

# 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
<b>Federal</b>	YES	NO
<b>Non-federal</b>	Only if sponsor 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
<b>Federal</b>	If you are using salary continuation for any personnel.	No form req'd - salary continuation is not allowed
<b>Non-federal</b>	If the sponsor policy is not on the ORA website, 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](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

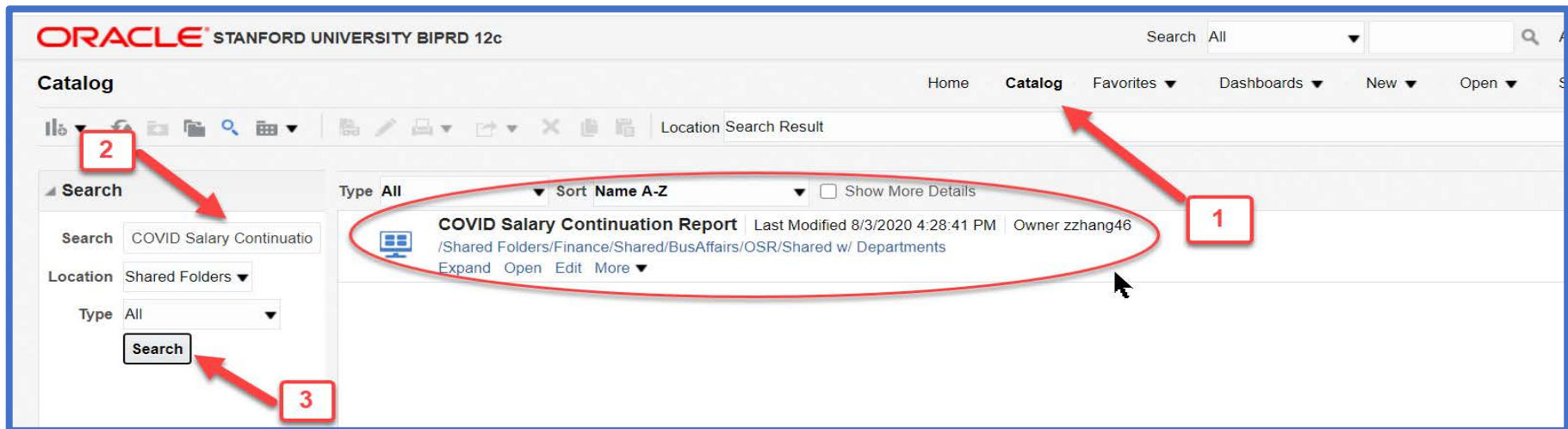
*\*New\* BI Report that ORA helped develop that we recommend you use to help identify all personnel*

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



