

September 10, 2020

TO: School of Medicine Directors of Finance & Administration

FROM: Kathleen Thompson, Executive Director  
Research Management Group  
[klt@stanford.edu](mailto:klt@stanford.edu)  
725-0661

SUBJECT: New requirements for review and adjustment of salaries charged on sponsored awards

This is a follow-up to the August 6 memo (attached) regarding the requirements for review and adjustment of salaries charged to sponsored awards.

The BI report “COVID Salary Continuation” was developed to aid your staff in identifying COVID-19 interim pay codes that would need to be removed from federally sponsored projects for the period 6/16/20 – 8/31/20 and on non-federally sponsored projects without specific approval for the period 3/17/20 -8/31/20. As of today, there are still staff with these codes charged to both federal and non-federal awards that need to be removed as soon as the LD module is reactivated (on 9/19/20).

In addition, the August 31 email communication to HRAs and HRMs from Kelly Wright (attached) outlines the new timecard reporting procedures for **new** COVID codes that will be available starting 9/1/20 thru 12/21/20 for caregiving and quarantine pay.

If eligible staff utilize these new COVID timecodes starting 9/1/2020, those salaries (by earn code) must be removed from sponsored projects via an LDA. The existing BI “COVID Salary Continuation” report has been modified to include these new COVID codes. This report should be run after each pay period and salaries with these new COVID earn codes must be removed from sponsored projects.

**We ask that you forward this memo to your Division Managers, Research Administrators, and Finance Administrators/Managers.** 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](mailto:nlonhart@stanford.edu) or 723-8358

All Other Departments

Donna Mahood at [dmahood@stanford.edu](mailto:dmahood@stanford.edu) or 723-2437

-or -

Mila Dacorro at [mdacorro@stanford.edu](mailto:mdacorro@stanford.edu) or 498-7892