

## Salary Continuation on Sponsored Awards

### Guidance for the School of Medicine

#### Objective of the process:

1. **Identify all personnel effort and time** charged to federal and non-federal awards, including industry sponsored clinical trials and cost share, that was not worked during salary continuation (March until August 2020).
2. **Document** all time/effort not worked but charged to federal (and non-federal) awards on the *COVID 19 Sponsor Notification and Request Form*.
3. **Transfer salaries and benefits for staff, faculty, postdocs, instructors and other personnel** (also referred to as staff and non-staff) who were/are **not working** off of federal awards for the pay periods **6/16/20 to 8/31/20**.
4. **Transfer salaries and benefits for staff, faculty, postdocs, instructors and other personnel** (also referred to as staff and non-staff) who were/are **not working** off of non-federal awards, including industry sponsored clinical trials, as required by sponsor policy and guidelines.

#### Phase I: March 16 - June 15, 2020

##### *Who is responsible for the process?*

Task managers are responsible for all personnel on their tasks. Task managers must communicate with other departments and divisions for LDAs for those personnel outside their organization. Task manager must notify the award manager of any personnel that took advantage of salary continuation. Award Managers must submit the *COVID-19 Sponsor Notification and Request Form* as required.

##### *How do I identify all personnel?*

1. **Run the Salary Continuation Report for your organization** for the pay period end dates starting 3/31/20 thru 6/15/20. To access the report, from the BI Catalog, search for “COVID Salary Continuation Report” or paste this text 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>
  - a. To see all salary charges for sponsored PTAs-- Select the following:
    - i. Organization Perspective: *Task Assignment Org* (If you want to see all personnel in your organization regardless of task owner, select *Work Assignment Org*)
    - ii. Org Code: Select your unit’s parent or child orgs
    - iii. Include Sponsored Awards Only - check
    - iv. Include COVID Codes Only - uncheck (This allows you to capture faculty, postdocs, students and other non-staff who do not have timecards and thus cannot enter COVID codes.)
    - v. Pay Period End Date - *03/31/2020* and *06/15/2020*

- b. To see only staff salaries charged under COVID-19 time codes (salary continuation) on sponsored PTAs-- Select the following:
    - i. Organization Perspective: *Task Assignment Org*
    - ii. Org Code: Select your unit's parent or child orgs
    - iii. Include Sponsored Awards Only - check
    - iv. Include COVID Codes Only - check
    - v. Pay Period End Date - *03/31/2020* and *06/15/2020*
2. Review with PIs all staff and non-staff time and effort that was not worked and charged to federal or non-federal awards, including industry sponsored clinical trials and cost share, between 3/16/20 and 6/15/20.
3. Confirm all staff have appropriately entered COVID-19 codes in their timecard for all time and effort charged to federal and non-federal awards that they were not able to work.
  - a. Note: Faculty, postdocs, students and other non-staff do not have timecards and thus cannot enter COVID codes.
4. For staff, contact your HR Manager or Administrator if adjustments in the COVID timecard codes are needed. Note: corrections to timecard COVID codes must be completed in the timecard system before any LDAs are performed on that record.
5. For federal awards, **if you have not already submitted** the [COVID-19 Sponsor Notification and Request Form](#), submit a form for the staff and non-staff who charged time and effort to the federal award under salary continuation but were not able to work.
6. For non-federal awards, check sponsor policy and guidance for allowability for salary continuation (See [ORA Website](#) for partial listing of sponsor guidelines)
  - a. If not allowable, then transfer the salaries for time and effort charged but not worked to an appropriate non-sponsored PTA.
    - i. For staff, perform the LDA at the element level to move the appropriate COVID codes.
  - b. If sponsor guidelines are not posted on the ORA Website, submit a [COVID-19 Sponsor Notification and Request Form](#)

## Phase II: June 16 - August 31

### *How do I identify all personnel?*

1. **Run the Salary Continuation Report for your organization** for the pay periods beginning 6/16/20. To access the report, from the BI Catalog, search for "COVID Salary Continuation Report" or paste this text 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>

  - a. To see all salary charges for sponsored PTAs-- Select the following:
    - i. Organization Perspective: *Task Assignment Org* (If you want to see all personnel in your organization regardless of task owner, select Work Assignment Org)
    - ii. Org Code: Select your unit's parent or child orgs
    - iii. Include Sponsored Awards Only - check

- iv. Include COVID Codes Only - uncheck (This allows you to capture faculty, postdocs, students and other non-staff who do not have timecards and thus cannot enter COVID codes.)
  - v. Pay Period End Date - *06/16/2020* and *08/31/2020*
- b. To see only salaries charged with COVID-19 time codes (salary continuation) on sponsored PTAs-- Select the following:
- i. Organization Perspective: *Task Assignment Org*
  - ii. Org Code: Your unit's parent or child orgs
  - iii. Include Sponsored Awards Only - check
  - iv. Include COVID Codes Only - check
  - v. Pay Period End Date - *06/16/2020* and *08/31/2020 (or most recent pay period)*
2. Review with PIs all staff and non-staff time and effort that was not worked and charged to federal or non-federal awards, including industry sponsored clinical trials and cost share, after 6/16/20.
  3. Confirm all staff have appropriately entered COVID-19 codes in their timecard for all time and effort charged to federal and non-federal awards that they were not able to work.
    - a. Note: Faculty, postdocs, students and other non-staff do not have timecards and thus cannot enter COVID codes.
  4. For staff, contact your HR Manager or Administrator if adjustments in the COVID timecard codes are needed. Note: corrections to timecard COVID codes must be completed in the timecard system before any LDAs are performed on that record.
  5. **Transfer ALL staff and non-staff salaries charged to federal, non-federal and cost share awards**, including industry sponsored clinical trials based on the sponsor policy and guidelines required for allowability (See [ORA Website](#) for partial listing of sponsor guidelines.)
    - a. **For staff, transfer any COV earnings type charged to federal and cost share awards** to an appropriate non-sponsored PTA.
      - i. For staff, perform the LDA at the element level to move the appropriate COVID codes.
      - ii. COVID earnings type name beginning with "H" do not need to be transferred.
    - b. **For non-staff**, you will not have a COVID code to identify time not worked. You will transfer time not worked to an appropriate non-sponsored PTA. This is a straightforward LDA.
  6. Work with PIs and managers to revise labor schedules:
    - a. Reevaluate the scope of work to identify work allocable to that sponsored award so individuals can continue to work on the award either on-campus or remote, OR
    - b. Identify another sponsored award to which individuals can contribute to the scope of work, OR
    - c. Assign the salary to an appropriate non-sponsored PTA.
  7. Update labor schedule through 8/31/20 as needed.