

Stimulus Package Update  
PPP Forgiveness Update  
VA Workplace Preparedness  
PPP Forgiveness Report

July 31, 2020



# Legislative Forecast

- Mitch McConnell set a deadline of August 7 to reach a deal on the stimulus pkg
- Both parties agree on Stimulus checks – just not who qualifies
- Federal unemployment benefits end today. An extension is likely to give both sides time to hammer out details
- Enhancement to the Employee Retention Tax Credit – more tax credits to encourage businesses to hire and rehire workers
- Another round of funding for second PPP loans for qualifying businesses – losses of 50% or more over last year





# PPP Forgiveness Update

Monday 7/27 the Continuing Small Business Recovery and Paycheck Protection Program Act was proposed – high probability that this will pass

- Second PPP loan for past borrowers who meet the following requirements:

- \* borrower demonstrates at least a 50% reduction in revenue
- \* borrower employs 300 or less employees
- \* loan does not exceed \$2,000,000

The loan amount will be identical or very close the original loan amount

- Borrowers with loans under \$150,000 will not be required to submit the previously issued application and may simply “Attest” to a good faith effort to comply with PPP loan requirement, but such attestation may be audited and reviewed by the SBA to “ensure against fraud”





# PPP Forgiveness Update

## Expanded List of Permitted/Forgivable Expenses

– applies to past and future borrowers

- \* Covered operations expenditures – software, cloud computing, human resources and accounting needs
- \* Property damage costs – damages due to public disturbances occurring during 2020 not covered by insurance
- \* Covered supplier costs – essential expenditures to suppliers with a contract in effect before 2/15





# PPP Forgiveness Update

July 23, the SBA issued forgiveness guidance information to lenders

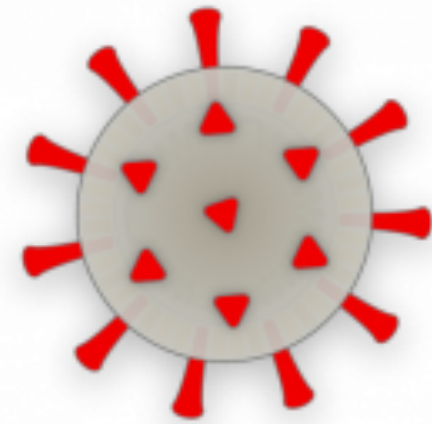
SBA PPP Forgiveness portal will open to lenders on August 10

The portal's opening date is subject to extension if Congress makes changes to the loan forgiveness process, and current legislation is being considered for automatic forgiveness of PPP loans of \$150K or less (87% of PPP loans fall into this category).





# VA Workplace Preparedness



**Reporting COVID-19 positive cases:** [16 VAC 25-220-40.B.8.e](#) of the Emergency Temporary Standard, Infectious Disease Prevention: SARS-CoV-2 Virus That Causes COVID-19 provides that “The employer shall notify the Virginia Department of Labor and Industry within 24 hours of the discovery of three (3) or more employees present at the place of employment within a 14-day period testing positive for SARS-CoV-2 virus during that 14-day time period.”

## How to Report:

Employers can report by telephone, [online](#) or in-person to the nearest **VOSH Regional Office**; or through the OSHA toll-free central telephone number, 1-800-321-6742.

**Be prepared to supply:** *Business name; names of employees affected; location and time of the incident, brief description of the incident; contact person and phone number.*

(804) 371-3104  
(703) 392-0900  
(757) 455-0891  
(540) 562-3580  
(276) 676-5465  
(434) 385-0806  
(540) 248-9280

Central Region Office  
Northern Virginia Region Office  
Tidewater Region Office  
Southwest Region Office  
Abingdon Field Office  
Lynchburg Field Office  
Verona Field Office

**During normal business hours (8:15 A.M. – 4:30 P.M.)** an incident should be reported to the closest regional or field office.

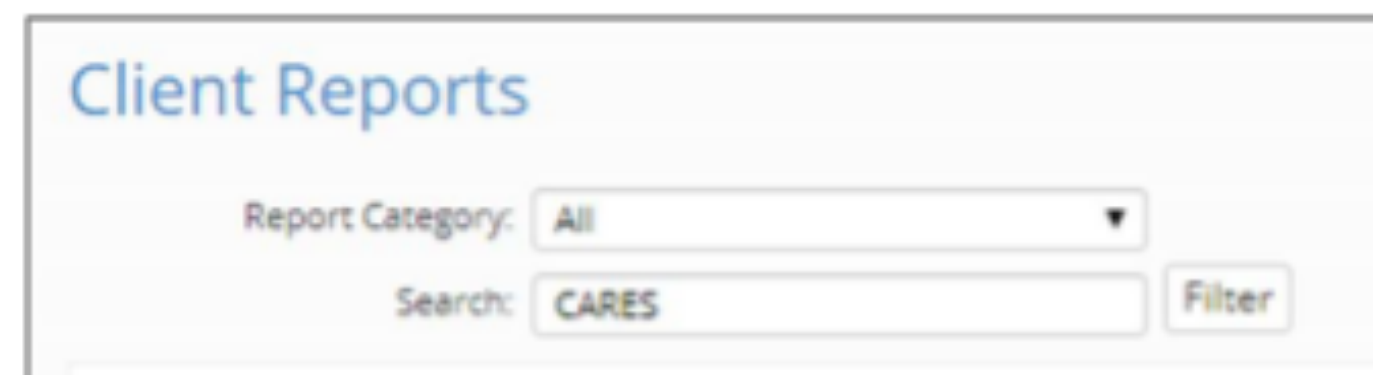




# PPP Forgiveness Report

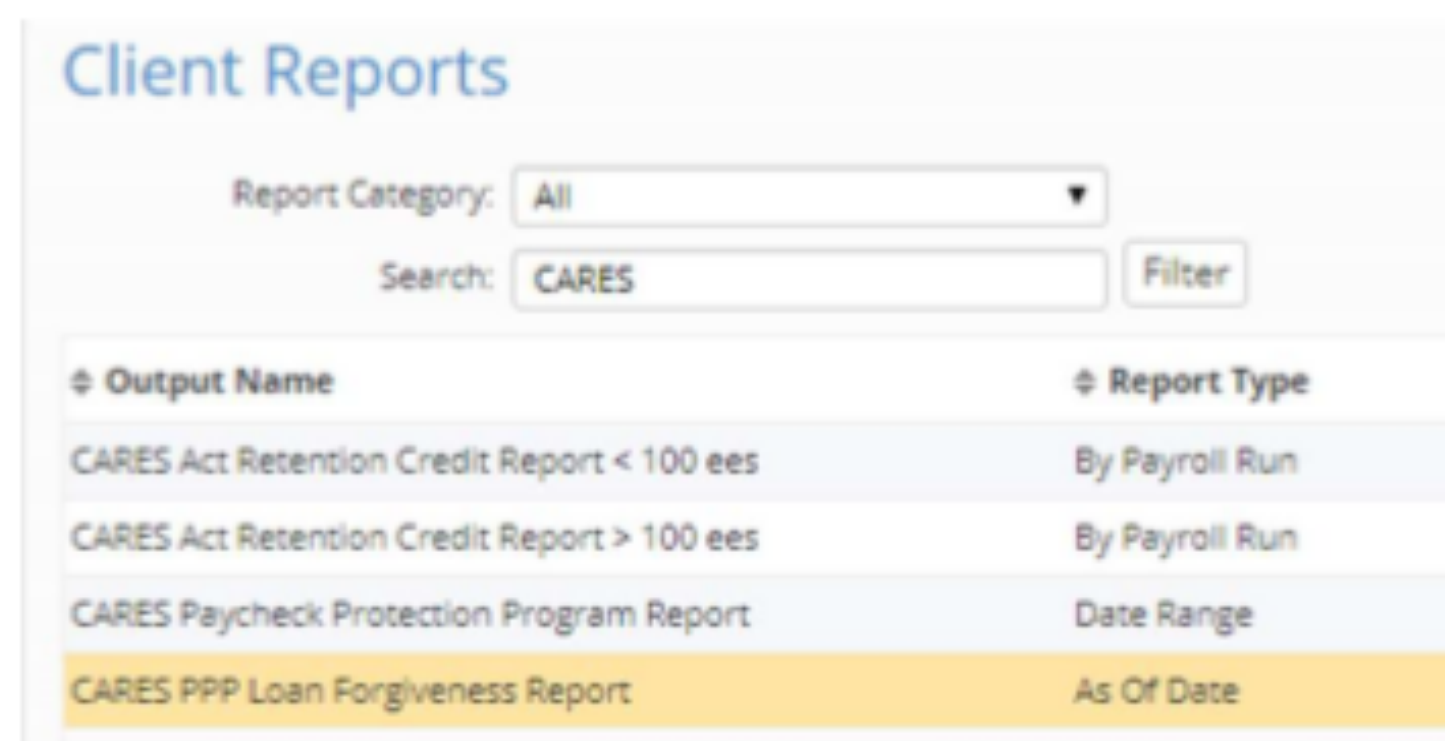
## Client Reports

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' at the top. Below the title, there is a 'Report Category' dropdown menu set to 'All'. Underneath that is a search box containing the text 'CARES' and a 'Filter' button to its right.

Select the "CARES PPP Loan Forgiveness Report."



A screenshot of the 'Client Reports' search results page. It shows the same search filters as the previous screenshot. Below the filters is a table with two columns: 'Output Name' and 'Report Type'. The table lists four reports, with the last one, 'CARES PPP Loan Forgiveness Report', 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 is divided into three sections: Filtering, Grouping, and Options. The Filtering section includes a 'Legal Company' dropdown menu, a checkbox for 'Include Term'd Companies', and 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.' The Grouping section has a checkbox for 'Include Pay Group Breakdown'. The Options section includes: 'Covered Period Duration' (dropdown set to 8 weeks), 'Weekly FTE Hours Threshold' (input field), 'Seasonal Period Begin Date' (calendar icon), 'Wkly/Biweekly Coverage Option' (dropdown set to 'Alternative Payroll Covered Period - start with the pay'), 'Mth/Semi-Mthly Coverage Opt...' (dropdown set to 'Covered Period'), 'Incurred Or Paid Option' (dropdown set to 'Include all payrolls paid or incurred during the Covered'), and 'Format' (dropdown set to 'Excel').

- **Options:** Select either:
  - **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.

## CARES PPP Loan Forgiveness Report cont.



# 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”



The screenshot shows a web interface titled "My Reports Queue" with a "Solved | University" button in the top right corner. Below the title is a table with the following columns: Client ID, Report Name, Status, Report Requested, Generate Begin, Generate End, Purge Date, and View Report. A single row is visible, representing a generated report for client PPP1234.

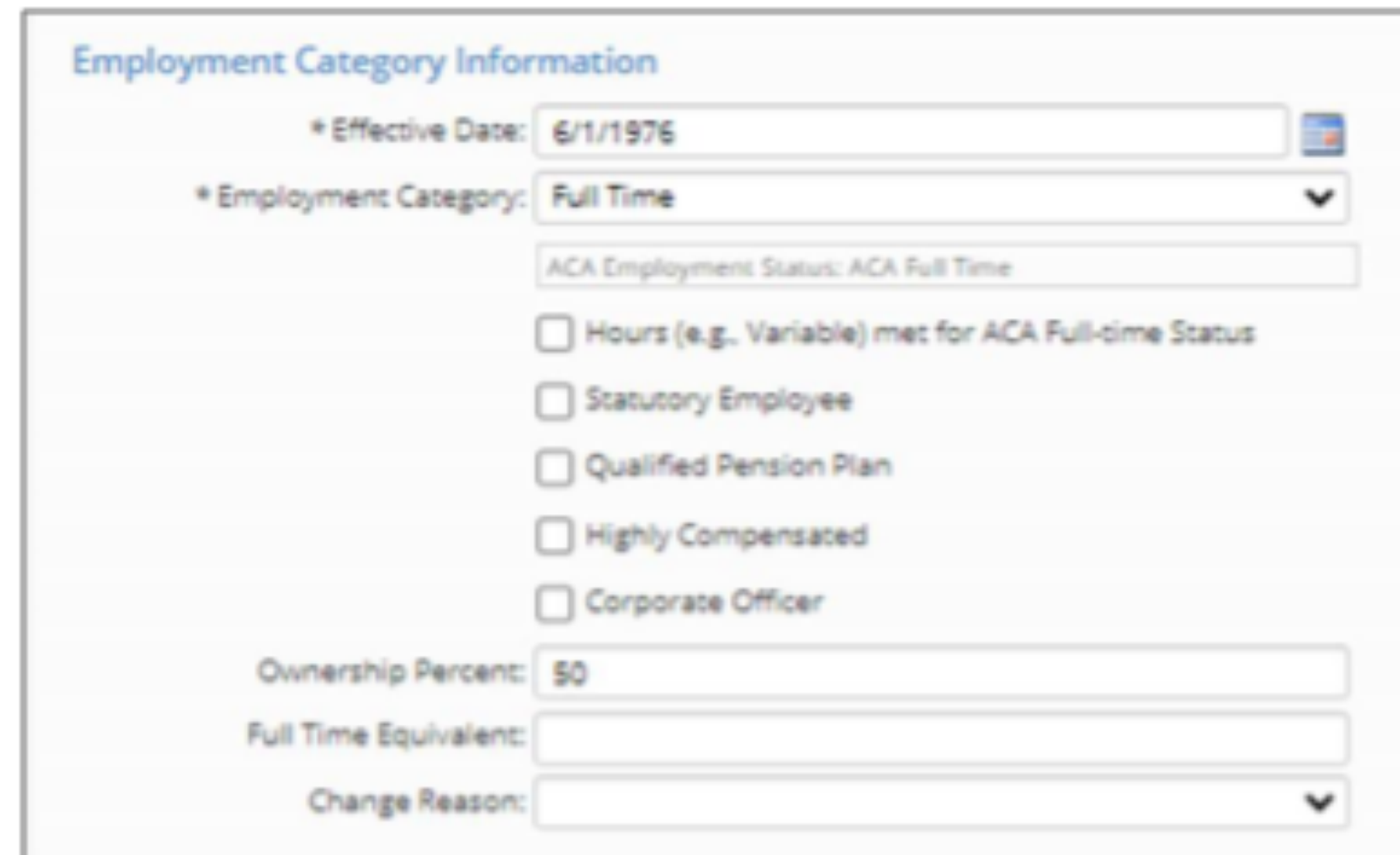
Client ID	Report Name	Status	Report Requested	Generate Begin	Generate End	Purge Date	View Report
PPP1234	CARES PPP Loan Forgiveness Report	GENERATED	5/28/2020 9:12:38 PM	5/28/2020 9:12:52 PM	5/28/2020 9:13:14 PM	5/31/2020 9:13:14 PM	<a href="#">View Report</a>



# 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" with 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: (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 managing 'Misc Employee Fields'. The title bar reads 'Misc Employee Fields'. Below the title bar is a navigation bar with icons for '+ Add New', 'Edit', 'Delete', 'Refresh', 'Save', and 'Cancel'. The main content area is titled 'Miscellaneous Employee Fields' and contains the following fields:

- Field Code: CARESFTEXO
- \* Field Title: CARES FTE Override
- \* Category: CARES PPP (dropdown menu)
- \* Display Order: 3
- \* Data Type: Numeric (dropdown menu)
- Decimal Places: 1
- Allow Employee Access
- Allow Manager Access
- Allow Supervisor Access
- Is Inactive

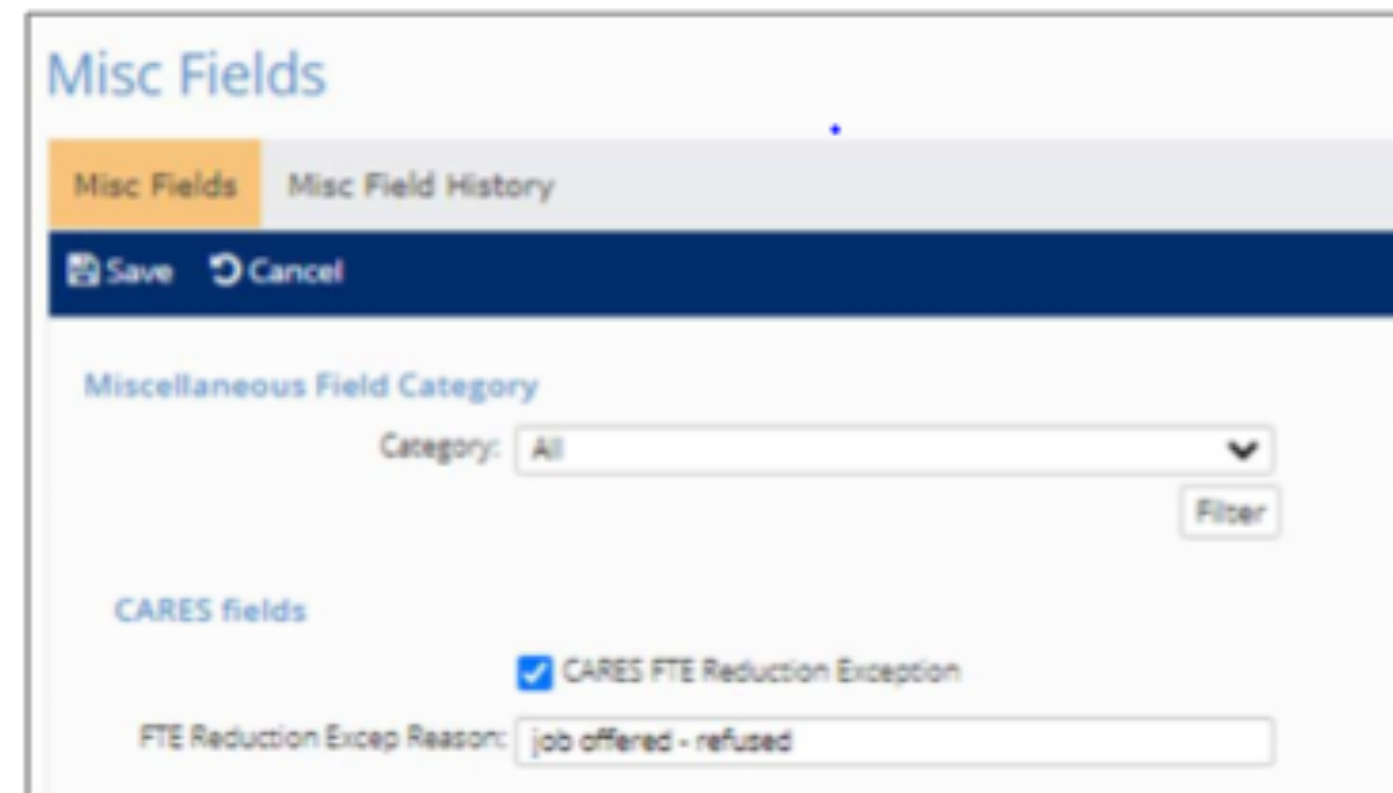
- The client miscellaneous fields need to be set up as follows:
  - CARESFTELN - Loan Period FTE override
  - CARESFTE19 - 2019 Comparison Period FTE override
  - CARESFTE20 - 2020 Comparison Period FTE override
  - CARESFTESN - Seasonal Comparison Period FTE override
- Once the miscellaneous fields 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.



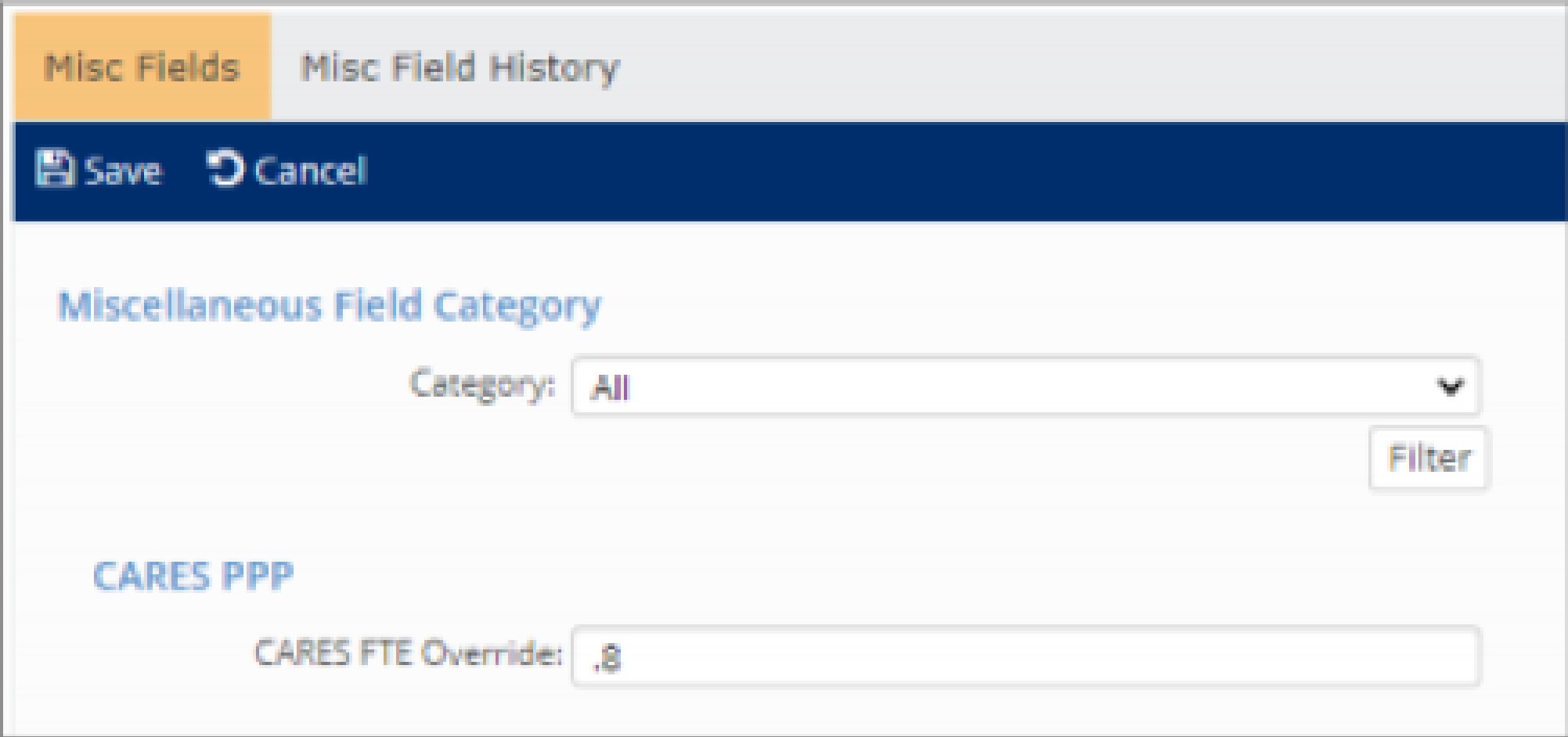
The screenshot shows a web form titled "Misc Fields" with two tabs: "Misc Fields" (active) and "Misc Field History". Below the tabs is a dark blue bar with "Save" and "Cancel" buttons. The form contains a "Miscellaneous Field Category" section with a "Category" dropdown menu set to "All" and a "Filter" button. Below this is a "CARES fields" section with a checked checkbox for "CARES FTE Reduction Exception" and a text input field for "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". At the top left, there are "Save" and "Cancel" buttons. The form is divided into two sections: "Miscellaneous Field Category" and "CARES PPP". In the "Miscellaneous Field Category" section, there is a "Category:" label followed by a dropdown menu currently set to "All" and a "Filter" button. In the "CARES PPP" section, there is a "CARES FTE Override:" label followed by a text input field containing the value ".8".



# 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







# 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>			<b>0.9</b>	
<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
<b>Totals:</b>		<b>Box 1</b> 70,072.13	<b>Box 2</b> 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-HPAYTest	10263	Ackerman, Rick	Active	1/1/2000		Full Time		
CBCA	Manor Books	BW-HPAYTest	10005	Hamilton, Joe	Active	8/27/2018		Full Time		
CBCA	Manor Books	BW-HPAYTest	102666	Hilton, Mary	Active	7/8/2019		Full Time		
CBCA	Manor Books	BW-HPAYTest	1109	Terrone, James	Active	7/7/2008		Full Time		
CBCA	Manor Books	BW-HPAYTest	1104	Williams, David	Active	8/4/2007		Full Time		
CBCA	Manor Books	BW-HPAYTest								
CBCA	Manor Books	Semi-Monthly	1102	Abernathy, Mark K	Active	3/10/1987		Part Time	Yes	Employee Owner
CBCA	Manor Books	Semi-Monthly	1101	Able Sr, Mark James	Active	9/1/2013		Full Time		
CBCA	Manor Books	Semi-Monthly	1110	Able, John	Active	9/1/2013		Full Time	Yes	2019 Accumulated Wage over 100K
CBCA	Manor Books	Semi-Monthly	102683	Ackerman, Rick	Active	1/1/2000		Full Time		
CBCA	Manor Books	Semi-Monthly	10003	Archer S, Barry T	Active	9/11/2014		Full Time		
CBCA	Manor Books	Semi-Monthly	1105	Bailey, Elliot	Active	8/5/2005		Full Time	Yes	2019 Accumulated Wage over 100K
CBCA	Manor Books	Semi-Monthly	102687	Baxter, Judd	Active	12/18/2019		Full Time		
CBCA	Manor Books	Semi-Monthly	1122	Broder, Adam T	Active	8/3/2014		Full Time		
CBCA	Manor Books	Semi-Monthly	11887	Canner, Bill T	Active	2/25/2013		Full Time		
CBCA	Manor Books	Semi-Monthly	1111	Das, John	Active	2/22/2005		Part Time	Yes	2019 Accumulated Wage over 100K
CBCA	Manor Books	Semi-Monthly	1113	Hancock, Jed	Active	1/1/2011		Full Time	Yes	2019 Accumulated Wage over 100K
CBCA	Manor Books	Semi-Monthly	102685	Hargrave, Alvin J	Active	4/13/2019		Full Time		
CBCA	Manor Books	Semi-Monthly	102684	Henderson, Ben	Inactive	8/2/2017		Full Time		
CBCA	Manor Books	Semi-Monthly	102686	Hilton, Mary	Active	7/8/2019		Full Time		
CBCA	Manor Books	Semi-Monthly	1118	J, Frances-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	1/1/2013		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	1104	Williams, David	Active	8/4/2007		Full Time		
CBCA	Manor Books	Semi-Monthly	1112	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		Wage Reduction Calculation Method		Percent of Q1 Wage		Hourly Wage Calc		Salary/Weekly	
Hours	Wages	Hourly Wage	Annualized Wage	Average FTE	Hours	Wages	Hourly Wage	Annualized Wage	Calculation Method	Percent of Q1 Wage	or Annual Wage Calc	Q1 Average Weekly Hours	Wage Reduction	Salary/Weekly	Wage Reduction
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		1,053.36	
80.00	2,975.59	36.4449	11,662.36	0	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 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			576.52	
<b>960.00</b>	<b>23,396.01</b>		<b>93,584.04</b>	<b>0</b>	<b>0.00</b>	<b>8.00</b>		<b>8.00</b>						<b>10,997.72</b>	
433.35	10,063.30	30.1911	52,333.25	1	238.34	7,301.55	30.635	47,480.00							
433.35	10,750.00	31.7295	55,000.00	1	238.34	7,582.50	31.7293	49,586.25	Hourly Wage	100.00%					
433.35	86,886.65	198.3923	346,896.60	1	238.34	47,886.66	198.5944	308,833.25							
433.35	11,785.80	27.1930	47,143.20	1	238.34	6,482.19	27.1932	42,154.24	Hourly Wage	100.00%					
433.35	22,180.00	51.1845	80,723.20	1	238.34	12,195.44	51.185	73,296.30	Hourly Wage	100.00%					
433.35	22,230.70	51.2996	80,522.80	1	238.34	12,226.88	51.3012	73,474.72							
433.30	11,250.00	25.9635	45,000.00	1	238.32	6,191.50	25.963	40,278.75	Hourly Wage	100.00%					
400.00	5,833.30	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	48.0481	85,020.00	1	238.34	11,690.25	48.5496	75,586.42							
433.35	82,250.00	212.8784	369,000.00	1	238.34	50,737.50	212.8787	323,793.75							
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	80.05%	2,548.58			352.09	
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	34.6400	60,000.00	0.3	86.96	3,000.00	34.619	19,500.00	Hourly Wage	100.00%					
0.00	0.00	0.0000	0.00	0	0.00	0.00	0.00	0.00							
0.00	1,250.00	0.0000	5,000.00	0.2	33.00	887.50	26.8333	4,488.75	Average Annual Salary	83.38%					
0.00	500.00	0.0000	2,000.00	0	0.00	0.00	0.00	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	118.2647	205,000.00	0.3	214.53	25,445.33	118.594	181,405.04							
<b>5,205.00</b>	<b>373,558.41</b>		<b>1,518,233.64</b>	<b>10.7</b>	<b>2,815.54</b>	<b>200,586.78</b>		<b>1,383,814.07</b>						<b>735.93</b>	





# 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>





# 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	Sees-Monthly	710	Able, John	4/1/2020	4/15/2020	85.71	86.67	1.0	17,303.33	20.00	0.00	0.00
Manor Books	Sees-Monthly	710	Able, John	5/1/2020	5/15/2020	85.71	86.67	1.0	17,303.33	20.00	0.00	0.00
Manor Books	Sees-Monthly	710	Able, John	5/15/2020	5/31/2020	68.57	85.00	0.9	13,000.00	15.00	0.00	0.00
Manor Books	Sees-Monthly	710	Able, John	Employee Total			238.34		47,606.66	55.00	0.00	0.00
Manor Books	Sees-Monthly	701	Able S. 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	Sees-Monthly	701	Able S. 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	Sees-Monthly	701	Able S. Mark James	5/15/2020	5/31/2020	68.57	85.00	0.9	2,062.50	0.00	0.00	0.00
Manor Books	Sees-Monthly	701	Able S. Mark James	Employee Total			238.34		7,562.50	0.00	0.00	0.00
Manor Books	Sees-Monthly	702	Abernathy, Mark K	4/1/2020	4/15/2020	85.71	86.67	1.0	2,876.66	150.00	0.00	56.66
Manor Books	Sees-Monthly	702	Abernathy, Mark K	5/1/2020	5/15/2020	85.71	86.67	1.0	2,877.08	150.00	0.00	56.13
Manor Books	Sees-Monthly	702	Abernathy, Mark K	5/15/2020	5/31/2020	68.57	85.00	0.9	2,007.81	112.50	0.00	43.59
Manor Books	Sees-Monthly	702	Abernathy, Mark K	Employee Total			238.34		7,361.55	412.50	0.00	156.40
Manor Books	Sees-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	Sees-Monthly	5104	Williams, David	Employee Total			0.00		250.00	0.00	0.00	0.93
Manor Books	Sees-Monthly	705	Baley, Elton	4/1/2020	4/15/2020	85.71	86.67	1.0	4,446.14	2.95	0.00	0.00
Manor Books	Sees-Monthly	705	Baley, Elton	5/1/2020	5/15/2020	85.71	86.67	1.0	4,446.14	2.95	0.00	0.00
Manor Books	Sees-Monthly	705	Baley, Elton	5/15/2020	5/31/2020	68.57	85.00	0.9	3,334.80	2.21	0.00	0.00
Manor Books	Sees-Monthly	705	Baley, Elton	Employee Total			238.34		12,227.08	8.11	0.00	0.00
Manor Books	Sees-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	Sees-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	Sees-Monthly	711	Ose, John	5/15/2020	5/31/2020	68.57	85.00	0.9	3,188.25	112.50	0.00	0.00
Manor Books	Sees-Monthly	711	Ose, John	Employee Total			238.34		11,690.25	412.50	0.00	0.00
Manor Books	Sees-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	Sees-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	Sees-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	Sees-Monthly	712	Zoom, Zekka	Employee Total			238.34		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.





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:

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

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

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

