

# Legislative Forecast

- Payroll tax cuts are likely not to be included
- Federal unemployment benefits end next week. An extension is likely
- Stimulus checks
- Tax credits to encourage businesses
- Another round of funding for second PPP loans for qualifying businesses





# PPP Loan Forgiveness Report

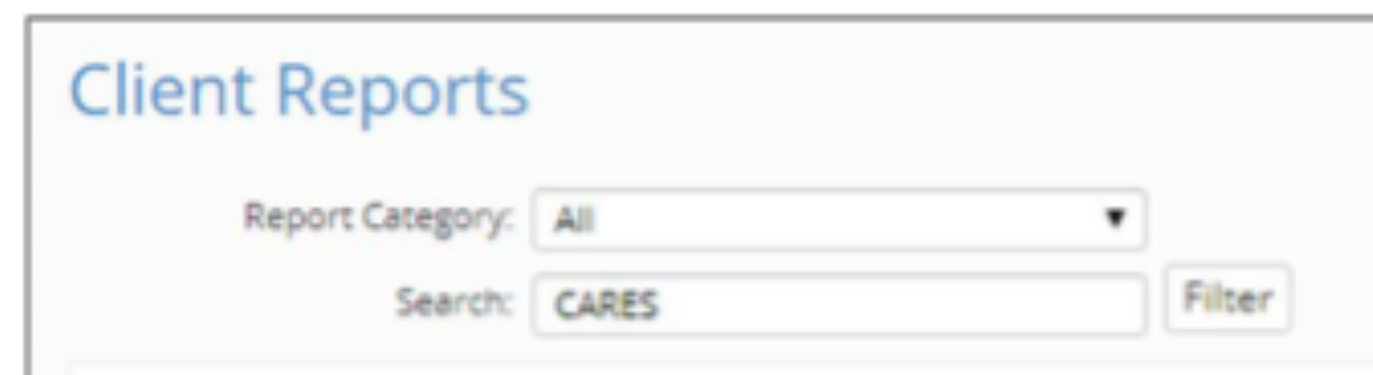
July 24, 2020



# PPP Forgiveness Report

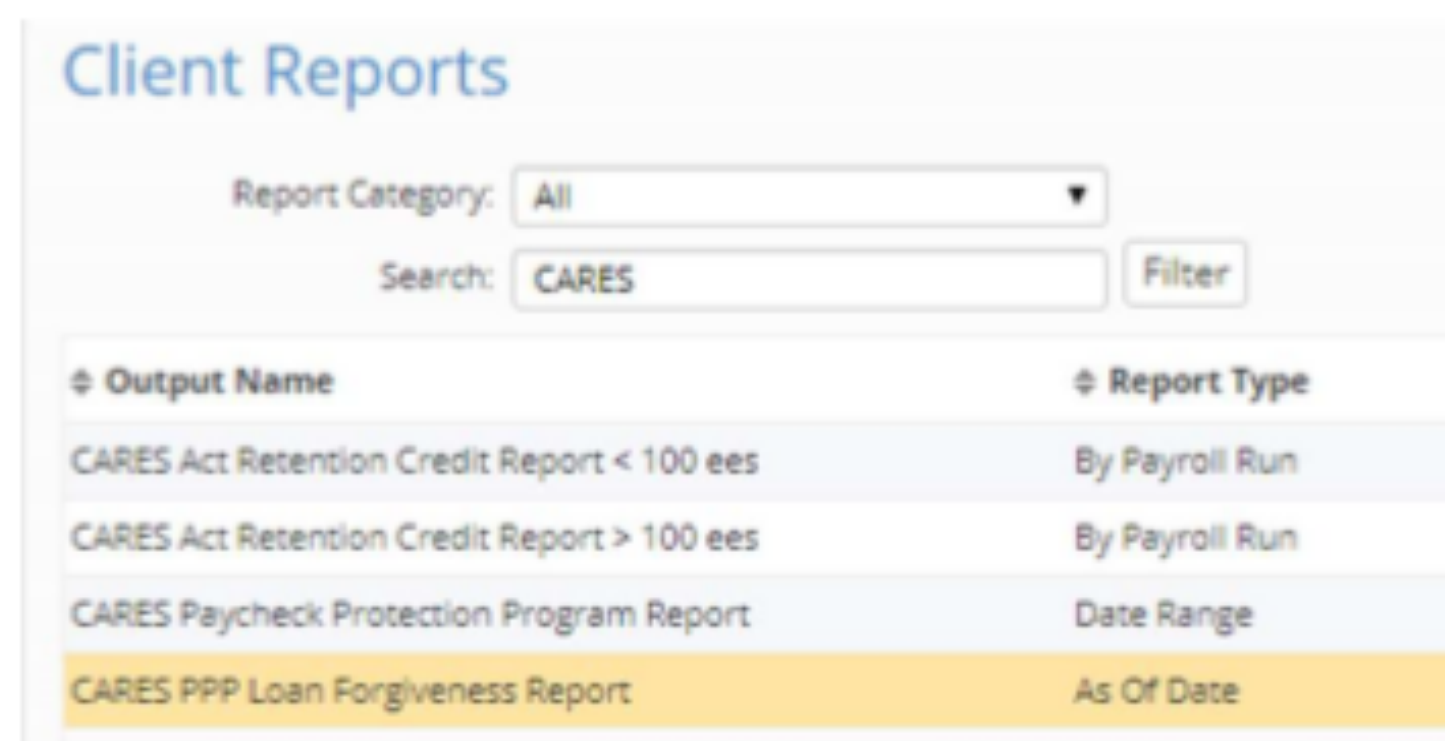
## Client Reports

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

## CARES PPP Loan Forgiveness Report

On the right-hand side of the screen are details of the report, along with filters, grouping and options to customize the format of the report for your clients.

In order to generate the report, select the options required:

- **Legal Company:** If left blank, will generate for all active legal companies. Select Legal Company in drop-down if needed for specific company.
- **Include Terminated Companies:** The default of the report is “active” companies. If you need to include a terminated company, check this box.
- **Include Pay Group Breakdown:** Check this box to include pay groups for grouping purposes

The screenshot shows the 'CARES PPP Loan Forgiveness Report' configuration page. It includes sections for Filtering, Grouping, and Options. The Filtering section has a 'Legal Company' dropdown and an 'Include Terminated Companies' checkbox. The Grouping section has an 'Include Pay Group Breakdown' checkbox. The Options section includes 'Covered Period Duration' (set to 8 weeks), 'Weekly FTE Hours Threshold' (blank), 'Seasonal Period Begin Date' (calendar icon), 'Wkly/Biweekly Coverage Option' (set to Alternative Payroll Covered Period - start with the pay), 'Mth/Semi-Mthly Coverage Opt...' (set to Covered Period), 'Incurred Or Paid Option' (set to Include all payrolls paid or incurred during the Covered), and 'Format' (set to Excel). Information icons are present next to several fields.

### Options: Select either:

### CARES PPP Loan Forgiveness Report cont.

- **Covered Period:** Choose 8 weeks or 24 weeks
- **Weekly FTE Hours Threshold:** Per the information icon, this will default to 40 hours per week unless another weekly FTE hours threshold is entered.  
**Note:** It is recommended to leave this field blank since the regulations specifically state to use 40 hours in the FTE calculation.
- **Seasonal Period Begin Date:** A report filter to include a seasonal timeframe of a 12-week period between May 1, 2019 through September 15, 2019.
- **Weekly/Biweekly Coverage Option:**
  1. Alternative Payroll Covered Period – start with pay period beginning on or after the loan date
  2. Alternative Payroll Covered Period – start with the first pay period the loan date falls within
  3. Covered Period
- **Mth/Semi-Mthly Coverage Opt:**
  1. **Covered Period** – calculates 56 days from loan disbursement, pro-rating as needed.



# 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”

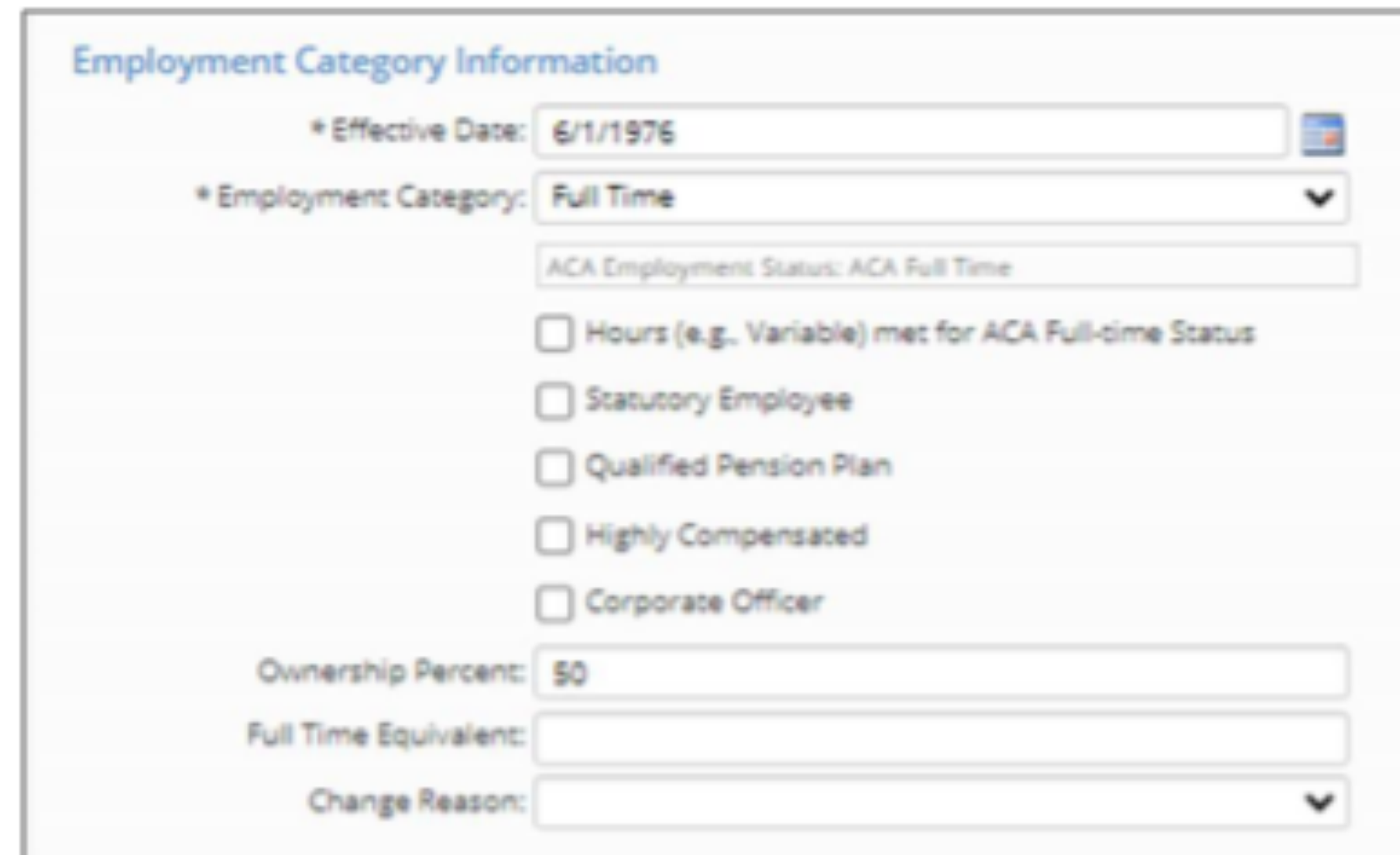
My Reports Queue							ISolved   University
Client ID	Report Name	Status	Report Requested	Generate Begin	Generate End	Purge Date	View Report
PPP1234	CARES PPP Loan Forgiveness Report	GENERATED	5/28/2020 9:12:38 PM	5/28/2020 9:12:52 PM	5/28/2020 9:13:14 PM	5/31/2020 9:13:14 PM	<a href="#">View Report</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 web form titled "Employment Category Information". It contains the following fields and options:

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

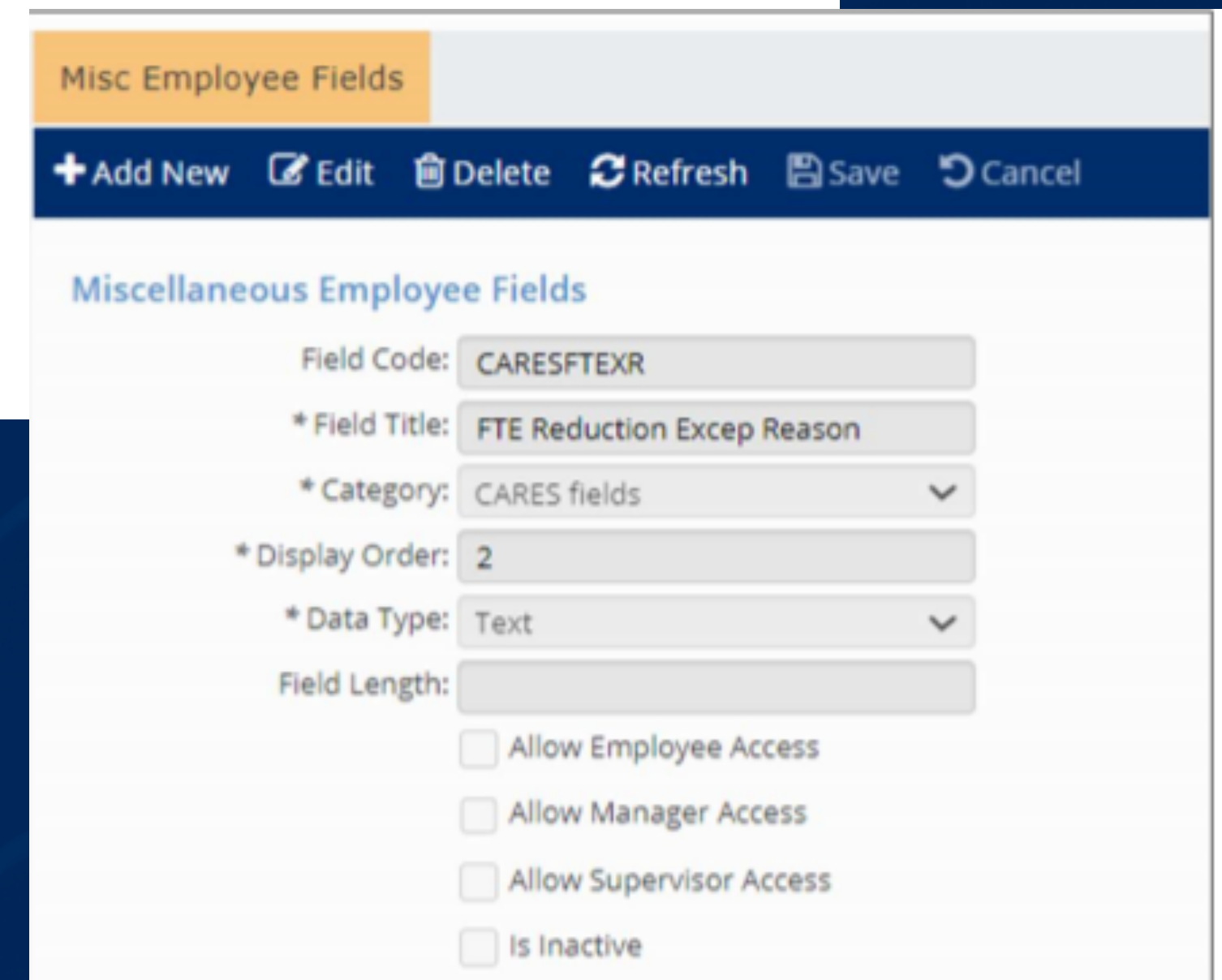
☐ Is Inactive



# 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.

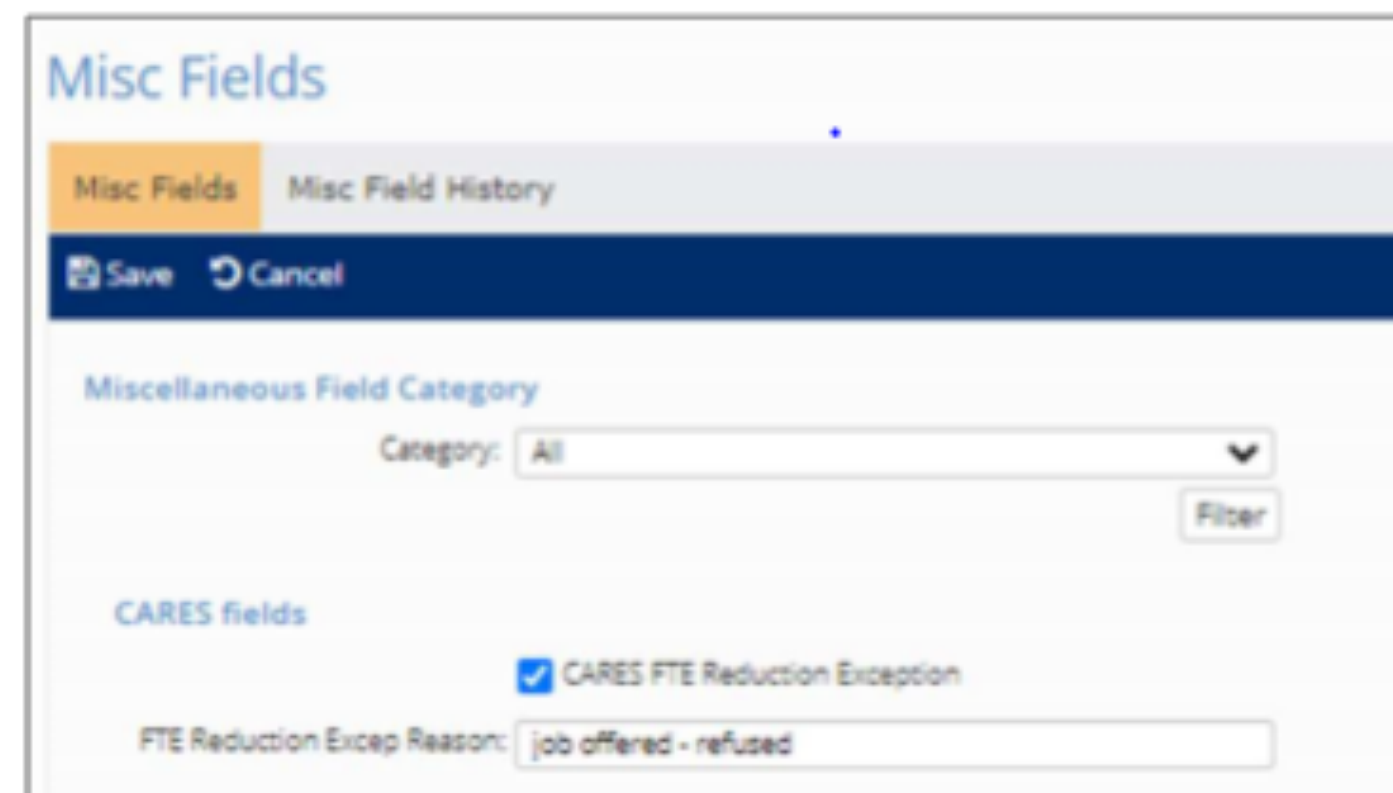
The screenshot shows a web application interface for managing 'Misc Employee Fields'. The title bar is 'Misc Employee Fields'. Below it is a toolbar with icons and labels for '+ Add New', 'Edit', 'Delete', 'Refresh', 'Save', and 'Cancel'. The main section is titled 'Miscellaneous Employee Fields'. It 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 the value '3', and '\* Data Type' with a dropdown menu showing 'Numeric'. Below these is a 'Decimal Places' field with the value '1'. At the bottom, there are five checkboxes: 'Allow Employee Access', 'Allow Manager Access', 'Allow Supervisor Access', and 'Is Inactive', all of which are currently unchecked.



# 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.



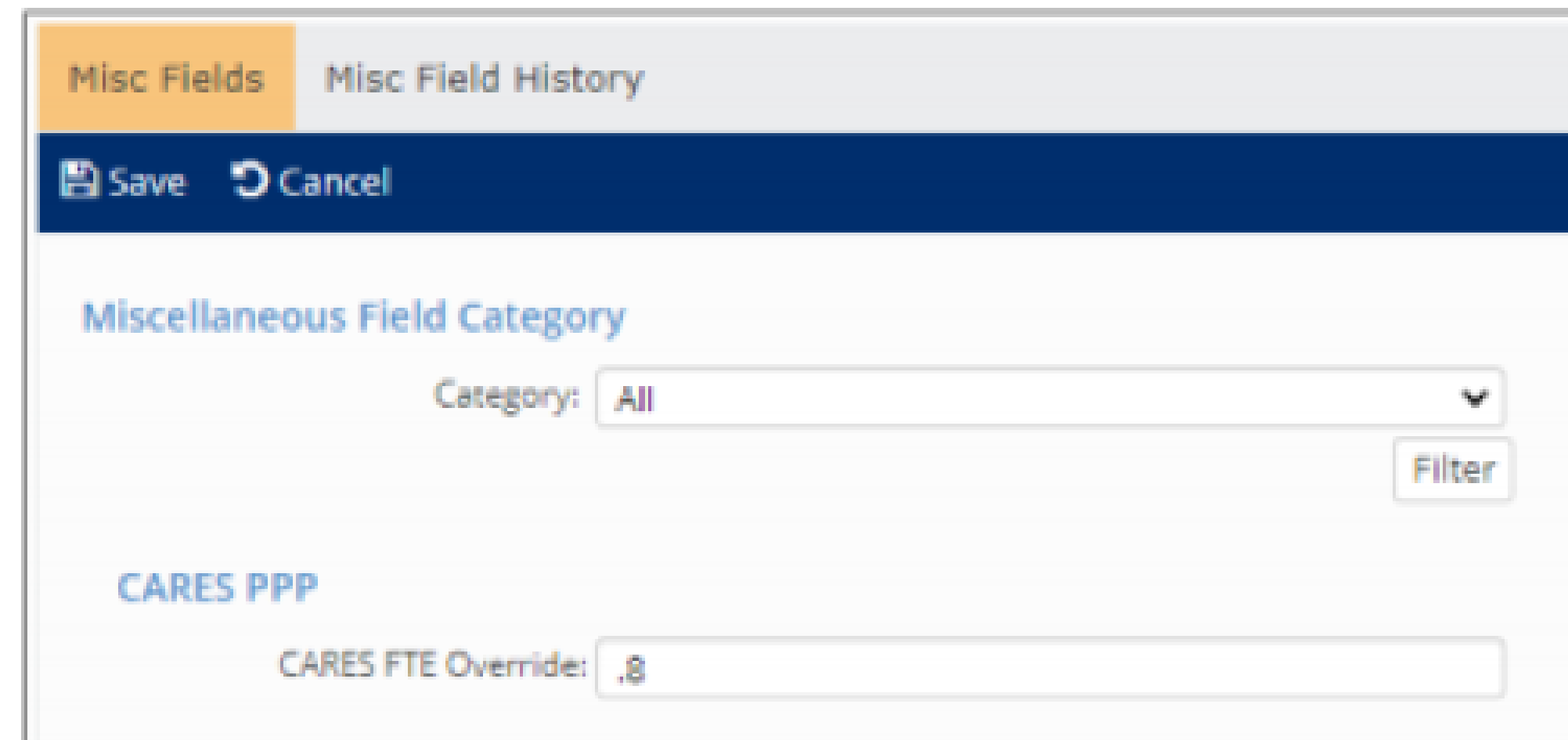
The screenshot shows a web application interface for 'Misc Fields'. At the top, there are two tabs: 'Misc Fields' (active) and 'Misc Field History'. Below the tabs is a dark blue bar with 'Save' and 'Cancel' buttons. The main content area is titled 'Miscellaneous Field Category' and contains a 'Category:'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



# 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-based form titled 'Misc Fields' with a sub-tab 'Misc Field History'. The form has a dark blue header bar with 'Save' and 'Cancel' buttons. Below the header, there is a section titled 'Miscellaneous Field Category' with a 'Category:' dropdown menu set to 'All' and a 'Filter' button. Further down, there is a section titled 'CARES PPP' with a 'CARES FTE Override:' input field containing the value '.8'.

Misc Fields	Misc Field History
<div>Save Cancel</div>	
<div>Miscellaneous Field Category</div> <div>Category: All Filter</div>	
<div>CARES PPP</div> <div>CARES FTE Override: .8</div>	



# 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	4/4/2020 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	795.33						
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
FTE Reduction Exceptions:	Exception Reason			
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>			<b>0.9</b>	
<b>Totals:</b>		<b>Box 1 45,517.01</b>	<b>Box 2 5.7</b>	<b>Box 3 795.93</b>





# 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	10109	Terrone, James	Active	7/7/2008		Full Time		
CBCA	Manor Books	BW-BPAYTest	10104	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	10003	Archer B, Barry T	Active	9/11/2014		Temporary		
CBCA	Manor Books	Semi-Monthly	105	Bailey, Elliott	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	Coz, 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, Painesville 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	10104	Williams, David	Active	6/4/2007		Full Time		
CBCA	Manor Books	Semi-Monthly	112	Zook, Zella	Active	7/6/2006		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			
Hours	Wages	Hourly Wage	Annualized Wage	Average FTE	Hours	Wages	Hourly Wage	Annualized Wage	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
0.00	2,500.00	0.0000	10,000.00	0	0.00	0.00	0.00	0.00	0.00	0.00	Average Annual Salary		1,500.00		1,503.95
80.00	2,250.00	28.1250	9,000.00	0	0.00	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	0.00	Hourly Wage		27.33	6.67	1,459.32
0.00	14,480.42	0.0000	57,321.68	0	0.00	0.00	0.00	0.00	0.00	0.00	Average Annual Salary		43,441.26		6,683.27
0.00	1,250.00	0.0000	5,000.00	0	0.00	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					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	49,356.25	Hourly Wage		100.00%				
433.35	86,666.65	193.5923	346,666.60	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	35,544.00	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	85,020.00	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		85.00%		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	Bailey, Elton	4/1/2020	4/15/2020	85.71	86.67	1.0	4,446.14	2.35	0.00	0.00
Manor Books	Semi-Monthly	705	Bailey, Elton	5/1/2020	5/15/2020	85.71	86.67	1.0	4,446.14	2.35	0.00	0.00
Manor Books	Semi-Monthly	705	Bailey, 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	Bailey, Elton	Employee Total			238.34		12,226.88	6.91	0.00	0.00
Manor Books	Semi-Monthly	711	Doe, 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	Doe, 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	Doe, 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	Doe, 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





# PPP Forgiveness Report

- Owner Compensation Caps: 8 Weeks= \$15,385 or the 8-week equivalent of the owner's 2019 compensation, 24-Week= \$20833 or the 2.5 month equivalent of the owner's 2019 compensation
- Our compliance team has consulted with the SBA regarding how to show the exclusion of the Wage Reduction for an employee designated as an FTE Reduction Exception (Table 1) on the Forgiveness Application. SBA provided instruction to make note of the FTE Reduction Exception and the applicable Wage Reduction and add as an attachment to the Loan Forgiveness Application. The employees in this scenario can be found on the Wage Details Tab

Column Y will note "FTE Exception" for those employees that have been marked as FTE Reduction Exception using the Miscellaneous Field

Column X will show the Wage Reduction calculation if any

These 2 columns can then be used to note those exceptions and include with the Loan Forgiveness Application as instructed by your lender.





# PPP Loan Forgiveness Guidance

## Changes and Clarifications



# PPP Loan Forgiveness & FTE Reductions

- Borrowers are EXEMPTED from the loan forgiveness reduction stemming from a reduction in FTE employees during the covered period if the borrower is able to document in good faith:
  - An inability to rehire individuals who were employees of the borrower on 2/15/2020; and
  - An inability to hire similarly qualified individuals for unfilled positions on or before 12/31/2020.
- Additional exemptions include any employees who:
  - Were fired for cause,
  - Voluntarily resigned,
  - Voluntarily requested and accepted a reduction in hours.





# PPP Loan Forgiveness & FTE Reductions

- Required actions & documentation:
  - Borrowers must inform the applicable state unemployment insurance office of an employee's rejected rehire offer within 30 days of rejection.
- Document, document, document!
  - Written offer to rehire an individual
  - Written record of the offer's rejection
  - Written record of efforts to hire similarly qualified individual.





# PPP Loan Forgiveness & FTE Reductions

- Borrowers are also EXEMPTED from the loan forgiveness reduction stemming from a reduction in FTE employees during the covered period if the borrower is able to document in good faith:
  - “An inability to return to the same level of business activity as the borrower was operating at before February 15, 2020, due to compliance with requirements established or guidance issued between March 1, 2020 and December 31, 2020...”
  - This exemption refers to direct and indirect compliance with COVID-19 related regulations.
  - Document:
    - Copies of the applicable COVID requirements or guidance
    - Relevant borrower financial records





# Forgiveness Application FTE Safe Harbor 2 Full application

If you qualify for Safe Harbor 2, you will be making a FTE comparison of the FTEs on the 2/15/2020 payroll to the FTEs on the payroll closest to date of forgiveness application submission or 12/31/2020 (whichever is earlier)

## FTE Reduction Safe Harbors

Two separate safe harbors exempt certain borrowers from any loan forgiveness reduction based on a reduction in FTE employee levels:

1. The Borrower is exempt from the reduction in loan forgiveness based on a reduction in FTE employees described above if the Borrower, in good faith, is able to document that it was unable to operate between February 15, 2020, and the end of the Covered Period at the same level of business activity as before February 15, 2020, due to compliance with requirements established or guidance issued between March 1, 2020 and December 31, 2020, 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, related to the maintenance of standards for sanitation, social distancing, or any other worker or customer safety requirement related to COVID-19.
2. The Borrower is exempt from the reduction in loan forgiveness based on a reduction in FTE employees described above if both of the following conditions are met: (a) the Borrower reduced its FTE employee levels in the period beginning February 15, 2020, and ending April 26, 2020; and (b) the Borrower then restored its FTE employee levels by not later than December 31, 2020 to its FTE employee levels in the Borrower's pay period that included February 15, 2020.

## FTE Reduction Safe Harbor 2:

- Step 1. Enter the borrower's total average FTE between February 15, 2020 and April 26, 2020. Follow the same method that was used to calculate Average FTE in the PPP Schedule A Worksheet Tables. Sum across all employees and enter: \_\_\_\_\_.
- Step 2. Enter the borrower's total FTE in the Borrower's pay period inclusive of February 15, 2020. Follow the same method that was used in step 1: \_\_\_\_\_.
- Step 3. If the entry for step 2 is greater than step 1, proceed to step 4. Otherwise, FTE Reduction Safe Harbor 2 is not applicable and the Borrower must complete line 13 of PPP Schedule A by dividing line 12 by line 11 of that schedule.
- Step 4. Enter the borrower's total FTE as of the earlier of December 31, 2020, and the date this application is submitted: \_\_\_\_\_.
- Step 5. If the entry for step 4 is greater than or equal to step 2, enter 1.0 on line 13 of PPP Schedule A; the FTE Reduction Safe Harbor 2 has been satisfied. Otherwise, FTE Reduction Safe Harbor 2 does not apply and the Borrower must complete line 13 of PPP Schedule A by dividing line 12 by line 11 of that schedule.



# Forgiveness Application EZ – No reduction in FTE certification

- d. If you checked only the second box on the checklist on page 1 of these instructions, the average number of full-time equivalent employees on payroll employed by the Borrower on January 1, 2020 and at the end of the Covered Period.

**You will be providing your lender with documentation of the number of FTEs in your employment as of 1/1/2020 and the end of the covered period.**



# Legislative Forecast

- Potential features of new legislation:
  - Unemployment extension
  - 2nd round of PPP Loans
  - Bolstering of the Employee Retention Tax Credit
  - Individual stimulus payments (lower income threshold?)
  - Domestic travel & dining tax credits
  - Payroll tax reductions





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?*

Please email:

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For resources, updates, webinar schedule, and FAQ's, please visit our

[COVID-19 Updates & Resources page](#)

