

# PPP Loan Forgiveness

August 21, 2020

# The funds from the PPP can be used for the following purposes:

- Payroll—salary, wage, vacation, parental, family, medical, or sick leave, health and retirement benefits
- Mortgage interest—as long as the mortgage was signed before February 15, 2020
- Rent—as long as the lease agreement was in effect before February 15, 2020
- Utilities— electricity, gas, water, transportation (gasoline), telephone or internet as long as service began before February 15, 2020
  - \* security systems, payroll processing, and waste removal are not considered eligible utilities

**SBA issued new FAQs as of 8/11/2020 on Forgiveness**

<https://www.sba.gov/document/support-frequently-asked-questions-ppp-loan-forgiveness>



# General Loan Forgiveness FAQs

**3. Question:** If a borrower submits a timely loan forgiveness application, does the borrower have to make any payments on its loan prior to SBA remitting the forgiveness amount, if any?

**Answer:** As long as a borrower submits its loan forgiveness application within ten months of the completion of the Covered Period (as defined below), the borrower is not required to make any payments until the forgiveness amount is remitted to the lender by SBA. If the loan is fully forgiven, the borrower is not responsible for any payments. If only a portion of the loan is forgiven, or if the forgiveness application is denied, any remaining balance due on the loan must be repaid by the borrower on or before the maturity date of the loan. Interest accrues during the time between the disbursement of the loan and SBA remittance of the forgiveness amount. The borrower is responsible for paying the accrued interest on any amount of the loan that is not forgiven. The lender is responsible for notifying the borrower of remittance by SBA of the loan forgiveness amount (or that SBA determined that no amount of the loan is eligible for forgiveness) and the date on which the borrower's first payment is due, if applicable.

You have 10 months following your covered period (either 8 or 24 weeks) to apply for forgiveness. You do not have to make any payments until after you have applied for forgiveness and the SBA determines your forgiveness amount. If any of the loan amount is not forgiven, the lender will let you know when the 1<sup>st</sup> payment is due. Interest on the loan amount not forgiven began on the day of disbursement. You will be responsible for paying this. You are not responsible for the interest on the amount forgiven



# Loan Forgiveness Payroll Costs FAQs

**1. Question:** Are payroll costs that were incurred during the Covered Period<sup>1</sup> or the Alternative Payroll Covered Period<sup>2</sup> but paid after the Covered Period or the Alternative Payroll Covered Period eligible for loan forgiveness?

**Answer:** Yes, if the payroll costs are paid on or before the next regular payroll date after the Covered Period or Alternative Payroll Covered Period.

There are two things to remember about the Alternative payroll covered period. One, it is only available for weekly and biweekly payrolls and two, it only applies to payroll costs. Non payroll costs correspond to the covered period which began on the day of disbursement.



# Loan Forgiveness Payroll Costs FAQs

**2. Question:** Are payroll costs that were incurred before the Covered Period but paid during the Covered Period eligible for loan forgiveness?

**Answer:** Yes.

Any eligible payroll cost that would normally be paid during the covered period (or the alternative covered period) is eligible for forgiveness



# Loan Forgiveness Payroll Costs FAQs

## 3. Question: Are borrowers required to calculate payroll costs for partial pay periods?

If a borrower pays semi-monthly or monthly, they may need to calculate payroll costs for the last payroll in the covered period.

Ex: If the covered period ends on 6/3/2020 and the payroll period runs 6/1/2020 – 6/15/2020, the borrower will need to prorate the last payroll to include 6/1 – 6/3 in their eligible payroll costs for forgiveness



# Loan Forgiveness Payroll Costs FAQs

**4. Question:** For purposes of calculating cash compensation, should borrowers use the gross amount before deductions for taxes, employee benefits payments, and similar payments, or the net amount paid to employees?

**Answer:** The gross amount should be used when calculating cash compensation.



# Loan Forgiveness Payroll Costs FAQs

**5. Question:** Are only salaries or wages covered by loan forgiveness, or can a borrower pay lost tips, lost commissions, bonuses, or other forms of incentive pay and have such costs qualify for loan forgiveness?

**Answer:** Payroll costs include all forms of cash compensation paid to employees, including tips, commissions, bonuses, and hazard pay. Note that forgivable cash compensation per employee is limited to \$100,000 on an annualized basis.



# Loan Forgiveness Payroll Costs FAQs

**6. Question:** What expenses for group health care benefits will be considered payroll costs that are eligible for loan forgiveness?

**Answer:** Employer expenses for employee group health care benefits that are paid or incurred by the borrower during the Covered Period or the Alternative Payroll Covered Period are payroll costs eligible for loan forgiveness. However, payroll costs do not

include expenses for group health care benefits paid by employees (or beneficiaries of the plan) either pre-tax or after tax, such as the employee share of their health care premium. Forgiveness is not provided for expenses for group health benefits accelerated from periods outside the Covered Period or Alternative Payroll Covered Period.

**7. Question:** What contributions for retirement benefits will be considered payroll costs that are eligible for loan forgiveness?

**Answer:** Generally, employer contributions for employee retirement benefits that are paid or incurred by the borrower during the Covered Period or Alternative Payroll Covered Period qualify as “payroll costs” eligible for loan forgiveness. The employer contributions for retirement benefits included in the loan forgiveness amount as payroll costs cannot include any retirement contributions deducted from employees’ pay or otherwise paid by employees. Forgiveness is not provided for employer contributions for retirement benefits accelerated from periods outside the Covered Period or Alternative Covered Period. Loan Forgiveness Payroll Costs FAQ 8 outlines the treatment of retirement benefits for owners, which are different from this general approach.

**Employer Health Benefit Cost** includes employer-paid amounts for group health care benefits, including insurance premiums, such as the employer's share of medical, dental and vision premiums, employer-paid short-term disability and long-term disability, and employer contributions for Health Savings Accounts

**Employer Retirement Plan Cost** includes employer-paid amounts for Employer 401(k) contributions and any other available employer retirement plan contributions



# Loan Forgiveness Payroll Costs FAQs

**8. Question:** How is the amount of owner compensation that is eligible for loan forgiveness determined?

**Answer:** The amount of compensation of owners who work at their business that is eligible for forgiveness depends on the business type and whether the borrower is using an eight-week or 24-week Covered Period. In addition to the specific caps described below, the amount of loan forgiveness requested for owner-employees and self-employed individuals' payroll compensation is capped at \$20,833 per individual in total across all businesses in which he or she has an ownership stake. For borrowers that received a PPP loan before June 5, 2020 and elect to use an eight-week Covered Period, this cap is \$15,385. If their total compensation across businesses that receive a PPP loan exceeds the cap, owners can choose how to allocate the capped amount across different businesses. The examples below are for a borrower using a 24-week Covered Period.

C-corp owner employees can claim up to \$20,833 in cash compensation plus state and local taxes and any employer contribution to healthcare and retirement

S-corp owner employees can claim up to \$20,833 in cash compensation plus state and local taxes and any employer contribution to retirement. Employer contribution to healthcare cannot be included

For Schedule C filers, your maximum PPP loan amount equals 2.5/12ths of your 2019 net profit from the business, as reported on your 2019 Schedule C.

# Just a reminder about FTE reduction and loan forgiveness

## **FTE Reduction Safe Harbor 1**

If your business doors were required to be fully or partially shut, a safe harbor applies.

Businesses that weren't able to operate at the same level between February 15, 2020, and the end of the Covered Period because of compliance with guidelines issued between March 1 and December 31 by the Secretary of Health and Human Services, the Director of the Centers for Disease Control and Prevention, or the Occupational Safety and Health Administration, qualify for the safe harbor.

Applying this safe harbor to your application is simple — you're required to check a box certifying that it's true. But you'll want to keep documents that help support this. However, the instructions don't clarify what this documentation would look like so use your best judgment to keep any paperwork that applies here.



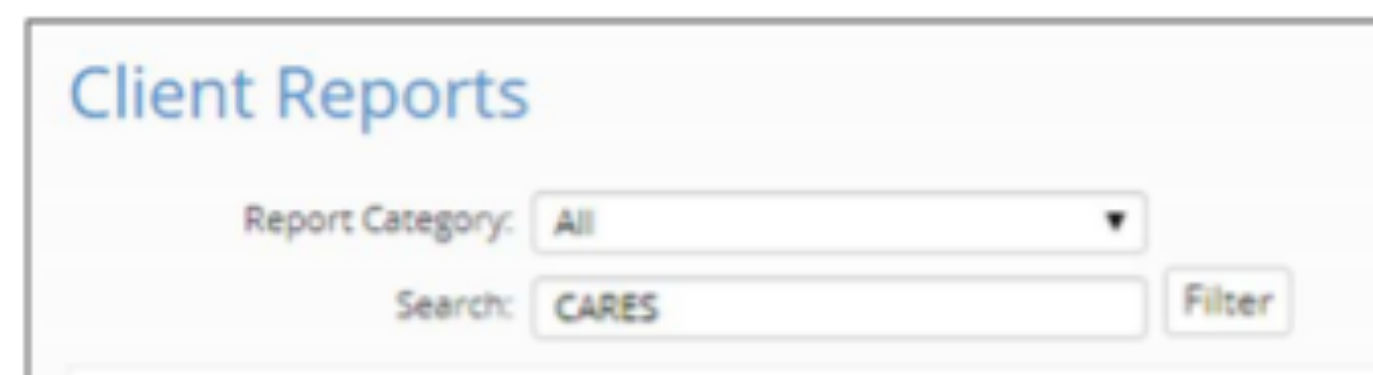
# PPP Forgiveness Report



# PPP Forgiveness Report

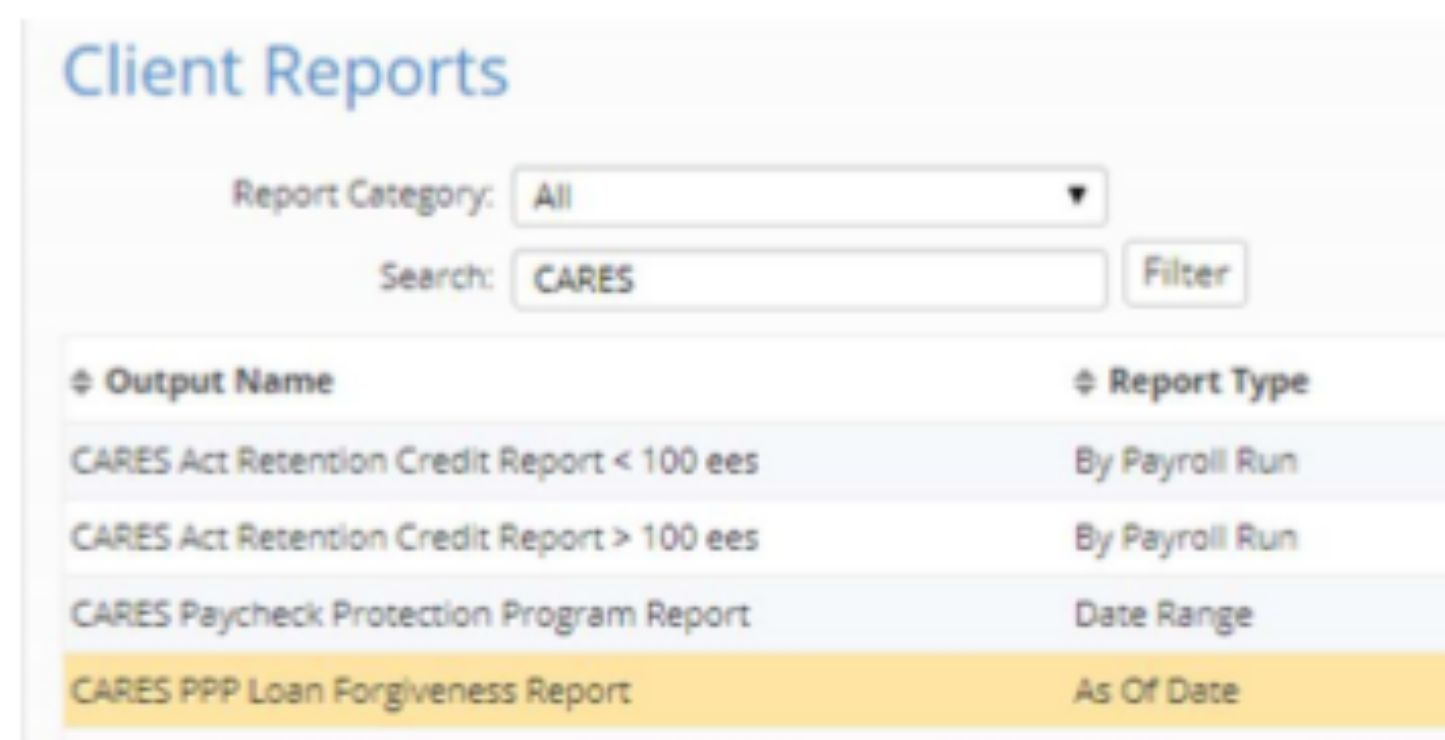
## Client Reports

Navigate to Reporting > Client Reports. In the **Search** box, key in “CARES” and click on **Filter**.



A screenshot of the 'Client Reports' search interface. It features a title 'Client Reports' in blue. Below the title, there is a 'Report Category' dropdown menu set to 'All'. To the right of the dropdown is a 'Search' input field containing the text 'CARES'. To the right of the search field is a 'Filter' button.

Select the “CARES PPP Loan Forgiveness Report.”



A screenshot of the 'Client Reports' results table. The table has two columns: 'Output Name' and 'Report Type'. The first three rows are filtered results for 'CARES'. The fourth row, 'CARES PPP Loan Forgiveness Report', is highlighted in yellow.

Output Name	Report Type
CARES Act Retention Credit Report < 100 ees	By Payroll Run
CARES Act Retention Credit Report > 100 ees	By Payroll Run
CARES Paycheck Protection Program Report	Date Range
CARES PPP Loan Forgiveness Report	As Of Date



# PPP Forgiveness Report

Let the report run with the default filtering, Grouping and options with the exceptions of the following:

- Select legal company if you have more than 1
- Change the covered period if you are choosing 24 weeks
- Change the format to excel. The default is now pdf to meet the expectations of some lenders.
- Keep in mind the pdf format only generates the Schedule A worksheet, Table 1 and Table 2

The screenshot shows a web interface for generating a PPP Forgiveness Report. At the top, there are two links: "Generate Report" and "Go To My Reports Queue". The interface is divided into three main sections: Filtering, Grouping, and Options.

**Filtering**

- A note: "This report is available to run at the client level. If the Legal Company is left blank the report will be run for ALL Companies."
- Legal Company: A dropdown menu.
- Include Term'd Companies: A checkbox.

**Grouping**

- Include Pay Group Breakdown: A checkbox.
- Organization Level 1: A dropdown menu.
- Organization Level 2: A dropdown menu.

**Options**

- Covered Period Duration: A dropdown menu set to "8 weeks".
- Weekly FTE Hours Threshold: A text input field.
- Seasonal Period Begin Date: A date picker.
- Wkly/Biweekly Coverage Option: A dropdown menu set to "Alternative Payroll Covered Period - start with the pay s".
- Mth/Semi-Mthly Coverage Opt...: A dropdown menu set to "Covered Period".
- Incurred Or Paid Option: A dropdown menu set to "Include all payrolls paid or incurred during the Coverec".
- Incurred Pay Period Option: A dropdown menu set to "Include ONLY Days incurred within the Loan Period for".
- Format: A dropdown menu set to "PDF".

# PPP Forgiveness Report

Once your selections are made:

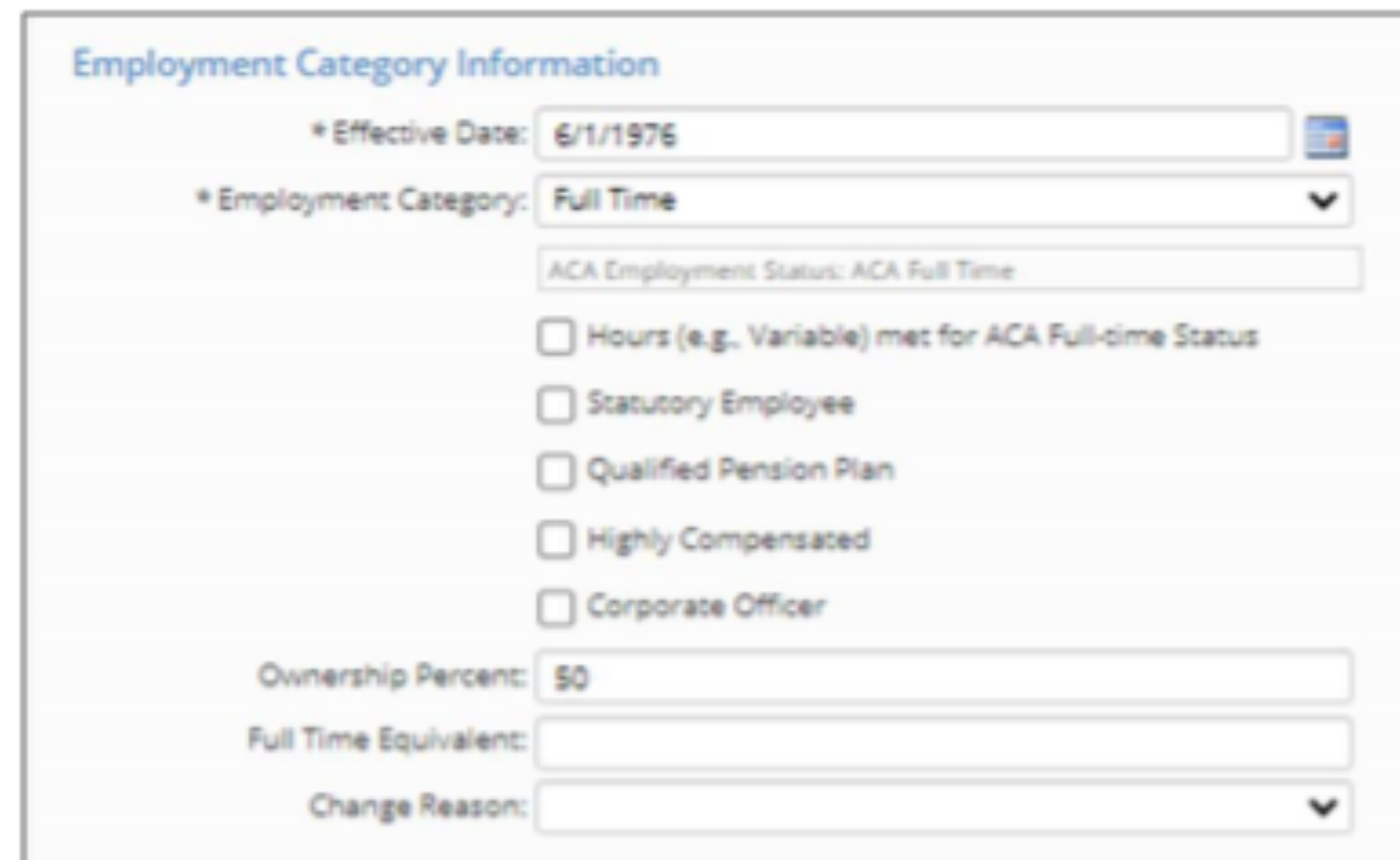
1. Click on Generate Report.
2. Once generated, click “Go to My Reports Queue.”
3. Click on the report generated.
4. Click “View Report”

My Reports Queue							ISolved   University
Client ID	Report Name	Status	Report Requested	Generate Begin	Generate End	Purge Date	View Report
PPP1234	CARES PPP Loan Forgiveness Report	GENERATED	5/28/2020 9:12:38 PM	5/28/2020 9:12:52 PM	5/28/2020 9:13:14 PM	5/31/2020 9:13:14 PM	<a href="#">View Report</a>

# PPP Forgiveness Report

In order to indicate ownership for an employee(s), navigate to Employee Management > Employee Maintenance > Employment.

1. Select the employee owner.
2. Click on the **Edit** icon.
3. In the **Ownership Percent** field, enter the employee's percent of ownership.
4. Click on the **Save** icon.
5. Repeat process for all owners until combined percent equals 100%.



The screenshot shows a form titled "Employment Category Information". It contains the following fields and options:

- \* Effective Date: 6/1/1976
- \* Employment Category: Full Time (dropdown menu)
- ACA Employment Status: ACA Full Time
- ☐ Hours (e.g., Variable) met for ACA Full-time Status
- ☐ Statutory Employee
- ☐ Qualified Pension Plan
- ☐ Highly Compensated
- ☐ Corporate Officer
- Ownership Percent: 50
- Full Time Equivalent: (empty field)
- Change Reason: (empty dropdown menu)



# PPP Forgiveness Report

## FTE Reduction Exceptions

The Small Business Administration has determined that specific exceptions for FTE reduction are:

- Employee terminated for cause during loan period
- Employee declined to be rehired during loan period
- Employee requested reduced hours during loan period

In order to track those employees that qualify, you can create a Miscellaneous Field to indicate that one of the exceptions apply.

Navigate to Client Management > Tables > Misc. Field Categories.

1. Click on the **Add New** icon.
2. The **Category Title** is discretionary.
3. *Do not* check "Data Set Field."
4. Click on **Save**.

Once the Category is created, navigate to Client Management > Tables > Misc. Employee Fields.

1. Click on the **Add New** icon.
2. For **Field Code**, enter "CAREFTEX."
3. For **Field Title**, enter "CARES FTE Reduction Exception."
4. For **Category**, use one created under Misc. Field Categories.
5. Enter "1" for **Display Order**.
6. Select "True/False" for **Data Type**.
7. Allow access to Employee, Manager or Supervisor (if applicable).
8. Click on the **Save** icon.

Misc Employee Fields

+ Add New Edit Delete Refresh Save Cancel

Miscellaneous Employee Fields

Field Code: CAREFTEX

\* Field Title: CARES FTE Reduction Exception

\* Category: CARES fields

\* Display Order: 1

\* Data Type: True / False

☐ Allow Employee Access

☐ Allow Manager Access

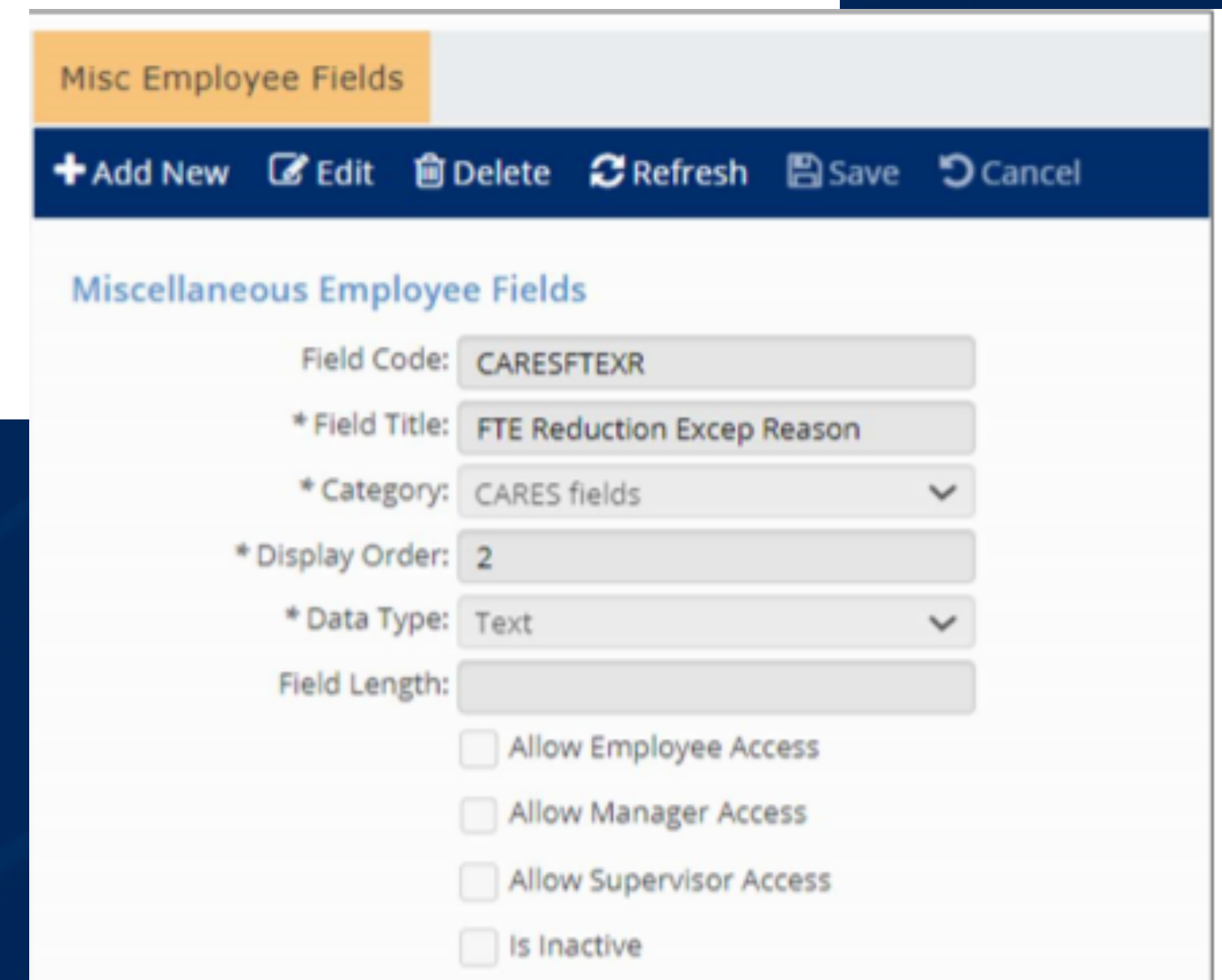
☐ Allow Supervisor Access

☐ Is Inactive

# PPP Forgiveness Report

Additionally, add a field for the exception description. Navigate to Client Management > Tables > Misc. Employee Fields.

1. Click on the **Add New** icon.
2. For **Field Code**, enter "CARESFTEXR."
3. For **Field Title**, enter "FTE Reduction Excep Reason."
4. For **Category**, use one created under Misc. Field Categories.
5. Enter "2" for **Display Order**.
6. Select "Text" for **Data Type**.
7. The **Field Length** setting is optional.
8. Allow Employee, Manager or Supervisor (if applicable).
9. Click on the **Save** icon.



Misc Employee Fields

+ Add New Edit Delete Refresh Save Cancel

Miscellaneous Employee Fields

Field Code: CARESFTEXR

\* Field Title: FTE Reduction Excep Reason

\* Category: CARES fields

\* Display Order: 2

\* Data Type: Text

Field Length:

☐ Allow Employee Access

☐ Allow Manager Access

☐ Allow Supervisor Access

☐ Is Inactive



# PPP Forgiveness Report

An additional Miscellaneous Field at the client level can be added to allow users to override the FTE Exception Average FTE if they choose.

- This can be used if the user wishes to override the value that is being populated on Table 1 from the FTE Average chosen comparison period
- If no value is entered, the FTE Average from the chosen comparison period will be populated in Table 1
- Will be one decimal numeric field
- If override of greater than 1 is entered, 1 will be populated
- **Note:** The value shown in the Loan Period Details Tab for the FTE Average on FTE Exceptions will show the value from the chosen comparison period, not the override value – that will only be shown in Table 1

1. Click on the **Add New** icon.
2. For **Field Code**, enter "CARESFTEXO."
3. For **Field Title**, enter "CARES FTE Override."
4. For **Category**, use one created under Misc. Field Categories.
5. Enter "3" for **Display Order**.
6. Select "Numeric" for **Data Type**.
7. The **Decimal Places** = "1"; If override is greater than one, "1" will be populated
8. Allow Employee, Manager or Supervisor (if applicable).
9. Click on the **Save** icon.

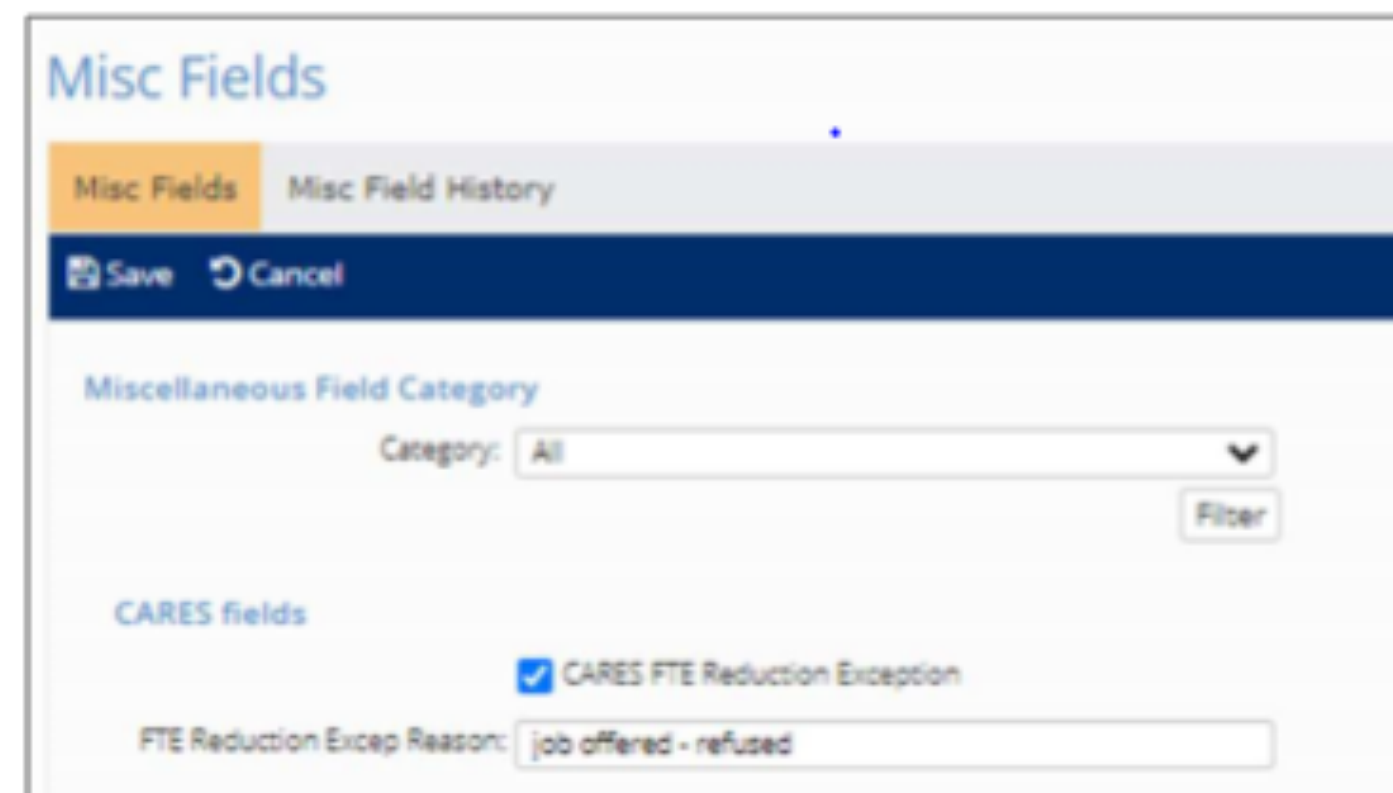
The screenshot shows a web interface for 'Misc Employee Fields'. At the top, there's a tab labeled 'Misc Employee Fields'. Below it is a toolbar with icons for '+ Add New', 'Edit', 'Delete', 'Refresh', 'Save', and 'Cancel'. The main section is titled 'Miscellaneous Employee Fields'. It contains several input fields: 'Field Code' with the value 'CARESFTEXO', '\* Field Title' with 'CARES FTE Override', '\* Category' with a dropdown menu showing 'CARES PPP', '\* Display Order' with '3', '\* Data Type' with a dropdown menu showing 'Numeric', and 'Decimal Places' with '1'. At the bottom, there are four checkboxes: 'Allow Employee Access', 'Allow Manager Access', 'Allow Supervisor Access', and 'Is Inactive', all of which are currently unchecked.

- The client miscellaneous fields need to be set up as follows:
  - CARESFTELN - Loan Period FTE override
  - CARESFTE19 - 2019 Comparison Period FTE override
  - CARESFTE20 - 2020 Comparison Period FTE override
  - CARESFTESN - Seasonal Comparison Period FTE override
- Once the miscellaneous fields are set up at the client level, overrides can be entered for affected employees

# PPP Forgiveness Report

When the employee is identified that qualifies for the FTE Reduction Exception, navigate to Employee Management > Employee Maintenance > Misc. Fields.

1. Click on “CARES FTE Reduction Exception” to mark as *true*.
2. In the **FTE Reduction Excep Reason** field, enter text for reason for exception.
3. Click on the **Save** icon.



The screenshot shows a web-based form titled "Misc Fields". At the top, there are two tabs: "Misc Fields" (which is active and highlighted in orange) and "Misc Field History". Below the tabs is a dark blue bar containing "Save" and "Cancel" buttons. The main form area has a section titled "Miscellaneous Field Category" with a dropdown menu labeled "Category:" set to "All" and a "Filter" button. Below this is a section titled "CARES fields" containing a checkbox labeled "CARES FTE Reduction Exception" which is checked. At the bottom, there is a text input field labeled "FTE Reduction Excep Reason:" with the text "job offered - refused" entered.

# PPP Forgiveness Report

When the employee is identified that qualifies for the FTE Override, navigate to Employee Management > Employee Maintenance > Misc. Fields. This field is optional.

1. Click on “CARES FTE Override” and enter the FTE Average
2. Click on the **Save** icon.

The screenshot shows a web application interface for 'Misc Fields'. At the top, there are two tabs: 'Misc Fields' (active) and 'Misc Field History'. Below the tabs is a dark blue bar with 'Save' and 'Cancel' buttons. The main content area is titled 'Miscellaneous Field Category' and contains a 'Category:' dropdown menu set to 'All' with a 'Filter' button next to it. Below this is a section titled 'FTE Override' which contains four input fields: 'Loan Period FTE Override' (with the value '1.0'), '2019 Comparison FTE Override', '2020 Comparison FTE Override', and 'Seasonal Comparison FTE Override'.

Miscellaneous Field Category	
Category:	All
<button>Filter</button>	
<b>FTE Override</b>	
Loan Period FTE Override:	1.0
2019 Comparison FTE Override:	
2020 Comparison FTE Override:	
	Seasonal Comparison FTE Override:

# PPP Forgiveness Report

## CARES PPP Loan Forgiveness Report

The report includes nine tabs. The tabs are titled:

- Summary
- Schedule A
- Worksheet Table 1
- Worksheet Table 2
- Employee Wage Details
- 2019 Hours Feb 15 to June 30
- 2019 Seasonal Period (if selected on the report options)
- 2020 Hours Jan 1 to Feb 29
- Employee Loan Period Details

Weekly FTE Hours: 40										
Reduction in Headcount					Best Option - Highlighted (Used in Calculation)					
Company Code	Company Name	Pay Group	Loan Date	Payrolls in Loan Period	Average FTE Feb 15 – June 30, 2019	Average FTE May 15 – Aug 7, 2019	Average FTE Jan 1 – Feb 29, 2020	Average FTE Loan Period	Percent Headcount	Loan Forgiveness Reduction
CBCA	Manor Books	Semi-Monthly	4/1/2020	4/1/2020 to 5/27/2020	8.9	9.0	12.0	10.6	122.00%	0.00%
CBCA	Manor Books	Weekly	4/1/2020	4/1/2020 to 5/29/2020	0.0	0.0	0.0	3.6	0.00%	0.00%
CBCA	Manor Books	BW-MPAYTest			0.0	0.0	0.0	0.0	0.00%	0.00%
Reduction in Wages										
Company Code	Company Name	Pay Group	Total Eligible Payroll Costs	Reduction In Wages						
CBCA	Manor Books	Semi-Monthly	125,734.65	735.33						
CBCA	Manor Books	Weekly	46,078.96	0.00						
CBCA	Manor Books	BW-MPAYTest	0.00	10,997.72						
Rehires										
Company Code	Company Name	Pay Group	Headcount 2/15/2020 to 4/26/2020	Headcount June 30, 2020	Headcount Restored	Applicable Wages As of 2/15/2020	Applicable Wages As of 6/30/2020	Wages Restored		
Pending development and further guidance										

# PPP Forgiveness Report

## Schedule A

- Lines 1-13 from the Schedule A provided in the SBA instructions.
- Broken down by Pay Group (if applicable).
- Other tabs provide computation of figures used on Schedule A.

PPP Schedule A		
CBCA - Manor Books PayGroup: Semi-Monthly		
Line1	Enter Cash Compensation (Box 1) from PPP Schedule A Worksheet, Table 1:	45,517.01
Line2	Enter Average FTE (Box 2) from PPP Schedule A Worksheet, Table 1:	5.70
Line3	Enter Salary/Hourly Wage Reduction (Box 3) from PPP Schedule A Worksheet, Table 1:	795.93
Line4	Enter Cash Compensation (Box 4) from PPP Schedule A Worksheet, Table 2:	70,072.13
Line5	Enter Average FTE(Box 5) from PPP Schedule A Worksheet, Table 2:	4.90
Line6	Total amount paid by Borrower for employer contributions for employee health insurance:	2,239.10
Line7	Total amount paid by Borrower for employer contributions to employee retirement plans:	17.88
Line8	Total amount paid by Borrower for employer state and local taxes assessed on employee compensation:	586.98
Line9	Total amount paid to owner-employees/self-employed individual/general partners:	7,301.55
Line10	Payroll Costs (add lines 1, 4, 6, 7, 8, and 9):	125,734.65
Line11	Average FTE during the Borrower's chosen reference period:	8.90
Line12	Total Average FTE (add lines 2 and 5):	10.60
Line13	FTE Reduction Quotient (divide line 12 by line 11) or enter 1.0 if FTE Safe Harbor is met:	1.00
CBCA - Manor Books PayGroup: Weekly		
Line1	Enter Cash Compensation (Box 1) from PPP Schedule A Worksheet, Table 1:	43,287.50
Line2	Enter Average FTE (Box 2) from PPP Schedule A Worksheet, Table 1:	3.60
Line3	Enter Salary/Hourly Wage Reduction (Box 3) from PPP Schedule A Worksheet, Table 1:	0.00
Line4	Enter Cash Compensation (Box 4) from PPP Schedule A Worksheet, Table 2:	0.00
Line5	Enter Average FTE(Box 5) from PPP Schedule A Worksheet, Table 2:	0.00
Line6	Total amount paid by Borrower for employer contributions for employee health insurance:	1,440.00
Line7	Total amount paid by Borrower for employer contributions to employee retirement plans:	0.00
Line8	Total amount paid by Borrower for employer state and local taxes assessed on employee compensation:	1,351.46
Line9	Total amount paid to owner-employees/self-employed individual/general partners:	0.00
Line10	Payroll Costs (add lines 1, 4, 6, 7, 8, and 9):	46,078.96
Line11	Average FTE during the Borrower's chosen reference period:	0.00
Line12	Total Average FTE (add lines 2 and 5):	3.60
Line13	FTE Reduction Quotient (divide line 12 by line 11) or enter 1.0 if FTE Safe Harbor is met:	1.00



# PPP Forgiveness Report

## Worksheet Table 1

CBCA - Manor Books PayGroup: Semi-Monthly				
Employee's Name	Employee Identifier	Cash Compensation	Average FTE	Salary / Hourly Wage Reduction
Able Sr, Mark James	9978	7,562.50	1.0	0.00
Ackerman, Rick	8777	6,482.19	1.0	0.00
Archer III, Barry T	3213	12,199.44	1.0	0.00
Baxter, Judd	2154	6,187.50	1.0	0.00
Broker, Adam T	3431	5,408.32	0.0	0.00
Conner, Bill T	9998	1,659.56	0.0	0.00
Hargrove, Alvin J	8888	1,580.00	0.3	392.09
Henderson, Ben	8541	500.00	0.0	76.92
Hilton, Mary	5654	3,000.00	0.3	0.00
Johnson, Bill	7845	687.50	0.2	0.00
Williams, David	9999	250.00	0.0	326.92
<b>FTE Reduction Exceptions:</b>		<b>Exception Reason</b>		
Broker, Adam T	3431	Terminated for Cause	0.8	
Conner, Bill T	9998	Declined to be rehired	0.1	
<b>Total FTE Reduction Exceptions:</b>			0.9	
<b>Totals:</b>		<b>Box 1</b> 45,517.01	<b>Box 2</b> 5.7	<b>Box 3</b> 795.93



# PPP Forgiveness Report

## Worksheet Table 2

CBCA - Manor Books PayGroup: Semi-Monthly				
Employee's Name	Employee Identifier	Cash Compensation		Average FTE
Able, John	9999		15,385.00	1.0
Bailey, Elliott	9999		12,226.88	1.0
Doe, John	9966		11,690.25	1.0
Hancock, Jed	2345		15,385.00	1.0
Zoom, Zelda	9967		15,385.00	0.9
Totals:		Box 1	70,072.13	Box 2 4.9



# PPP Forgiveness Report

## Employee Wage Details Tab

Company Code	Company Name	Pay Group	Number	Employee Name	Status	Hire Date	Date	Category	Wage Reduction	Exclude Reason
CBCA	Manor Books	BW-BPAYTest	102663	Ackerman, Rick	Active	5/1/2000		Full Time		
CBCA	Manor Books	BW-BPAYTest	10005	Hamilton, Joe	Active	8/27/2016		Temporary		
CBCA	Manor Books	BW-BPAYTest	102666	Hilton, Mary	Active	7/6/2019		Full Time		
CBCA	Manor Books	BW-BPAYTest	109	Terrone, James	Active	7/7/2008		Full Time		
CBCA	Manor Books	BW-BPAYTest	104	Williams, David	Active	6/4/2007		Full Time		
CBCA	Manor Books	BW-BPAYTest								
CBCA	Manor Books	Semi-Monthly	102	Abernathy, Mark K	Active	3/10/1987		Part Time	Yes	Employee Owner
CBCA	Manor Books	Semi-Monthly	101	Able Sr, Mark James	Active	9/1/2013		Full Time		
CBCA	Manor Books	Semi-Monthly	110	Able, John	Active	9/1/2013		Full Time	Yes	2019 Accumulated Wage over 100K
CBCA	Manor Books	Semi-Monthly	102663	Ackerman, Rick	Active	5/1/2000		Full Time		
CBCA	Manor Books	Semi-Monthly	10005	Archer B, Barry T	Active	9/11/2014		Temporary		
CBCA	Manor Books	Semi-Monthly	105	Bailey, Elbert	Active	8/5/2005		Full Time	Yes	2019 Accumulated Wage over 100K
CBCA	Manor Books	Semi-Monthly	102667	Baxter, Judd	Active	12/18/2019		Full Time		
CBCA	Manor Books	Semi-Monthly	122	Broder, Adam T	Active	6/3/2014		Full Time		
CBCA	Manor Books	Semi-Monthly	1867	Conner, Bill T	Active	2/25/2013		Full Time		
CBCA	Manor Books	Semi-Monthly	111	Cox, John	Active	2/22/2005		Part Time	Yes	2019 Accumulated Wage over 100K
CBCA	Manor Books	Semi-Monthly	113	Hancock, Jed	Active	5/1/2011		Full Time	Yes	2019 Accumulated Wage over 100K
CBCA	Manor Books	Semi-Monthly	102665	Hargrave, Alvin J	Active	4/13/2019		Full Time		
CBCA	Manor Books	Semi-Monthly	102664	Henderson, Ben	Inactive	8/2/2017		Full Time		
CBCA	Manor Books	Semi-Monthly	102666	Hilton, Mary	Active	7/6/2019		Full Time		
CBCA	Manor Books	Semi-Monthly	116	J, Paines-vile Concord	Terminated	9/1/2011	10/30/2018	Full Time	Yes	Employee Terminated Prior to Loan Period
CBCA	Manor Books	Semi-Monthly	10006	Johnson, Bill	Active	5/1/2013		Part Time		
CBCA	Manor Books	Semi-Monthly	10004	Karl, Brent P	Terminated	9/11/2014	6/30/2017	Part Time	Yes	Employee Terminated Prior to Loan Period
CBCA	Manor Books	Semi-Monthly	104	Williams, David	Active	6/4/2007		Full Time		
CBCA	Manor Books	Semi-Monthly	112	Zook, Zella	Active	7/6/2008		Full Time	Yes	2019 Accumulated Wage over 100K
CBCA	Manor Books	Semi-Monthly								

Q1 2020				Loan Period				Average Annual Wage Method				Q1 Average Weekly Hours: Calculate the Average hours worked in Q1 (Q1 Hours / 4 weeks)			
Hours	Wages	Hourly Wage	Annualized Wage	Average FTE	Hours	Wages		Hourly Wage	Annualized Wage	Wage Reduction Calculation Method	Percent of Q1 Wage	Hourly Wage Calc or Annual Wage Calc	Q1 Average Weekly Hours	Wage Reduction	Salary/Weekly
0.00	2,500.00	0.0000	10,000.00	0	0.00	0.00	0.00	0.00	0.00	Average Annual Salary		1,500.00			1,500.00
80.00	2,250.00	28.1250	9,000.00	0	0.00	0.00	0.00	0.00	0.00	Hourly Wage		21.00	6.67		1,125.36
80.00	2,915.59	36.4449	11,662.36	0	0.00	0.00	0.00	0.00	0.00	Hourly Wage		27.33	6.67		1,450.32
0.00	14,480.42	0.0000	57,321.68	0	0.00	0.00	0.00	0.00	0.00	Average Annual Salary		43,441.28			6,683.27
0.00	1,250.00	0.0000	5,000.00	0	0.00	0.00	0.00	0.00	0.00	Average Annual Salary		3,750.00			576.92
999.00	23,396.01		93,584.04	0	0.00	0.00	0.00	0.00	0.00						10,997.72
433.35	10,063.30	30.1911	52,333.20	1	236.34	7,301.55	30.635	47.440.00							
433.35	10,750.00	31.7235	55,000.00	1	236.34	7,562.50	31.7239	43,356.25	Hourly Wage	100.00%					
433.35	86,666.65	193.5923	346,666.65	1	236.34	47,666.66	193.5944	309,833.29							
433.35	11,765.80	27.7830	47,143.20	1	236.34	6,482.19	27.7872	42,154.24	Hourly Wage	100.00%					
433.35	22,890.00	51.1845	60,723.20	1	236.34	12,095.44	51.1895	73,296.36	Hourly Wage	100.00%					
433.35	22,230.70	51.2996	60,322.80	1	236.34	12,226.86	51.3012	73,474.72							
433.30	11,250.00	25.5635	45,000.00	1	236.32	6,181.50	25.963	40,278.75	Hourly Wage	100.00%					
400.00	9,833.30	24.5832	39,333.20	0	220.00	5,406.32	24.5833	35,354.00	Hourly Wage	100.00%					
0.00	500.00	0.0000	2,000.00	0	60.00	1,653.56	27.5593	10,787.16	Average Annual Salary	539.36%					
433.35	21,255.00	43.0481	65,020.00	1	236.34	11,630.25	43.0486	75,966.42							
433.35	92,250.00	212.6784	369,000.00	1	236.34	50,737.50	212.6787	329,793.75							
38.25	4,272.86	111.7088	17,091.44	0.3	56.25	1,580.00	28.0889	10,270.00	Average Annual Salary	80.08%		2,548.58			392.09
0.00	1,250.00	0.0000	5,000.00	0	0.00	500.00	0	3,250.00	Average Annual Salary	65.00%		500.00			76.92
433.30	15,000.00	34.6480	60,000.00	0.3	86.96	3,000.00	34.618	19,500.00	Hourly Wage	100.00%					
0.00	0.00	0.0000	0.00	0	0.00	0.00	0	0.00							
0.00	1,250.00	0.0000	5,000.00	0.2	33.00	687.50	20.8333	4,468.75	Average Annual Salary	83.38%					
0.00	500.00	0.0000	2,000.00	0	0.00	0.00	0	0.00							
0.00	1,250.00	0.0000	5,000.00	0	0.00	250.00	0	1,625.00	Average Annual Salary	32.50%		2,425.00			326.92
433.35	51,250.00	188.2647	205,000.00	0.9	214.59	25,445.33	188.594	185,405.04							
5,205.00	379,558.41		1,518,233.64	10.7	2,815.54	200,506.78		1,383,814.87							735.93



# PPP Forgiveness Report

## 2019 Employee Hours

- **February – June Hours:** Calculated by summing up hours paid in each of those months.
- **February – June FTE:** Calculated by total hours in each month divided by hours threshold calculation, which uses the weekly hours threshold entered (or 40 hours) converted to a monthly amount based on the # of days in each month. If employee works more than the monthly hours, they are counted as 1 FTE, if working less than the monthly hours, they are counted as a fraction of an FTE.
- For the month of February 2019, hours will be cut in half for the FTE calculation.  
**Example:** If an employee has 80 hours from 2/15 through the end of the month, they should be a full FTE.

Employee Name	February Hours	February FTE	March Hours	March FTE	April Hours	April FTE	May Hours	May FTE	June Hours	June FTE
Abernathy, Mark K	173.34	1.0	80.00	0.9	253.34	1.0	173.34	1.0	86.67	1.0
Able Sr, Mark James	173.34	1.0	86.67	1.0	168.82	0.6	173.34	1.0	86.67	1.0
Able, John	173.34	1.0	86.67	1.0	132.12	0.5	173.34	1.0	86.67	1.0
Ackerman, Rick	173.34	1.0	86.67	1.0	260.01	1.0	173.34	1.0	86.67	1.0
Archer II, Barry T	0.00	0.0	0.00	0.0	150.00	0.6	0.00	0.0	0.00	0.0
Bailey, Elliott	173.34	1.0	86.67	1.0	168.00	0.6	173.34	1.0	86.67	1.0
Broker, Adam T	160.00	0.9	80.00	0.9	167.00	0.6	160.00	0.9	80.00	0.9
Conner, Bill T	0.00	0.0	0.00	0.0	160.00	0.6	0.00	0.0	0.00	0.0
Doe, John	173.34	1.0	86.67	1.0	890.28	1.0	173.34	1.0	86.67	1.0
Hancock, Jed	173.34	1.0	86.67	1.0	253.34	1.0	173.34	1.0	86.67	1.0
J., Paines-ville Concord	0.00	0.0	40.00	0.5	80.00	0.3	0.00	0.0	0.00	0.0
Zoom, Zaida	173.34	1.0	86.67	1.0	146.41	0.6	173.34	1.0	86.67	1.0
<b>Total</b>	<b>1,546.72</b>	<b>8.9</b>	<b>806.69</b>	<b>9.3</b>	<b>2,829.32</b>	<b>8.4</b>	<b>1,546.72</b>	<b>8.9</b>	<b>773.36</b>	<b>8.9</b>
<b>Total</b>	<b>1,546.72</b>	<b>8.9</b>	<b>806.69</b>	<b>9.3</b>	<b>2,829.32</b>	<b>8.4</b>	<b>1,546.72</b>	<b>8.9</b>	<b>773.36</b>	<b>8.9</b>
	<b>1,546.72</b>	<b>8.9</b>	<b>806.69</b>	<b>9.3</b>	<b>2,829.32</b>	<b>8.4</b>	<b>1,546.72</b>	<b>8.9</b>	<b>773.36</b>	<b>8.9</b>



# PPP Forgiveness Report

## 2020 Employee Hours

- **Jan – Feb 2020 Hours:** Calculated by summing up hours paid in each of those months.
- **Jan – Feb 2020 FTE:** Calculated by total hours in each month divided by hours threshold calculation, which uses the weekly hours threshold entered converted to a monthly amount based on the # of days in each month. If employee works more than the monthly hours, they are counted as 1 FTE, if working less than the monthly hours, they are counted as a fraction of an FTE.

Company Code	Company Name	Pay Group	Employee Number	Employee Name	January Hours	January FTE	February Hours	February FTE
CBCA	Manor Books	Semi-Monthly	102	Abernathy, Mark K	173.34	1.0	173.34	1.0
CBCA	Manor Books	Semi-Monthly	101	Able Sr, Mark James	173.34	1.0	173.34	1.0
CBCA	Manor Books	Semi-Monthly	110	Able, John	173.34	1.0	173.34	1.0
CBCA	Manor Books	Semi-Monthly	102663	Ackerman, Rick	173.34	1.0	173.34	1.0
CBCA	Manor Books	Semi-Monthly	10003	Archer II, Barry T	173.34	1.0	173.34	1.0
CBCA	Manor Books	Semi-Monthly	105	Bailey, Elliott	173.34	1.0	173.34	1.0
CBCA	Manor Books	Semi-Monthly	102667	Baxter, Judd	173.32	1.0	173.32	1.0
CBCA	Manor Books	Semi-Monthly	122	Broker, Adam T	160.00	1.0	160.00	0.9
CBCA	Manor Books	Semi-Monthly	111	Doe, John	173.34	1.0	173.34	1.0
CBCA	Manor Books	Semi-Monthly	113	Hancock, Jed	173.34	1.0	173.34	1.0
CBCA	Manor Books	Semi-Monthly	102665	Hargrove, Alvin J	38.25	0.2	0.00	0.0
CBCA	Manor Books	Semi-Monthly	102666	Hilton, Mary	173.32	1.0	173.32	1.0
CBCA	Manor Books	Semi-Monthly	112	Zoom, Zeida	173.34	1.0	173.34	1.0
CBCA	Manor Books	Semi-Monthly		Total	2,104.95	12.2	2,066.70	11.9
CBCA	Manor Books			Total	2,104.95	12.2	2,066.70	11.9
Report Total:					2,104.95	12.2	2,066.70	11.9



# PPP Forgiveness Report

## Employee Loan Period Details

Company Name	Pay Group	Employee Number	Employee Name	Period Begin Date	Period End Date	FTE Threshold Hours	Paid Hours	FTE	Wages	Health Cost	Retirement Cost	State Local ERI Tax
Manor Books	Semi-Monthly	710	Able, John	4/1/2020	4/15/2020	85.71	86.67	1.0	17,300.33	20.00	0.00	0.00
Manor Books	Semi-Monthly	710	Able, John	5/1/2020	5/15/2020	85.71	86.67	1.0	17,300.33	20.00	0.00	0.00
Manor Books	Semi-Monthly	710	Able, John	5/15/2020	5/31/2020	68.57	65.00	0.9	13,000.00	15.00	0.00	0.00
Manor Books	Semi-Monthly	710	Able, John	Employee Total			238.34		47,600.66	55.00	0.00	0.00
Manor Books	Semi-Monthly	701	Able Sr, Mark James	4/1/2020	4/15/2020	85.71	86.67	1.0	2,750.00	0.00	0.00	0.00
Manor Books	Semi-Monthly	701	Able Sr, Mark James	5/1/2020	5/15/2020	85.71	86.67	1.0	2,750.00	0.00	0.00	0.00
Manor Books	Semi-Monthly	701	Able Sr, Mark James	5/15/2020	5/31/2020	68.57	65.00	0.9	2,062.50	0.00	0.00	0.00
Manor Books	Semi-Monthly	701	Able Sr, Mark James	Employee Total			238.34		7,562.50	0.00	0.00	0.00
Manor Books	Semi-Monthly	702	Abernathy, Mark K	4/1/2020	4/15/2020	85.71	86.67	1.0	2,676.66	150.00	0.00	56.68
Manor Books	Semi-Monthly	702	Abernathy, Mark K	5/1/2020	5/15/2020	85.71	86.67	1.0	2,677.08	150.00	0.00	56.13
Manor Books	Semi-Monthly	702	Abernathy, Mark K	5/15/2020	5/31/2020	68.57	65.00	0.9	2,007.81	112.50	0.00	43.59
Manor Books	Semi-Monthly	702	Abernathy, Mark K	Employee Total			238.34		7,361.55	412.50	0.00	156.40
Manor Books	Semi-Monthly	5104	Williams, David	4/1/2020	4/15/2020	85.71	0.00	0.0	250.00	0.00	0.00	0.93
Manor Books	Semi-Monthly	5104	Williams, David	Employee Total			0.00		250.00	0.00	0.00	0.93
Manor Books	Semi-Monthly	705	Salley, Elton	4/1/2020	4/15/2020	85.71	86.67	1.0	4,446.14	2.95	0.00	0.00
Manor Books	Semi-Monthly	705	Salley, Elton	5/1/2020	5/15/2020	85.71	86.67	1.0	4,446.14	2.95	0.00	0.00
Manor Books	Semi-Monthly	705	Salley, Elton	5/15/2020	5/31/2020	68.57	65.00	0.9	3,334.80	2.21	0.00	0.00
Manor Books	Semi-Monthly	705	Salley, Elton	Employee Total			238.34		12,226.88	8.11	0.00	0.00
Manor Books	Semi-Monthly	711	Ose, John	4/1/2020	4/15/2020	85.71	86.67	1.0	4,251.00	150.00	0.00	0.00
Manor Books	Semi-Monthly	711	Ose, John	5/1/2020	5/15/2020	85.71	86.67	1.0	4,251.00	150.00	0.00	0.00
Manor Books	Semi-Monthly	711	Ose, John	5/15/2020	5/31/2020	68.57	65.00	0.9	3,988.25	112.50	0.00	0.00
Manor Books	Semi-Monthly	711	Ose, John	Employee Total			238.34		11,690.25	412.50	0.00	0.00
Manor Books	Semi-Monthly	712	Zoom, Zekka	4/1/2020	4/15/2020	85.71	86.67	1.0	10,250.00	0.00	0.00	0.00
Manor Books	Semi-Monthly	712	Zoom, Zekka	5/1/2020	5/15/2020	85.71	86.67	1.0	10,250.00	0.00	0.00	0.00
Manor Books	Semi-Monthly	712	Zoom, Zekka	5/15/2020	5/31/2020	68.57	41.25	0.6	4,946.53	0.00	0.00	0.00
Manor Books	Semi-Monthly	712	Zoom, Zekka	Employee Total			214.59		25,446.53	0.00	0.00	0.00



We are answering your questions live on the air right now.

Please submit questions through the **Q&A function**,  
*not the chat option* at the bottom of your screen.



# *Questions?*

For legislative and regulatory questions, please email:

[questions@dominionpayroll.com](mailto:questions@dominionpayroll.com)

For inquiries about Dominion Payroll services, please email:

[mbreuer@dominionpayroll.com](mailto:mbreuer@dominionpayroll.com)





*Don't forget to wash your hands!*

