



**Post &
Schell** P.C.
ATTORNEYS AT LAW

Paycheck Protection Program Full-Time Equivalent (FTE) Calculator

www.postschell.com

Disclaimer: *This presentation document does not offer specific legal advice, nor does it create an attorney-client relationship. You should not reach any legal conclusions based on the information contained in this document without first seeking the advice of counsel. It is intended as a tool to project impacts on your potential loan forgiveness. Should you have any questions, we are available to assist and answer questions. We currently intend to periodically update this information, but cannot guarantee that if we issue any updates, they will be timely or complete.*

Introduction

- Post & Schell, PC's FTE Calculator Tool is comprised of 3 "types" of excel tabs:
 - FTE Introduction
 - Loan Receipt Date Tab (Sunday through Saturday)
 - Employee Worksheet
- Highlighted cells on worksheets are to be completed by you. Complete all information on Employee Worksheet.

What is an FTE?

- The CARES Act Sections 1102 and 1106 do not define FTEs. Guidance has not yet been provided with respect to defining an FTE.
- FTEs are based on a 30 hours workweek (as defined by the SBA in the Affordable Care Act)
 - A full-time employee is an individual who works an average of at least 30 hours per week. A full-time equivalent employee is determined by adding the hours of part-time employees on a monthly basis and dividing by 120 [IRC Section 4980H(c)(2)(E)]

FTE Guidance

- The average number of full-time equivalent employees shall be determined by calculating the average number of full-time equivalent employees for each pay period falling within a month

Hypothetical Situation

- For the purposes of this presentation, the following was presumed:
 - **Date of Loan Proceeds: April 19, 2020 (Sunday)**
 - **Loan Amount \$100,000.00**
 - **Average FTEs for 2/15/19 through 6/30/19: 10**
 - **Average FTEs for 1/1/20 through 2/29/20: 10**
 - **Average FTEs for 8-week Loan Period: 10**
- In addition, it was presumed that *all* employees were maintained fulltime during the post-loan 8-week period.

POST & SCHELL, P.C.'S FTE CALCULATOR

To receive full forgiveness, you must demonstrate that your average full-time equivalent (FTE) employees for the 8-week covered period is equal to or greater than your average FTEs for either:
 (a) the period February 15, 2019 through June 30, 2019; OR
 (b) January 1, 2020 through February 29, 2020, *whichever is less*

*FTEs are based on a 30 hours workweek (as defined by the SBA in the Affordable Care Act)
 A reduction in FTEs between 2/15/20 and 4/27/20 is disregarded if the reduction is eliminated by June 30, 2020*

The average number of full-time equivalent employees shall be determined by calculating the average number of full-time equivalent employees for each pay period falling within a month

NOTE: This calculator presumes a week beginning on Sunday and ending on Saturday. It further presumes a Monday through Friday workweek. Please contact us to discuss specific scenarios involving your employees and business.

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Date Loan Proceeds Received:	4/19/2020	75% of PPP Loan -- Minimum Payroll Costs:	\$ 75,000.00
Loan Amount:	\$ 100,000.00	25% of PPP Loan - Maximum Other Authorized/Nonpayroll Costs	\$ 25,000.00
8-week Loan Period Begin Date:	4/19/2020	Date Received Loan:	Sunday
8-week Loan Period End Date:	6/13/2020	Last Date of Loan:	Saturday

- Insert the date you received your loan proceeds and your total loan amount.
- At a **minimum**, 75% of the PPP Loan proceeds **must be** used for Payroll Costs.
- At a **maximum**, 25% of the PPP Loan proceeds **may be** used for Non-Payroll Costs.

Please select the corresponding button regarding what day of the week you receive your loan proceeds and follow the instructions contained therein:

YOUR 8-WEEK LOAN PERIOD							
	1	2	3	4	5	6	7
Week	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 1	4/19/2020	4/20/2020	4/21/2020	4/22/2020	4/23/2020	4/24/2020	4/25/2020
Week 2	4/26/2020	4/27/2020	4/28/2020	4/29/2020	4/30/2020	5/1/2020	5/2/2020
Week 3	5/3/2020	5/4/2020	5/5/2020	5/6/2020	5/7/2020	5/8/2020	5/9/2020
Week 4	5/10/2020	5/11/2020	5/12/2020	5/13/2020	5/14/2020	5/15/2020	5/16/2020
Week 5	5/17/2020	5/18/2020	5/19/2020	5/20/2020	5/21/2020	5/22/2020	5/23/2020
Week 6	5/24/2020	5/25/2020	5/26/2020	5/27/2020	5/28/2020	5/29/2020	5/30/2020
Week 7	5/31/2020	6/1/2020	6/2/2020	6/3/2020	6/4/2020	6/5/2020	6/6/2020
Week 8	6/7/2020	6/8/2020	6/9/2020	6/10/2020	6/11/2020	6/12/2020	6/13/2020
Week 9							

- Select the day of the week you received your loan by clicking the corresponding button
 - For this hypothetical, we selected Sunday
- You will also be provided a calendar of your 8-week Loan Period

DATE OF LOAN RECEIPT: SUNDAY

Date Loan Proceeds Received:	4/19/2020		75% of PPP Loan -- Minimum Payroll Costs:	\$ 75,000.00
Loan Amount:	\$ 100,000.00		25% of PPP Loan - Maximum Other Authorized/Nonpayroll Costs:	\$ 25,000.00
8-week Loan Period Begin Date:	4/19/2020		Date Received Loan:	Sunday
8-week Loan Period End Date:	6/13/2020		Last Date of Loan:	Saturday

HEADCOUNT SUMMARY			
	<i>Input</i>		<i>Relevant Number</i>
Average FTE Per month for 8 weeks post-loan:	-		0.0
Average FTE per month (2/15/19 through 6/30/19):	0.0		0.0
Average FTE per month (1/1/20 through 2/29/20):	0.0		
Percentage Not Forgivable (unless restored):			#DIV/0!

- The top of this tab will be automatically populated
- Please proceed to Step 1

STEP 1: Average FTEs for February 15, 2019 through June 30, 2019				
Week Begin Date:	Week End Date:	Total Hours Worked (not to exceed 30 hours per person)	FTE Per Week	Average FTEs per Month
(Partial week) 2/15/2019	2/16/2019	60	10	
2/17/2019	2/23/2019	300	10	
2/24/2019	3/2/2019	300	10	10.0
3/3/2019	3/9/2019	300	10	
3/10/2019	3/16/2019	300	10	
3/17/2019	3/23/2019	300	10	
3/24/2019	3/30/2019	300	10	10.0
3/31/2019	4/6/2019	300	10	
4/7/2019	4/13/2019	300	10	
4/14/2019	4/20/2019	300	10	
4/21/2019	4/27/2019	300	10	
4/28/2019	5/4/2019	300	10	10.0
5/5/2019	5/11/2019	300	10	
5/12/2019	5/18/2019	300	10	
5/19/2019	5/25/2019	300	10	
5/26/2019	6/1/2019	300	10	10.0
6/2/2019	6/8/2019	300	10	
6/9/2019	6/15/2019	300	10	
6/16/2019	6/22/2019	300	10	
6/23/2019	6/29/2019	300	10	
6/30/2019	6/30/2019			10.0
Average FTE per Month from February 15, 2019 through June 30, 2019:				10.0

Step 1:

- Insert the average FTEs for the 2/15/19 through 6/30/19 period
 - Recall: An FTE is a employee who works at least 30 hours per week, or multiple employees who together total 30 hours
 - For example: If you employee 5 people
 - 3 employees work 30+ hours a week
 - 2 employees work 15 hours a week
 - Total FTEs= 3 +(2*15) = 4
- Please note that because June 30, 2019 fell on a Sunday, no input is required since this calculator is based on a Monday through Friday workweek

Please contact us to additional guidance regarding workweeks beyond Monday – Friday.

STEP 2: Average FTEs for January 1, 2020 through February 29, 2020				
Week Begin Date:	Week End Date:	Total Hours Worked (not to exceed 30 hours per person)	FTEs Per Week	Average FTEs per Month
(Partial week) 1/1/2020	1/4/2020	180	10.0	
1/5/2020	1/11/2020	300	10.0	
1/12/2020	1/18/2020	300	10.0	
1/19/2020	1/25/2020	300	10.0	
1/26/2020	2/1/2020	300	10.0	10.0
2/2/2020	2/8/2020	300	10.0	
2/9/2020	2/15/2020	300	10.0	
2/16/2020	2/22/2020	300	10.0	
2/23/2020	2/29/2020	300	10.0	10.0
Average FTE per Month from February 15, 2019 through June 30, 2019:				10.0

Step 2:

- Insert the average FTEs for the 1/1/20 through 2/29/20 period
- You will note that the Headcount Summary at the top of this tab will automatically populate with the Average FTEs for these two periods. Since they are the same, the “relevant number” of the FTE Calculation for Forgiveness is the same
- Please proceed to Step 3

Average FTEs during 8-Week Loan Period - Please Complete Employee Worksheet: EMPLOYEE WORKSHEET					
	Week beginning	Week ending	Total hours paid (not to exceed 30 hours per person)	FTE per week	Average per month
Week 1	4/19/2020	4/25/2020	-	-	
Week 2	4/26/2020	5/2/2020	-	-	
Week 3	5/3/2020	5/9/2020	-	-	
Week 4	5/10/2020	5/16/2020	-	-	-
Week 5	5/17/2020	5/23/2020	-	-	
Week 6	5/24/2020	5/30/2020	-	-	
Week 7	5/31/2020	6/6/2020	-	-	
Week 8	6/7/2020	6/13/2020	-	-	
Week 9					-
Average FTE per month during 8 weeks:					0.0

Step 3:

- In addition to the 8-week loan calendar, you will now select the Employee Worksheet Button

Please track your employees weekly hours worked. Please note the following "Caps" for employee FTE hours for each date of loan receipt:

NOTE: This calculator presumes a week beginning on Sunday and ending on Saturday. It further presumes a Monday through Friday workweek. Please contact us to discuss specific scenarios involving your employees and business.

Once complete, please select the corresponding button to return to the day of the week you received your loan proceeds.

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

Date of Loan Proceed: Sunday - Week 1 Cap: 30, Week 9 Cap: 0
 Date of Loan Proceed: Monday - Week 1 Cap: 30, Week 9 Cap: 0
 Date of Loan Proceed: Tuesday - Week 1 Cap: 24, Week 9 Cap: 6
 Date of Loan Proceed: Wednesday - Week 1 Cap: 18, Week 9 Cap: 12
 Date of Loan Proceed: Thursday - Week 1 Cap: 12, Week 9 Cap: 18
 Date of Loan Proceed: Friday - Week 1 Cap: 6, Week 9 Cap: 24
 Date of Loan Proceed: Saturday - Week 1 Cap: 0, Week 9 Cap: 30

8-week Loan Period [9 weeks included for receipt of funds mid week]																		
Employee Name	Week 1		Week 2		Week 3		Week 4		Week 5		Week 6		Week 7		Week 8		Week 9	
	Beginning	Ending	Beginning	Ending	Beginning	Ending	Beginning	Ending	Beginning	Ending	Beginning	Ending	Beginning	Ending	Beginning	Ending	Beginning	Ending
TOTAL:	XXXXXXX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Step 4:

- Insert each employee
- For each relevant week, include the number of hours worked by each employee for that week
- Once complete, chose the corresponding button to return to the day of the week you received your loan
- Please note that depending on the day of the week you received your loan, Week 1 and Week 9 have specific caps on the amount of hours for that week.
- Please review the next slide for Week 1 caps, per employee

Weekly Caps

Date of Loan Proceeds	Week 1 Cap Per Employee	Week 9 Cap Per Employee
Sunday	30	0
Monday	30	0
Tuesday	24	6
Wednesday	18	12
Thursday	12	18
Friday	6	24
Saturday	0	30

Average FTEs during 8-Week Loan Period - Please Complete Employee Worksheet:					
EMPLOYEE WORKSHEET					
	Week beginning	Week ending	Total hours paid (not to exceed 30 hours per person)	FTE per week	Average per month
Week 1	4/19/2020	4/25/2020	300	10.0	
Week 2	4/26/2020	5/2/2020	300	10.0	
Week 3	5/3/2020	5/9/2020	300	10.0	
Week 4	5/10/2020	5/16/2020	300	10.0	10.0
Week 5	5/17/2020	5/23/2020	300	10.0	
Week 6	5/24/2020	5/30/2020	300	10.0	
Week 7	5/31/2020	6/6/2020	300	10.0	
Week 8	6/7/2020	6/13/2020	300	10.0	
Week 9					10.0
Average FTE per month during 8 weeks:					10.0

- You will note that the Average FTEs for the 8-week loan period will be automatically populated
- In this hypothetical, the Average FTE for the 8-Week loan period was 10
- Please review the Headcount Summary Table

Average FTEs during 8-Week Loan Period - Please Complete Employee Worksheet:					
EMPLOYEE WORKSHEET					
	Week beginning	Week ending	Total hours paid (not to exceed 30 hours per person)	FTE per week	Average per month
Week 1	4/19/2020	4/25/2020	300	10.0	
Week 2	4/26/2020	5/2/2020	300	10.0	
Week 3	5/3/2020	5/9/2020	300	10.0	
Week 4	5/10/2020	5/16/2020	300	10.0	10.0
Week 5	5/17/2020	5/23/2020	300	10.0	
Week 6	5/24/2020	5/30/2020	300	10.0	
Week 7	5/31/2020	6/6/2020	300	10.0	
Week 8	6/7/2020	6/13/2020	300	10.0	
Week 9					10.0
Average FTE per month during 8 weeks:					10.0

- You will note that the Average FTEs for the 8-week Loan Period is now automatically updated
- Since the Average FTEs were the same as the Average FTEs for 2/15/19 through 6/30/19 and 1/1/20 through 2/29/20 periods, there is no anticipated reduction of loan forgiveness
 - By way of example only, if the Average FTEs in this hypothetical for the 8-week loan period was 9, there would be an anticipated 10% loan forgiveness reduction

Questions?

Please feel free to contact us with any questions:

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