporting

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

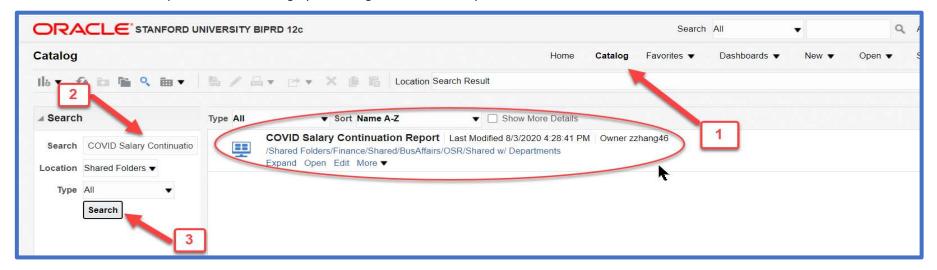
COVID Salary Continuation Report

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:

https://bi.stanford.edu/analytics/saw.dll?Portal&PortalPath=%2Fshared%2FFinance%2FShared%2FBusAffairs%2FOSR%2FShared%20w%5C%2F%20Departments%2F%20COVID%20Salary%20Continuation%20Report

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	Work	Task Owner	Task Org Long	Earnings Type	Earnings Type	Full Name	Job	Job Annual	Job Hourly	Award SPO	Project	Task Number	Award	Award Type	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
Assignment	Assignment	Full Name	Name	Code	Name		Assignment	Rate	Rate	Number	Number		Number	Code									
Org Code	Org Name						Number																

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)

Work	Work	Task Owner	Task Org	Earnings Type	Earnings Type Full	Il Name Job)	Job Annual	Job Hourly	Award SPO	Project	Task	Award	Award Type 3/31/20	020 4/15/2020	4/30/2020	5/15/2020	5/31/2020	6/15/2020	6/30/2020	7/15/2020	Grand Total
Assignment	Assignment	Full Name	Long Name	Code	Name	Assi	ignment	Rate	Rate	Number	Number	Number	Number	Code								
Org Code	Org Name		_			Nur	mber												1	1		