

February 5, 2021

TO: SoM Directors of Finance & Administration and Research Administrators

FROM: Kathleen Thompson, Executive Director
Research Management Group
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SUBJECT: Additional Requirements for review and adjustment of salaries charged on sponsored awards

This is to inform you that the University has extended the quarantine pay for employees through March 31, 2021. Quarantine Pay is available to all employees that must quarantine, including contingent (casual and temporary) and non-benefits eligible staff (undergraduate and graduate student hourly employees) who are required to record work time. <https://cardinalatwork.stanford.edu/working-stanford/covid-19/interim-policies/quarantine-pay>

The time reporting procedure can be found in [Fingate](#).

If eligible staff utilize the quarantine COVID timecodes starting 9/1/2020, the salary (by earn code) must be removed from sponsored projects via an LDA. The existing BI "COVID Salary Continuation" report should be run after each pay period and salaries with this earn code must be removed from sponsored projects.

As of today, there are still staff with COVID timecodes charged to both federal and non-federal awards that need to be removed as soon as possible.

If you, your Managers, or Administrators have any questions about the process, below are the contacts:
Department of Medicine
Nancy Lonhart at nlonhart@stanford.edu or 723-8358

All Other Departments

Donna Mahood at dmahood@stanford.edu or 723-2437

-or -

Mila Dacorro at mdacorro@stanford.edu or 498-7892