

January 2021



CARES PPP Loan Forgiveness Report

(Client)



Help Docs

Table of Contents

Introduction	3
Information for the Paycheck Protection Program	3
Loan Origination/End Date-Report Access	4
Loan Origination Date	4
Loan End Date	4
Client Reports	4
Report Calculations/Overrides	8
Wages	8
FTE	9
Health Cost	9
Retirement Cost	9
Owner-Employees Considerations	9
FTE Overrides for Employees	11
FTE Reduction Exceptions	12
Other Considerations	16
Rehiring Grace Period	16
CARES PPP Loan Forgiveness Report	16
Summary	17
Schedule A	18
Worksheet Table 1	19
Worksheet Table 2	20
Employee Wage Details	21
2019 Employee Hours	25
2019 Seasonal Period	26
2020 Employee Hours	27
Employee Loan Period Details	27
Safe Harbor Setup	29
Safe Harbor Details	29

Introduction

The CARES Paycheck Protection Program Loan Forgiveness Report was created to assist employers in providing their lenders with the applicable payroll information that is needed for the loan forgiveness application for the Small Business Administration backed loans titled Paycheck Protection Program (PPP).

The Small Business Administration published a new PPP loan application and a new Interim Final Rule based on the PPPFA passed on 06/05/2020.

- [Revised Application](#)
- [New IFR](#)

The Small Business Administration has also updated the [PPP Forgiveness Frequently Asked Questions](#).

- The "Loan Forgiveness Payroll Costs FAQs" section on page 2 addresses questions related to payroll costs to include when using the paid or incurred options.
- "Question 3" on page 3 addresses including costs for partial pay periods including an example, which may be helpful in determining which of the new options to use for the last pay period.

Information for the Paycheck Protection Program

As of May 23, 2020, the Paycheck Protection Program ("PPP") has resulted in the approval of \$511 billion in forgivable loans to small businesses to pay their employees during the COVID-19 crisis. The loan amounts may be forgiven if certain conditions are met. Here is some information about the loans:

- The loan proceeds are used to cover payroll costs, and most mortgage interest, rent, and utility costs over the 8-week period (or now 24-week period under PPPFA) after the loan is made
- At least 60% of the loan proceeds must be used for payroll costs to qualify for forgiveness
- Forgiveness is based on the employer maintaining or rehiring employees and maintaining salary levels.
- Applications for the loans can start April 3rd, 2020 for small businesses and sole proprietorships.
- Applications for independent contractors and self-employed individuals start April 10th, 2020.

The Department of Treasury has added a [Fact Sheet](#) to address your questions.

[Guidance for Lenders](#) on the process for reviewing loan forgiveness applications was also released.

Due to the extension of the Paycheck Protection Program in the Consolidated Appropriations Act of 2021, the treasury department has posted an interim final rule for the second draw on the Paycheck Protection Program loans. Here they are:

- Second Draw PPP Loan IFR <https://home.treasury.gov/system/files/136/PPP-IFR-Second-Draw-Loans.pdf>
- PPP IFR <https://home.treasury.gov/system/files/136/PPP-IFR-Paycheck-Protection-Program-as-Amended-by-Economic-Aid-Act.pdf>

Loan Origination/End Date-Report Access

Loan Origination Date

Since the CARES PPP Loan Forgiveness Report is based on figures and calculations starting with the loan date, you must provide your customer service representative with the following:

- The Loan Origination date (date funds received)

If you do not see the report under Reporting > Client Reports, please contact your customer service representative so they can add the report under Client Reports in your system. Once you have access, follow the process below.

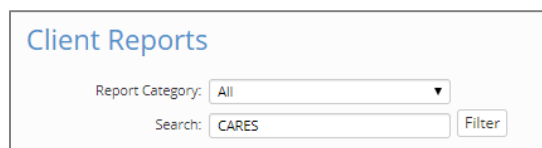
Loan End Date

If you are applying for the loan forgiveness early; please contact your customer service representative to add an End date.

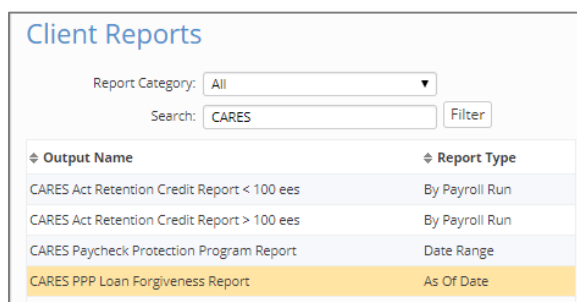
The report will then use that date as the end date of the loan period when calculating payroll costs and FTEs but will apply any salary wage reduction amounts across the entire loan period (8 or 24 weeks).

Client Reports

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

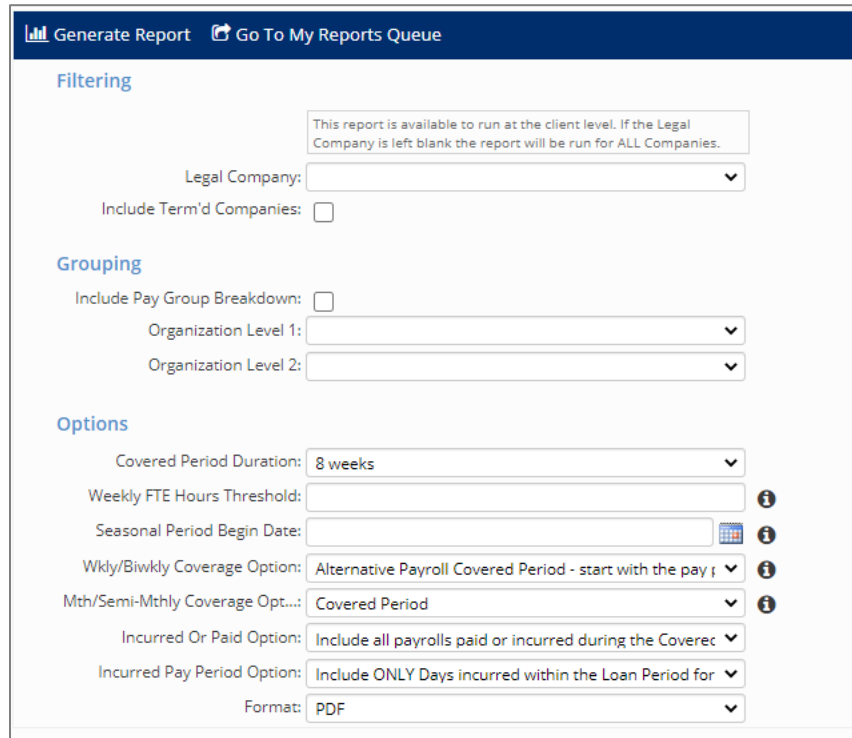


Select the "CARES PPP Loan Forgiveness Report."



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

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.



The screenshot shows the 'Generate Report' interface with the following sections:

- Filtering:**
 - Legal Company: [Dropdown menu]
 - Include Term'd Companies: ☐
- Grouping:**
 - Include Pay Group Breakdown: ☐
 - Organization Level 1: [Dropdown menu]
 - Organization Level 2: [Dropdown menu]
- Options:**
 - Covered Period Duration: [8 weeks]
 - Weekly FTE Hours Threshold: [Input field]
 - Seasonal Period Begin Date: [Calendar icon]
 - Wkly/Biweekly Coverage Option: [Alternative Payroll Covered Period - start with the pay]
 - Mth/Semi-Mthly Coverage Option: [Covered Period]
 - Incurred Or Paid Option: [Include all payrolls paid or incurred during the Covered Period]
 - Incurred Pay Period Option: [Include ONLY Days incurred within the Loan Period for]
 - Format: [PDF]

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.
- **Organization Level 1:** Select an organization level you wish to group by
- **Organization Level 2:** Select a secondary organization level you wish to group by
 - **Grouping** will subtotal information on the following tabs on the report:
 - Summary
 - Schedule A
 - Worksheet Table 1
 - Worksheet Table 2
 - Employee Wage Details
 - Employee Loan Period Details

- **Options:** Select either:
 - **Covered Period Duration:** Select either "8" or "24" from the drop-down menu. This accounts for the guidelines in H.R. 7010, the Paycheck Protection Program Flexibility Act of 2020 (PPFPA).
 - **Weekly FTE Hours Threshold:** Per the information icon, this will default to 40 hours per week unless another weekly FTE hour 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.
Note: If using the seasonal period and the Average FTE for that period is the Best Option, that option is selected, and the appropriate Percent Headcount Retention rate is calculated on the Summary page.
- **Wkly/Biweekly Coverage option:** select either:
 - **Alternate Payroll Covered Period- start with the pay period beginning on or after the loan date:** Uses the first full pay period falling in the covered period with a period begin date on or after the **Loan Origination Date** in Legal Miscellaneous Fields and counting forward 56 days.
 - **Alternate Payroll Covered Period- start with the first pay period the loan date falls within:** Uses the first full pay period falling in the covered period following the **Loan Origination Date** in Legal Miscellaneous Fields and counting forward 56 days.
 - **Covered Period:** Calculates the number of days from the **Loan Origination Date** entered under Legal Miscellaneous Fields and counts 56 days forward, pro-rating pay periods as necessary.
- **Mth/Semi-Mthly Coverage Option:** Select either:
 - **Covered Period:** Will calculate the number of days from the **Loan Origination Date** entered under Legal Miscellaneous Fields and count 56 days forward, pro-rating pay periods as necessary.
- **Incurred Or Paid Option:** This allows the user to include all payrolls paid or incurred during the Covered/Alternate period for Payroll costs only. Select either:
 - **Include all payrolls paid or incurred during the Covered/Alternative period for Payroll Costs only:** By selecting this the FTE calculation will use the 8- or 24-week period. No paid or incurred would apply for FTE.
 - **Include all payrolls paid or incurred during the Covered/Alternative period for Payroll Cost and FTE Calculation**
 - **Only include payrolls worked within the Covered/Alternative Period**

Notes:

- If using the paid or incurred option and a prior year adjustment is added with an impound date during the loan period, the adjustment will not be included in the calculation of payroll costs or FTEs.
 - If using the paid or incurred option and a prior quarter adjustment is added with an impound date during the loan period, the adjustment will not be included in the calculation of payroll costs or FTEs if the pay date used is outside the loan period.
 - When using "Covered Period" for the coverage option and selecting the "Paid or incurred" options for payroll costs and/or FTE calculation, the wages on the **Employee Wage Details, Worksheet Table 1, 2, and Summary** tabs will be calculated to match the payroll cost and/or FTE on the **Loan Period Details** tab.
- **Incurred Pay Period Option** This option will include only days incurred within the loan period for the last pay period when using the paid or incurred option. This allows the user to select how they want the last pay period handled when using the paid or incurred options. The options include:
 - **Include ONLY days incurred within the Loan Period for Last Pay Period** when using Incurred or Paid Option (this will be the default)
 - **Include ALL days of Last Pay Period** when using Incurred or Paid Option
 - **Format:** PDF or Excel only.
 - The PDF version is a new option to produce portions of the report in PDF format to use for supporting documentation to the lender. If selecting the PDF version, the following sections of the report will be produced in PDF:
 - Summary
 - Schedule A
 - Worksheet Table 1
 - Worksheet Table 2

Note: The iSolved Logo will appear at the bottom of the PDF version of the report. The Excel report will not include any logo.

Here is an example of the PDF version of the Schedule A:

CARES PPP LOAN FORGIVENESS REPORT		
Client: MAY9876 May 2020 Moonshine Magic Inc		
iSolved HCM Delivered by Ruby Workforce Solutions		
PPP Schedule A		
MAY9876 - May 2020 Moonshine Magic Inc		
Line1	Enter Cash Compensation (Box 1) from PPP Schedule A Worksheet, Table 1:	162,105.92
Line2	Enter Average FTE (Box 2) from PPP Schedule A Worksheet, Table 1:	10.70
Line3	Enter Salary/Hourly Wage Reduction (Box 3) from PPP Schedule A Worksheet, Table 1:	1,027.72
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:	17,854.20
Line7	Total amount paid by Borrower for employer contributions to employee retirement plans:	9,364.40
Line8	Total amount paid by Borrower for employer state and local taxes assessed on employee compensation:	1,108.87
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):	190,433.39
Line11	Average FTE during the Borrower's chosen reference period:	18.40
Line12	Total Average FTE (add lines 2 and 5):	10.70
Line13	FTE Reduction Quotient (divide line 12 by line 11) or enter 1.0 if FTE Safe Harbor is met:	0.58

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							
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	View Report

Report Calculations/Overrides

The report includes default calculations for some of the fields. If you wish to override the defaults, refer to the instruction below.

Wages

The default calculation is "All" paid or incurred earnings (excluding 1099, 3rd party sick pay, FFCRA Sick and FFCRA FMLA). If you need to override Gross Wages or Loan Period Base Wages., please contact your customer service representative to set up an override.

Help Docs

FTE

The default calculation is hours entered for all paid earnings (excluding 1099, 3rd party sick pay, FFCRA Sick & FFCRA FMLA). For each employee, the average number of hours per week is divided by the weekly hours threshold (or 40) and rounded to the nearest tenth. The maximum for each employee is capped at 1.0.

Health Cost

The default Health Cost listed on the Employee Loan Period Details tab will include the following benefit types:

- Medical Pre-Tax 125
- Medical Post Tax
- Dental Pre-Tax 125
- Dental Post-Tax
- Vision Pre-Tax 125
- Vision Post Tax

Retirement Cost

The default calculation is any Employer Deferred Comp Match. Retirement Cost is listed on the **Employee Loan Period Details** tab.

Owner-Employees Considerations

There are special rules for owner-employees of a company for the PPP Loan Forgiveness report.

- Owner/employee compensation calculation comparisons will be as follows:
 - If using an 8-week covered period, the maximum amount reported is the lower of \$15,385 or the 8-week equivalent of the owner/employee's 2019 compensation
 - If using a 24-week covered period, the maximum amount reported is the lower of \$20,833 or the 2.5-month equivalent of the owner/employee's 2019 compensation
- Owner-employees are excluded from FTE calculations.

Owner-employee's compensation is listed on Line 9 of Schedule A. Total amount paid or incurred to owner-employees/self-employed individual/general partners:

- Owner/employee compensation is not be included in PPP Schedule A Worksheet, Table 1 or 2.
- If there is more than one individual included, attach a separate table that lists the names of and payments to each.
- If there is more than one owner/employee included, attach a separate table that lists the names of and payments to each.
- If there is more than one owner-employee, the user can filter the **Employee Wage Detail** tab to identify owner-employees and use to prepare data for the separate table.

Help Docs

- Employees designated as owners will have their compensation on Line 9 of Schedule A calculated as follows:
 - The lower of:
 - Loan period wages
 - Loan period equivalent of their 2019 compensation
 - 8-week loan period = 2019 (8) week total (2019 comp / 52 * 8) capped at \$15,385
 - 24-week loan period = 2019 (2.5) month total (2019 comp / 12 * 2.5) capped at \$20,833


Note: Owner/employees of clients that do not have 2019 earnings history to perform the comparison of 2019 compensation to the owner maximums will have the loan period wages reported up to the appropriate maximum limit on Line 9 of the Schedule A based on the 8- or 24-week loan period


- 8-week maximum - \$15,385
- 24-week maximum - \$20,833

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

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

Employment Category Information

* Effective Date: 

* Employment Category: 

ACA Employment Status:

☐ Hours (e.g., Variable) met for ACA Full-time Status

☐ Statutory Employee


☐ Qualified Pension Plan

☐ Highly Compensated

☐ Corporate Officer

Ownership Percent:

Full Time Equivalent:

Change Reason: 

FTE Overrides for Employees

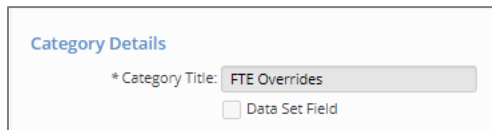
An FTE override may need to be added. An example would be if a salary employee did not report hours.

In order to accomplish the override for any of the periods, a Miscellaneous Field needs to be created for each comparison period to be shown in those areas of the report that show the FTE value.

Here are the Miscellaneous Fields you are able to add:

1. CARESFTELN - Loan Period FTE override
2. CARESFTE19 - 2019 Comparison Period FTE override
3. CARESFTE20 - 2020 Comparison Period FTE override
4. CARESFTESN - Seasonal Comparison Period FTE override

Here is an example of one of the Miscellaneous Fields:



The screenshot shows a form titled "Category Details". It contains a label "* Category Title:" followed by a text input field containing "FTE Overrides". Below this is a checkbox labeled "Data Set Field" which is currently unchecked.

- Navigate to Client Management > Tables > Misc Field Categories.
- Click **Add New**.
- **Category Title:** Enter "FTE Override."
- Click on **Save**.

Once this step is complete:

- Navigate to Client Management > Tables > Misc Employee Fields.
- Click **Add New**.
- **Field Code:** CARESFTELN (or any others listed above).
- **Field Title:** Discretionary or use titles above.
- **Category:** Enter "FTE Overrides."
- **Display Order:** Discretionary.
- **Data Type:** Select "Numeric."
- **Decimal Places:** Enter "2."
- **Other Options:** Select if you want Employee, Manager or Supervisor access to update this field.
- Click on **Save**.

Repeat the setup for each Miscellaneous Field FTE override required for the client. If you do not have access to this screen, please contact your customer service representative.

Once completed, navigate to Employee Management > Employee Maintenance > Misc Fields.

- Select the employee
- Enter **FTE Override** (cannot exceed 1.0)
- Click **Save**

If needed, add the CARESFTE19 or CARESFTE20 as a Miscellaneous Field and add the pertinent information to the employee record.

Note - If using the CARESFTE19 miscellaneous field to override FTE values for employees with no 2019 pay history, it is important that the overrides are entered for all employees to ensure the comparison calculation is done properly and the appropriate FTE values from that time period show on the Summary page.

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

Help Docs

The PPPFA added several additional exceptions:

- Inability to rehire individuals who were employees on February 15, 2020.
- Inability to hire similarly qualified employees for unfilled positions on or before December 31, 2020.

Or

- Inability to return to the same level of business activity as the business was operating before February 15, 2020 due to compliance with requirements established by HHS, CDC or OSHA during the period of March 1, 2020 to December 31, 2020 related to maintaining standards for sanitation, distancing or other worker or customer safety requirements related to COVID-19.

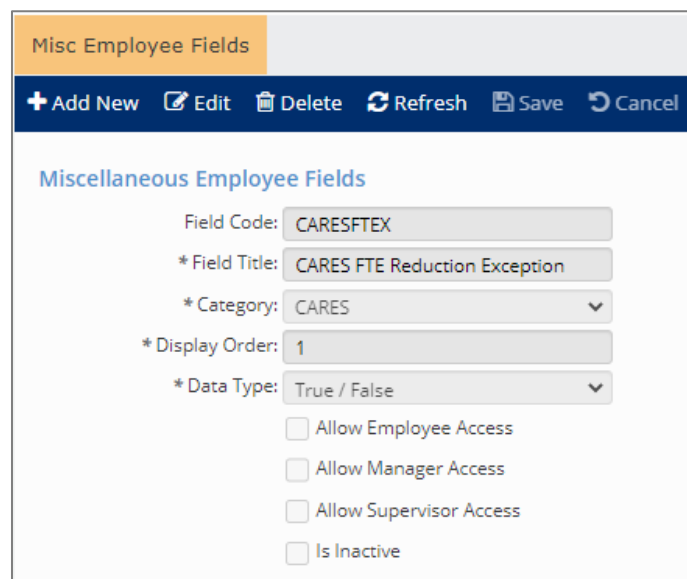
In order to track those employees that qualify, you can create a Miscellaneous Field to indicate that one of the exceptions apply.

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.

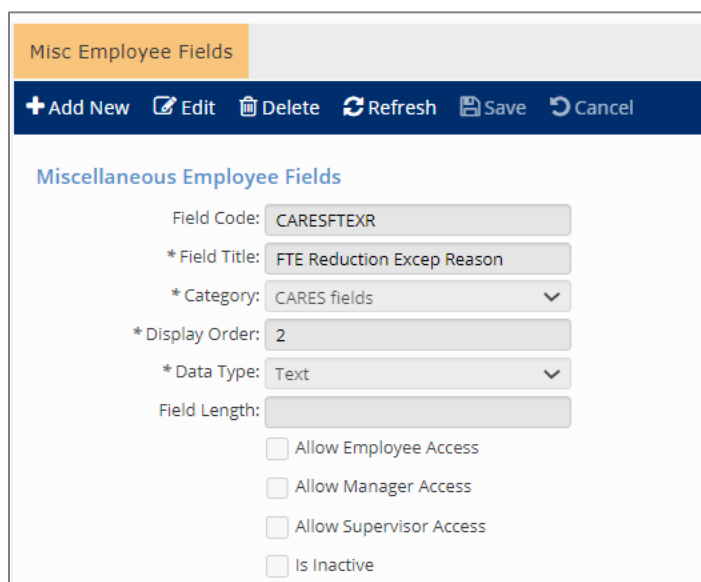
1. Click on the **Add New** icon.
2. For **Field Code**, enter "CARESFTEX."
3. For **Field Title**, enter "CARES FTE Reduction Exception."
4. For **Category**, use one created under Misc. Field Categories.
5. Enter "1" for **Display Order**.
6. Select "True/False" for **Data Type**.
7. Allow access to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



Help Docs

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.



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

- This can be used if the user wishes to override the value that is being populated on Table 1 if they choose
- If no value is entered, the FTE Average from the loan 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 Average FTE will show the value from the loan 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**.

Help Docs

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.

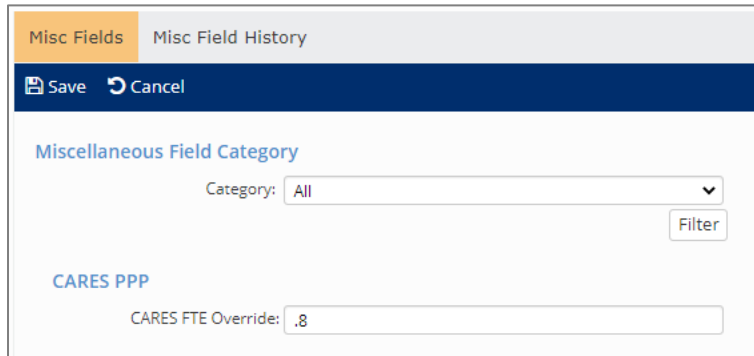
When the employee is identified that qualifies for the FTE Reduction Exception, navigate to Employee Management > Employee Maintenance > Misc. Fields.

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.

Help Docs

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.



Other Considerations

Rehiring Grace Period

An employer can rehire any staff that were laid off or put on furlough and reinstate any pay that was decreased by more than 25% to meet the requirements for forgiveness. With current guidance, you have until **June 30, 2020**, to do so.

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

Note: A disclaimer has been added to the Summary and Schedule A sections of the report (both PDF and Excel versions).

Help Docs

Summary

The **Summary** tab includes three sections:

- Reduction in Headcount
- Reduction in Wages
- Rehires (this section is currently blank pending development and further guidance)

Reduction in Headcount

This section includes the following:

- Company Code
- Company Name
- Pay Group
- **Loan Date:** Based on the entry under **CARES PPP Loan Orig Date** under Legal Miscellaneous Fields.
- **Loan Period Type:** Shows either covered period, paid or incurred, or Alternate Covered periods based on the selection for coverage option.
- **Loan Period:** Shows the full 8 or 24-week timeframe based on the options selected.
 - If a CARES PPP Loan End Date is entered in Legal Miscellaneous Fields, the summary tab will indicate an override loan end date is being used by adding a notation above the Loan Period column.

* Indicates Override Loan End Date in Use	
Loan Period	
5/1/2020 to 6/1/2020*	
Loan Period	
5/1/2020 to 6/1/2020*	
	L

- **Payroll Periods in Loan Period for FTE:** Shows the payrolls that are included based on the FTE Calculation selected on the Report options.
 - # of Regular Payrolls:** Shows the number of regular payrolls that are included in the payroll periods based on the loan period selected.
- **Average FTE Feb 15th-June 30th, 2019:** If no figures appear, client was not with your Service Bureau during this period or had no payrolls during that period. Client may need to get details from previous provider for comparison. FTE is based on number entered under Weekly FTE Hours Threshold. FTE calculation is calculated by adding each month's FTEs and dividing by 5 from the **2019 Employee Hours** tab.
- **Average FTE Seasonal Period:** FTE calculation is calculated by adding each month's FTEs and dividing by the # of months from the **2019 Seasonal Period** tab.
- **Average FTE Jan 1st – Feb 29th, 2020:** FTE is based on the number entered under Weekly FTE Hours Threshold. FTE calculation is calculated by adding each month's FTEs and dividing by 2 from the **2020 Employee Hours** tab.
- **Average FTE Loan Period:** FTE is calculated using the weekly hours threshold entered on the report filter. The number of payrolls used for the FTE calculation will be based on the frequency of the pay group assigned to the employee.
 - Hire dates and termination dates are not considered when calculating FTE.

Help Docs

- **Percent Headcount Retention:** Average FTE Loan Period divided by Average FTE highlighted as Best Option.
 - This will match the FTE Reduction on Schedule A
 - Note:** The Percent of Headcount Reduction will round to the nearest hundredth.
- **Loan Forgiveness Reduction:** The difference from 100% and Percent Headcount Retention.

Reduction in Wages

This section includes:

- Company Code
- Company Name
- Pay Group
- Loan Date
- Loan Period Type
- Loan Period
- **Payroll Periods in Loan Period for Payroll Cost:** This indicates the payrolls included as part of the payroll cost calculation selected on the Report Options.
- **# of Regular Payrolls**
- **Total Eligible Payroll Costs**
- **Reduction in Wages:** The calculation appears on the **Employee Wage Details** tab.
 - If an employee is terminated prior to the begin date of the Covered Period **or** the Alternative Covered Payroll Period that is chosen, the employee will be excluded from the wage reduction calculation.

Reduction in Headcount				Best Option - Highlighted (Used in Calculation)			
Company Code	Company Name	Pay Group	Loan Date	Loan Period Type	Loan Period	Payroll Periods in Loan Period for FTE	# of Regular Payrolls
CBCA	Manor Books	Semi-Monthly	5/1/2020	Covered Period	5/1/2020 to 5/25/2020	5/1/2020 to 5/30/2020	4
CBCA	Manor Books	Weekly	5/1/2020	Alternative Payroll Covered Period	5/1/2020 to 5/25/2020	5/2/2020 to 5/25/2020	8
CBCA	Manor Books	BW-MPAYTest					0
Reduction in Wages				Total Eligible Payroll Costs			
Company Code	Company Name	Pay Group	Loan Date	Loan Period Type	Loan Period	Payroll Periods in Loan Period for Payroll Cost	# of Regular Payrolls
CBCA	Manor Books	Semi-Monthly	5/1/2020	Covered Period	5/1/2020 to 5/25/2020	5/1/2020 to 5/30/2020	4
CBCA	Manor Books	Weekly	5/1/2020	Alternative Payroll Covered Period	5/1/2020 to 5/25/2020	5/2/2020 to 5/25/2020	8
CBCA	Manor Books	BW-MPAYTest					0

Best Option - Highlighted (Used in Calculation)		Average FTE		Average FTE		Average FTE		Percent		Loan Forgiveness	
		Feb 15 - June 30, 2019		Jan 1 - Feb 29, 2020		Loan Period		Headcount Retention		Reduction	
		7.8		11.1		6.9		88.00%		12.00%	
		0.0		0.0		3.6		0.00%		0.00%	
		0.0		0.0		0.0		0.00%		0.00%	

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.
- Reminder – Owner/employees are not reported on Table 1 or Table 2

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

Worksheet Table 1

- Includes a breakdown of figures for PPP Schedule A Lines 1-3.
- Broken down by Pay Group (if applicable).
- Cash Compensation:** Wages for each employee making less than \$100,000 annualized from the **Employee Wage Details** tab, **Loan Period Wages** column (capped at \$15,385). If using the 24-week period, the maximum payroll costs listed in Worksheet 1 will be updated to \$46,154 (24-week equivalent of \$100,000).
- Average FTE:** FTE calculation from the **Employee Wage Details** tab, **Loan Period Average FTE** column.
- FTE Reduction Exceptions:** Lists the employee's name, exception reason and Average FTE calculation from the chosen comparison period or the override entered in the employee's miscellaneous field CARESFTEXO.
 - Note:** Employees listed as exceptions are those that have been marked as "true" in the employee miscellaneous field "CARESFTEX."
 - If an employee in Table 2 has an FTE deduction exception, that employee will show in Table 1 as an FTE Reduction Exception.
- Salary/Hourly Wage Reduction:** The amount of the calculated wage reduction from the **Employee Wage Details** tab, **Salary/Hourly Wage Reduction** column. The Loan Period End Date is used if the employer is applying for the forgiveness earlier than the end of the loan period.
- Totals:** The totals of each of the individual column to be reported on Schedule A.

Note: Employees terminated prior to the loan period and re-hired after the loan period ends will not appear on Table 1 and will have the Wage Reduction Exclude Reason set as "Employee Hired After Loan Period" on the Employee Wage Details tab.

Help Docs

Note: Owner/employees that do not have 2019 earnings history to perform the comparison of 2019 compensation to the owner maximums will have the loan period wages reported up to the appropriate maximum limit on Line 9 of the Schedule A based on the 8- or 24-week loan period

- o 8-week maximum - \$15,385
- o 24-week maximum - \$20,833

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	
Total FTE Reduction Exceptions:			0.9	
Totals:		Box 1 45,517.01	Box 2 5.7	Box 3 795.93

Worksheet Table 2

- Includes a breakdown of figures for PPP Schedule A Lines 4-5.
- Broken down by Pay Group (if applicable).
- Cash Compensation: Wages for each employee in excess of \$100,000 annualized from the **Employee Wage Details** tab, **Loan Period Wages** column (capped at \$15,385 if using the 8-week loan period and \$46,154 if using the 8 or 24-week equivalent of \$100,000).
 - o Employees terminated prior to the loan period but have wages in the loan period and had wages in excess of \$100,000 in 2019 will be shown on Table 2 worksheet.
 - o If employees earning more than \$100,000 in 2019 have the exception flag selected and an FTE override value entered, the FTE override is ignored and the FTE calculation from the Employee Wage Details is reported on Table 2.
 - o The calculation for 2019 \$100,000 wage threshold is to evaluate each pay period within the year and multiply the highest gross amount by the pay frequency to determine annualized 2019 wages to properly report in Table 2 as noted in the application instructions:
 - "Received compensation from the borrower at an annualized rate of more than \$100,000 for any pay period in 2019."
 - o **Note:** There is no FTE Reduction Exception on Table 2 with the above scenario.
- **Average FTE:** FTE calculation from the **Employee Wage Details** tab, **Loan Period Average FTE** column.
- **Totals:** The totals of each of the individual column to be reported on Schedule A.

PPP Scheduled A Worksheet				
Table 2				
CBCA - Manor Books PayGroup: Semi-Monthly				
Employee's Name	Employee Identifier	Cash Compensation	Average FTE	
Able, John	9999	15,385.00	0.6	
Bailey, Elliott	9999	10,844.73	0.6	
Baxter, Judd	2154	5,576.97	0.6	
Doe, John	9966	10,617.72	0.6	
Hancock, Jed	2345	15,385.00	0.6	
Zoom, Zelda	9967	15,385.00	0.6	
Totals:		Box 4 73,194.42	Box 5 3.6	

Employee Wage Details

The tab titled **Employee Wage Details** contains the comparison of the 1st quarter 2020 wages vs. the Loan Period wages based on 75% of Q1 2020 Applicable Wages.

The columns include:

- Company Code
- Company Name
- Pay Group
- Employee Number
- Employee Name
- Status
- Hire Date
- Termination Date
- Employment Category
- **Excluded from Wage Reduction:** Will list "Yes" if employee has been excluded from the wage reduction calculation.
- **Excluded Reason:** Will list the reason the employee was excluded from the wage reduction calculation.
- Q1 2020 Hours
- **Q1 2020 Wages:** Total quarterly wages (using the default or override accumulator) divided by the number of regular/conversion payroll runs paid in the quarter of the pay group and then multiplied by the appropriate annual frequency.
 - Employees hired within the quarter will have the # of weeks pro-rated based on their hire date and # of payroll runs in the quarter
 - Employees terminated within the quarter will have the # of weeks pro-rated based on their termination date and # of payroll runs in the quarter
 - Employee wage details will include payrolls with a pay date of 3/31/2020 in calculating the weeks in the quarter.
- **Q1 2020 Hourly Wage:** Calculated by dividing Q1 2020 Wages by Q1 2020 Hours.
- **Q1 2020 Annualized Wage:** Q1 2020 Wages divided by 13 and then multiplied by 52 weeks.
- **Loan Period Average FTE:** Calculated by averaging the FTE value for payrolls in the loan period in the **Employee Loan Period Details** tab. It will include all weeks for employees that were employed for the entire loan period regardless of how many weeks the employee was paid during the loan period. Dates of employment (hire and termination) during the loan period are used to prorate the number of weeks during the loan period as applicable.

Help Docs

- **Loan Period Hours:** Hours paid during payrolls in the loan period.
- **Loan Period Weeks Worked:** This column represents the number of weeks the employee worked during the loan period and is used to calculate the annualized wage from the loan period.
- **Loan Period Wages:** Wages paid or incurred during payrolls in the loan period.
- **Loan Period Hourly Wage:** Calculated by dividing the Loan Period Wages by the Loan Period Hours.
- **Loan Period Annualized Wage:** Calculated by taking the loan period wages for the pay periods included in the report and annualizing. The calculation to annualize the loan period wages will account for the number of weeks used in the calculating the payroll costs based on the "paid or incurred" option selected.
Example: If the payroll costs in an 8-week loan period encompassed 9 weeks based on the paid or incurred selection, the annualized loan period wage calculation will also use 9 weeks.
- For the following columns, a description of the calculations used in the wage reduction method has been added above the columns in this section.
 - If Hourly Wage method used, reference the Hourly Wage Calc and Q1 Average Weekly Hours.
 - If Average Annual Salary, reference the Annual Wage Calc.
 - The Annualized Wage calculation for the applicable loan period has been updated to account for the 24-week option
 - The calculation will account for how many weeks of the loan period have processed and annualize the wages based on that # of weeks until the full loan period has been satisfied
Example: If using a 24-week loan period and 10 weeks have processed during that loan period at the time the report is run, the annualized wage will calculate using 10 weeks
- **Wage Reduction Calculation Method** is either:
 - Average Annual Salary
 - Hourly Wage**Note:** If the employee has no hours to calculate an hourly wage, the Average Annual Salary method is used.
- **Percent of Q1 Wage:** Calculates the percentage of the loan period annualized wages vs. the Q1 2020 annualized wages.
- **Hourly Wage Calc or Annual Wage Calc:** If Percent of Q1 Wage is less than .75, multiply Q1 hourly wage or annualized wage by .75 and subtract the loan period hourly wage or annualized wage.
- **Q1 Average Weekly Hours:** Calculated by dividing the Q1 2020 hours by 13.
- **Salary/Hourly Wage Reduction:**
 - If hourly wage calculation is used, multiply the hourly wage calc by the Q1 Average Weekly Hours, multiply value by 8.
 - If average annual salary calculation is used, multiply annual wage calculation by 8 and divide by 52.
 - A wage reduction will not be calculated if the employee's rate or annualized wage does not exceed 25% of the Quarter 1 rate or annualized wage.
 - When using the average annual salary calculation, to avoid employers being doubly penalized for the FTE reduction and the wage reduction, employees that contribute to an employer's overall FTE reduction will not have a wage reduction calculation performed.
 - If the employee did not contribute individually to the FTE reduction, a wage reduction calculation would still be performed.

- If the hourly wage calculation is used, both the FTE reduction and the wage reduction calculation are performed.
 - This is done because employees may work less hours in the loan period which contributes to the FTE reduction and could be paid an average hourly wage that is less than the Q1 average, therefore, the calculation is performed for both scenarios.
 - Per SBA guidance:** To ensure that borrowers are not doubly penalized, the salary/wage reduction applies only to the portion of the decline in employee salary and wages that is not attributable to the FTE reduction.
 - The wage reduction will account for the entire covered loan period even if applying for loan forgiveness earlier than the end of the 8- or 24-week period. Here are the guidelines:
 - A borrower may submit a Loan Forgiveness Application before the end of the 8-week or 24-week covered period, provided that the borrower has used all of the loan proceeds for which the borrower is requesting forgiveness and the borrower's loan forgiveness application accounts for any salary reductions in excess of 25 percent for the full covered period.
- Headcount Comparison** Two columns are included in this section, and the purpose of these columns is to show the FTE calculations by employee for the loan period vs. the chosen comparison period. Per SBA guidelines, the comparison periods are to be averaged by the week instead of by the month. The columns are:
 - Loan Period Average FTE
 - Comparison Period Average FTE
 - Here are the calculations used:
 - Hours worked during the comparison periods are totaled and pay periods are prorated as necessary

Total hours are divided by the number of weeks in the comparison period to calculate a weekly average and rounded to the nearest tenth.

- The Average FTE is also displayed on the summary page

Hourly Wage Method:	Percent of Q1 Wage:	Divide Loan Period Hourly Wage by Q1 Hourly Wage. If greater than .75, no reduction in wage.
	Hourly Wage Calc:	If less than .75, multiply Q1 Hourly Wage by .75 and subtract Loan Period Hourly Wage.
Average Annual Wage Method:	Q1 Average Weekly Hours:	Calculate the Average hours worked in Q1 (Q1 Hours / 13 weeks).
	Salary/Hourly Wage:	Multiply Hourly Wage Calc by the Q1 Average Weekly Hours. Then multiply by 8 or 24.
	Percent of Q1 Wage:	Divide Loan Period Annualized Wage by Q1 Annualized Wage. If greater than .75, no reduction in wage.
	Annual Wage Calc:	If less than .75, multiply Q1 Annualized Wage by .75 and subtract Loan Period Annualized Wage.
	Salary/Hourly Wage:	Multiply Annual Wage Calc by 8 or 24 and divide by 52. Result

					Salary/Hourly Wage		Multiply Annual Wage Calc by 8 or 24 and divide by 52. Result			Headcount Comparison	
Loan Period					Vage Reduction		Hourly Wage Calc		Salary/Hourly	Loan Period	Comparison Period
Weeks Worked	Wages	Hourly Wage	Annualized Wage		Calculation Method	Percent of Q1 Wage	or Annual Wage Calc	Q1 Average Weekly Hours	Wage Reduction	Average FTE	Average FTE
6.71	3,066.67	17.1208	23,765.55		Hourly Wage	148.33%				FTE Exception	10
6.71	6,167.07	34.4298	47,792.49		Hourly Wage	148.33%				10	10
6.71	1,533.33	8.5604	11,882.74		Hourly Wage	148.33%				10	10
6.71	6,099.60	34.0531	47,269.63		Hourly Wage	148.33%				10	10
6.71	4,320.00	0	33,478.39		Average Annual Salary	70.04%	2,371.67		364.87		
6.71	6,000.00	0	46,497.76		Average Annual Salary	89.42%				0.5	0.5
6.71	1,533.33	8.5604	11,882.74		Hourly Wage	148.33%				10	10
6.71	6,240.67	34.9407	48,362.87		Hourly Wage	148.33%				10	10
6.71	4,320.00	216	33,478.39		Hourly Wage	120.00%				0.9	0.9
6.71	3,283.50	18.7629	25,445.90		Hourly Wage	113.71%				0.7	10
6.71	12,266.67	68.483	95,062.12							10	10
6.71	6,176.27	34.4812	47,863.79		Hourly Wage	148.33%				10	10
6.71	7,666.67	0	59,413.84		Average Annual Salary	118.83%					
6.71	4,191.00	20.955	32,478.69		Hourly Wage	127.00%				0.9	0.9
6.71	6,176.27	34.4812	47,863.79		Hourly Wage	148.33%				10	10
6.71	6,176.27	34.4812	47,863.79		Hourly Wage	148.33%				10	10
6.71	6,176.27	34.4812	47,863.79		Hourly Wage	148.33%				10	10
6.71	1,799.98	20.2541	13,949.17		Hourly Wage	148.38%				0.5	0.5
6.71	30,666.67	171.2074	237,655.27							FTE Exception	10
	123,860.24		959,870.71						364.87	14.5	15.8
	123,860.24		959,870.71						364.87	14.5	15.8

Note: Owner/employees will not show an FTE calculation in these two columns.

Employee Number	Employee Name	Status	Hire Date	Termination Date	Employment Category	Excluded From Wage Reduction	Wage Reduction Exclude Reason
102	Abernathy, Mark K	Active	3/10/1997		Part Time	Yes	Employee Owner
101	Able Sr, Mark James	Active	9/1/2013		Full Time		
110	Able, John	Active	9/1/2013		Full Time	Yes	2019 Accumulated Wage over 100K
102663	Ackerman, Rick	Active	1/1/2000		Full Time		
10003	Archer III, Barry T	Active	9/11/2014		Temporary Full Time		
105	Bailey, Elliott	Active	6/5/2005		Full Time	Yes	2019 Accumulated Wage over 100K
102667	Baxter, Judd	Active	12/31/2019		Full Time	Yes	Prorated 2019 Annualize Wage Over 100K
122	Broker, Adam T	Active	6/3/2014		Full Time		
1687	Conner, Bill T	Active	2/25/2013		Full Time		
1002	Datto, Mike T	Active	2/6/2020		Full Time	Yes	Employee has no Q1 2020 Wages
111	Doe, John	Active	2/22/2005		Part Time	Yes	2019 Accumulated Wage over 100K

Annualized Wage	Wage Reduction Calculation Method	Percent of Q1 Wage
40,325.31		
40,987.16	Hourly Wage	110.02%
245,253.13		
34,033.19	Hourly Wage	91.01%
66,046.69	Hourly Wage	108.06%
64,744.66		
33,295.34		
30,951.40	Hourly Wage	111.98%
17,129.13	Average Annual Salary	856.46%
68,874.00		
63,389.37		
0.00	Hourly Wage	
263,401.43		
19,231.76	Average Annual Salary	112.52%
4,979.10	Average Annual Salary	99.58%
34,813.01	Hourly Wage	127.12%

The Exception Reason has been added to the Loan Period Average FTE column Loan Period Details tab, if applicable to identify the employees that are not included in that calculation.

Headcount Comparison	
Loan Period	Comparison Period
Average FTE	Average FTE
Owner	
0.6	
0.6	
0.6	
0.6	
0.6	
0.6	
FTE Exception	
FTE Exception	
0.9	
0.6	
0.6	
0.4	

Help Docs

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 and this can be used as guidance for the attachment the employer needs for their Loan Forgiveness Application. The employer should check with their lender for instructions for the attachment.

- 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

2019 Employee Hours

The tab titled **2019 Employee Hours** details the month-by-month hours and FTE from Feb 15th to June 30th, 2019. The column headers include:

- Company Code
- Company Name
- Pay Group
- Employee Number
- Employee Name
- **February – June Hours:** Calculated by summing up hours paid in each of those months, prorating pay periods as necessary to align with the client's pay periods.
- **Total Hours:** Sum of hours from Feb 15th to June 30, 2019.
- **Weekly FTE Hours:** weekly hours threshold amount entered on Report Options, or default of 40
- **Number of Weeks:** The number of weeks calculated from Feb 15th to June 30, 2019.
- **Average Hours Per Week:** Calculated by dividing Total Hours by Number of Weeks to the nearest hundredth.
- **Average FTE:** calculated by dividing Average Hours Per Week by Weekly FTE Hours (40), rounded to the nearest tenth.

Company Code	Company Name	Employee Number	Employee Name	February Hours	March Hours	April Hours	May Hours	June Hours	Total Hours	Weekly FTE Hours	Number Of Weeks	Average Hours Per Week	Average FTE
CECA	Manor Books	701	Able Sr, Mark James	92.00	173.34	91.67	93.82	173.34	630.77	40	19.43	35.73	0.9
CECA	Manor Books	702	Able, John	90.67	173.34	90.67	180.32	173.34	695.34	40	19.43	33.77	0.8
CECA	Manor Books	702663	Ackerman, Rick	61.47	173.34	173.34	173.34	173.34	754.83	40	19.43	38.05	1.0
CECA	Manor Books	70063	Acker, IL, Barry T	3.00	0.00	10.00	10.00	0.00	15.00	40	19.43	7.87	0.2
CECA	Manor Books	705	Bailey, Elliott	91.07	173.34	94.67	160.00	173.34	619.42	40	19.43	35.64	0.9
CECA	Manor Books	712	Broker, Adam T	82.67	160.00	87.00	160.00	160.00	649.67	40	19.43	33.44	0.8
CECA	Manor Books	7017	Conner, Bill T	3.67	0.00	80.00	80.00	0.00	163.67	40	19.43	8.42	0.2
CECA	Manor Books	701	Dow, John	89.34	173.34	91.67	89.28	173.34	1481.97	40	19.43	72.87	1.8
CECA	Manor Books	710	Hancock, Jed	92.27	173.34	173.34	166.67	173.34	778.36	40	19.43	40.08	1.0
CECA	Manor Books	702664	Henderson, Ben	1.67	0.00	0.00	0.00	0.00	1.67	40	19.43	0.09	0.0
CECA	Manor Books	716	J., Palmsville Concord	3.67	0.00	120.00	0.00	0.00	123.67	40	19.43	6.36	0.2
CECA	Manor Books	70006	Johnson, Bill	3.47	0.00	0.00	0.00	0.00	3.47	40	19.43	0.18	0.0
CECA	Manor Books	712	Zoom, Zaida	88.94	173.34	151.67	80.41	173.34	668.30	40	19.43	34.40	0.9
CECA	Manor Books		Total	782.51	1,373.38	1,154.83	2,148.64	1,373.38	6751.34				7.9
Report Total:				782.51	1,373.38	1,154.83	2,148.64	1,373.38	6751.34				7.9

2019 Seasonal Period

If a begin date is entered in the filter for a Legal Company under **Seasonal Period Begin** date, this tab will populate. The column headers include:

- Company Code
- Company Name
- Pay Group
- Employee Number
- Employee Name
- **Hours for the selected seasonal period:** Calculated by summing up hours paid in each of those months.
Note: The seasonal timeframe when selected will account for 84 days (12 weeks).
- **Weekly FTE Hours:** weekly hours threshold amount entered on Report Options, or default of 40
 - 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.
- **Number of Weeks:** The number of weeks in the seasonal period.
- **Average Hours Per Week:** calculated by dividing Total Hours by Number of Weeks to the nearest hundredth
- **Average FTE:** calculated by dividing Average Hours Per Week by Weekly FTE Hours (40), rounded to the nearest tenth

Here is an example with the seasonal period beginning 6/1/2019.

Company Code	Company Name	Employee Number	Employee Name	June Hours	July Hours	August Hours	Total Hours	Weekly FTE Hours	Number Of Weeks	Average Hours Per Week	Average FTE
MAY9001	May 2019 HRI Test Inc	#004	Adams, Daniel L	0.00	96.64	63.84	160.48	40	12.00	13.54	0.3
MAY9001	May 2019 HRI Test Inc	#015	Barnes, Richard L	0.00	90.00	0.00	90.00	40	12.00	7.50	0.2
MAY9001	May 2019 HRI Test Inc	#006	Blackman, David	0.00	97.14	62.86	160.00	40	12.00	13.33	0.3
MAY9001	May 2019 HRI Test Inc	#005	Borland, Regina A	0.00	77.26	50.23	127.55	40	12.00	10.63	0.3
MAY9001	May 2019 HRI Test Inc	#014	Garcia, Jesus Gonzalez	0.00	97.14	62.86	160.00	40	12.00	13.33	0.3
MAY9001	May 2019 HRI Test Inc	#010	Haines, Lydia A	0.00	97.14	62.86	160.00	40	12.00	13.33	0.3
MAY9001	May 2019 HRI Test Inc	#011	Hopkins, Noah	0.00	103.27	62.86	166.13	40	12.00	13.94	0.3
MAY9001	May 2019 HRI Test Inc	#016	Hughes, Ronald	0.00	97.14	62.86	160.00	40	12.00	13.33	0.3
MAY9001	May 2019 HRI Test Inc	#012	Ibarra, Kyle F	0.00	100.29	67.57	167.86	40	12.00	13.99	0.3
MAY9001	May 2019 HRI Test Inc	#008	Jackson, Mitchell	0.00	97.14	62.86	160.00	40	12.00	13.33	0.3
MAY9001	May 2019 HRI Test Inc	#023	Maloney, Todd A	0.00	17.14	62.86	80.00	40	12.00	6.67	0.2
MAY9001	May 2019 HRI Test Inc	#003	McDonald, Sandy A	0.00	80.00	0.00	80.00	40	12.00	6.67	0.2
MAY9001	May 2019 HRI Test Inc	#007	Michaelis, Anne P	0.00	98.50	67.83	166.33	40	12.00	13.86	0.3
MAY9001	May 2019 HRI Test Inc	#013	Patel, Vihaan Y	0.00	97.14	62.86	160.00	40	12.00	13.33	0.3
MAY9001	May 2019 HRI Test Inc	#022	Peart, Minnie	0.00	23.56	0.00	23.56	40	12.00	1.96	0.0
MAY9001	May 2019 HRI Test Inc	#017	Perez, Sofia A	0.00	95.60	63.25	158.85	40	12.00	13.24	0.3
MAY9001	May 2019 HRI Test Inc	#009	Roberts, Reginald	0.00	96.62	62.86	161.68	40	12.00	13.47	0.3
MAY9001	May 2019 HRI Test Inc	#020	Smith, Christopher L	0.00	97.14	62.86	160.00	40	12.00	13.33	0.3
MAY9001	May 2019 HRI Test Inc	#021	Smith, John	0.00	97.14	62.86	160.00	40	12.00	13.33	0.3
MAY9001	May 2019 HRI Test Inc	#018	Watson, Martha	0.00	97.14	62.86	160.00	40	12.00	13.33	0.3
MAY9001	May 2019 HRI Test Inc		Total	0.00	1,757.34	1,067.10	2824.44				5.4
Report Total:				0.00	1,757.34	1,067.10	2824.44				5.4

Help Docs

2020 Employee Hours

The tab titled **2020 Employee Hours** details the month-by-month hours and FTE from Jan 1st – Feb 29th, 2020. The column headers include:

- Company Code
- Company Name
- Pay Group
- Employee Number
- Employee Name
- **Jan – Feb 2020 Hours:** Calculated by summing up hours paid in each of those months.
- **Total Hours:** sum of hours from January to February 2020
- **Weekly FTE Hours:** weekly hours threshold amount entered on Report Options, or default of 40
- **Number of Weeks:** the number of weeks calculated from January through February 2020
- **Average Hours Per Week:** calculated by dividing Total Hours by Number of Weeks to the nearest hundredth
- **Average FTE:** calculated by dividing Average Hours Per Week by Weekly FTE Hours (40), rounded to the nearest tenth

Company Code	Company Name	Employee Number	Employee Name	January Hours	February Hours	Total Hours	Weekly FTE Hours	Number Of Weeks	Average Hours Per Week	Average FTE
CBCA	Manor Books	101	Able Sr, Mark James	0.00	173.34	173.34	40	8.57	20.23	0.5
CBCA	Manor Books	110	Able, John	0.00	173.34	173.34	40	8.57	20.23	0.5
CBCA	Manor Books	102663	Ackerman, Rick	0.00	173.34	173.34	40	8.57	20.23	0.5
CBCA	Manor Books	10003	Archer III, Barry T	0.00	173.34	173.34	40	8.57	20.23	0.5
CBCA	Manor Books	105	Bailey, Elliott	0.00	173.34	173.34	40	8.57	20.23	0.5
CBCA	Manor Books	102667	Baister, Judd	0.00	173.32	173.32	40	8.57	20.22	0.5
CBCA	Manor Books	122	Broker, Adam T	0.00	160.00	160.00	40	8.57	18.67	0.5
CBCA	Manor Books	111	Doe, John	0.00	173.34	173.34	40	8.57	20.23	0.5
CBCA	Manor Books	113	Hancock, Jed	0.00	173.34	173.34	40	8.57	20.23	0.5
CBCA	Manor Books	102665	Hargrove, Alvin J	0.00	38.25	38.25	40	8.57	4.46	0.1
CBCA	Manor Books	102666	Hilton, Mary	0.00	173.32	173.32	40	8.57	20.22	0.5
CBCA	Manor Books	112	Zoom, Zelds	0.00	173.34	173.34	40	8.57	20.23	0.5
CBCA	Manor Books		Total	0.00	1,931.61	1931.61				5.6
Report Total:				0.00	1,931.61	1931.61				5.6

Employee Loan Period Details

The tab titled **Employee Loan Period Details** includes the payrolls during the Loan Period including the Paid or incurred Hours and Paid or incurred Wages. The FTE count is determined by the weekly threshold hours entered under Options (or 40) when generating the report. The column headers include:

- Company Code
- Company Name
- Pay Group
- Employee Number
- Employee Name
- **Period Begin Date:** Includes the first period begin date of the first full payroll period within the covered loan period.
- **Period End Date:** Includes the last period end date that is inclusive of the 8-week loan period up through the current date.

Note: For biweekly and more frequent payroll frequencies, the Alternative Payroll Covered Period can be used. The report is using the paid or incurred option selected in the Report Options and counting forward 56 or 168 days. For semi-monthly or monthly payroll frequencies, the Covered Payroll Period will be used which will calculate the number of days from the **Loan Origination Date** entered under Legal Miscellaneous Fields and count 56 or 168 days forward.

- **Pay Period Number:** The Pay Period #, Run # and Run Type will be displayed on the Loan Period Details page to easily identify the special payroll hours have been included with.
 - Special payrolls are not counted as a separate payroll in the FTE calculation, but any hours associated with those payrolls will be accounted for in the hours calculation.
 - You can find the Pay Period # in the top right-hand corner of the Payroll Summary, and on the Payroll Run History page.
- **Weekly FTE Hours**
- **Paid Hours:** Hours paid each period listed.
- **# of Weeks in Loan Period:** This column represents the number of weeks in the loan period regardless of how many weeks the employee worked in the loan period.
- **Average Hours Per Week:** Based on guidance in the SBA Loan Forgiveness Application on page 4 which states:
 - "For each employee, enter the **average number of hours paid per week**, divide by 40, and round the total to the nearest tenth."
- **Average FTE:** The loan period average FTE calculation will add up all hours for the loan period and divide by the # of pay periods to get an average, then divide by 40 to calculate the average FTE (special payrolls will still be excluded from the # of pay periods, but hours will be included in the calculation)
- **Override Average FTE:** This will populate only if an override was added for the employee.
 - **Wages:** Gross wages which includes gross salary, gross wages, gross tips, gross commissions, paid leave, separation pay but **excluding** leave covered by the Families First Coronavirus Response Act (FFCRA) or the "CPPP_GRS" accumulator earnings paid during that payroll run.
 - **Retirement Costs:** Defaults to any Employer Deferred Comp match unless a custom accumulator (CPPP_RET) is created to override the value.
 - **State Local ER Tax:** Calculates from state unemployment taxes and any other state/local employer paid taxes.

Run Number	Period Begin Date	Period End Date	Pay Period Number	Weekly FTE Hours	Paid Hours	# of Weeks in Loan	Average Hours Per	Average FTE	Override Average	Wages	Health Cost	Retirement Cost	State Local ER Tax
155	4/15/2020	4/30/2020			0.00					500.00	0.00	0.00	16.50
156	5/1/2020	5/15/2020			86.67					500.00	0.00	0.00	16.50
157	5/16/2020	5/31/2020			86.67					500.00	0.00	0.00	16.50
158	6/1/2020	6/15/2020			5.78					33.33	0.00	0.00	1.10
Employee Total				40	179.12	4.57	39.19	1.0		1533.33	0.00	0.00	50.60
155	4/15/2020	4/30/2020			0.00					1000.00	0.00	0.00	33.00
156	5/1/2020	5/15/2020			86.67					1000.00	0.00	0.00	33.00
157	5/16/2020	5/31/2020			86.67					1000.00	0.00	0.00	33.00
158	6/1/2020	6/15/2020			5.78					66.67	0.00	0.00	2.20
Employee Total				40	179.12	4.57	39.19	1.0		3066.67	0.00	0.00	101.20
155	4/15/2020	4/30/2020			0.00					2,014.00	0.00	0.00	66.45
156	5/1/2020	5/15/2020			86.67					2,014.00	0.00	0.00	66.46
157	5/16/2020	5/31/2020			86.67					2,014.00	0.00	0.00	66.47
158	6/1/2020	6/15/2020			5.78					134.27	0.00	0.00	4.43
Employee Total				40	179.12	4.57	39.19	1.0		6,176.27	0.00	0.00	203.81
155	4/15/2020	4/30/2020			0.00					586.95	0.00	0.00	19.36
156	5/1/2020	5/15/2020			43.00					586.95	0.00	0.00	19.38
157	5/16/2020	5/31/2020			43.00					586.95	0.00	0.00	19.37
158	6/1/2020	6/15/2020			2.87					39.13	0.00	0.00	1.30
Employee Total				40	88.87	4.57	19.45	0.5		1,793.98	0.00	0.00	59.41
155	4/15/2020	4/30/2020			0.00					1,989.00	0.00	0.00	65.64
156	5/1/2020	5/15/2020			86.67					1,989.00	0.00	0.00	65.63
157	5/16/2020	5/31/2020			86.67					1,989.00	0.00	0.00	65.64
158	6/1/2020	6/15/2020			5.78					132.60	0.00	0.00	4.37
Employee Total				40	179.12	4.57	39.19	1.0		6,099.60	0.00	0.00	201.28
155	4/15/2020	4/30/2020			0.00					2,014.00	0.00	0.00	66.47
156	5/1/2020	5/15/2020			86.67					2,014.00	0.00	0.00	66.46
157	5/16/2020	5/31/2020			86.67					2,014.00	0.00	0.00	66.46
158	6/1/2020	6/15/2020			5.78					134.27	0.00	0.00	4.43
Employee Total				40	179.12	4.57	39.19	1.0		6,176.27	0.00	0.00	203.82

Safe Harbor Setup

A new tab has been added to the CARES PPP Loan Forgiveness Report titled **Safe Harbor Details**. This tab will list the details needed in order to determine if the safe harbor requirements have been met.

If you wish to have the system calculate this for you, please contact your customer service representative to add the CARES PPP Loan Forgiveness Date in the system.

CARES PPP Loan Forgiveness Date:

Once the CARES PPP Loan Forgiveness Date is populated on your record, the safe harbor calculation will use the date entered and compare the 12/31/2020 and use the earlier of the two dates for comparison purposes.

Safe Harbor Details

The Safe Harbor Details tab will be the last tab in the report. It will include the following columns:

Company Code	Company Name	Employee Number	Employee Name	Status	Hire Date	Termination Date	Employment Category	2/15/2020	2/15/2020 - 4/26/2020	Annualized	Loan Application D
JD19	Cares Report	1008	Brock, Sam	Active	11/19/2017		Full Time	26,000.00	27,288.63		
JD19	Cares Report	1997	Dillon, Diane	Active	1/1/2019		Part Time	41,600.00	48,513.12		
JD19	Cares Report	2158	Drum, Sally	Active	1/1/2019		Part Time	52,000.00	52,555.88		
JD19	Cares Report	1013	Grange, Nancy	Active	7/1/1995		Full Time	26,000.00	30,320.70		
JD19	Cares Report	3366	Grenlock, Larry	Active	1/1/2019		Part Time	52,000.00	52,555.88		
JD19	Cares Report	5443	Hillsom, Kevin	Active	7/1/2017		Part Time	0.00	0.00		
JD19	Cares Report	1001	Jones, Casey	Active	6/1/1978		Full Time	52,000.00	60,641.40		
JD19	Cares Report	2001	Korman, Lisa	Active	1/1/2019		Full Time	39,000.00	39,922.25		
JD19	Cares Report	1002	Muller, Julie	Active	1/1/2019		Full Time	52,000.00	60,641.40		
JD19	Cares Report	1955	Rosen, Bill	Active	1/19/2020		Part Time	52,000.00	60,641.40		
JD19	Cares Report	2000	Shumer, Chuck	Active	1/1/2019		Full Time	52,000.00	28,299.32		
JD19	Cares Report	1000	Smith, Susan	Active	1/1/2019		Part Time	23,920.00	16,272.11		
JD19	Cares Report	1019	Whitley, Al	Active	3/8/2007		Part Time	78,000.00	37,142.86		
JD19	Cares Report	1046	Williams, Angie	Active	4/1/2014		Full Time	39,000.00	39,922.25		
JD19	Cares Report										
JD19-1	Safe Harbor Co 1	1955	CheckWage, Pay/bethwofiteen	Active	1/19/2020		Part Time	0.00	0.00		
JD19-1	Safe Harbor Co 1	1997	Dillard, Diane	Active	1/1/2019		Part Time	41,600.00	48,513.12		
JD19-1	Safe Harbor Co 1	1000	Dolman, Nora	Terminated	12/9/2019	3/31/2020	Part Time	23,920.00	25,480.00		
JD19-1	Safe Harbor Co 1	2158	Drake, Sally	Active	8/19/2019		Part Time	52,000.00	52,555.88		
JD19-1	Safe Harbor Co 1	2233	Employee, Term	Terminated	11/19/2017	9/15/2019	Full Time	0.00	0.00		

Loan Application		12/31/2020	Safe Harbor Met	Hours		2/15/2020	2/15/2020 - 4/26/2020	Loan Application		12/31/2020	FTE		2/15/2020	2/15/2020 - 4/26/2020	Loan Application		12/31/2020	Safe Harbor Met
0.00	78,000.00	N	40	480	0	40	1	0.8	0.9	0	1	0	1	0	1	0	1	
0.00	52,000.00	N	32	384	0	40	1	1	1	0	1	0	1	0	1	0	1	
0.00	52,000.00	N	40	416	0	40	1	1	1	0	1	0	1	0	1	0	1	
0.00	52,000.00	N	40	690	0	40	1	1	1	0	1	0	1	0	1	0	1	
0.00	41,600.00	N	40	416	0	32	1	1	1	0	0.8	0	0.8	0	0.8	0	0.8	
0.00	52,000.00	N	0	0	0	40	0	0	0	0	0	0	0	0	0	0	0	
0.00	52,000.00	N	40	480	0	40	1	1	1	0	1	0	1	0	1	0	1	
0.00	39,000.00	N	40	480	0	40	1	1	1	0	1	0	1	0	1	0	1	
0.00	52,000.00	N	40	480	0	40	1	1	1	0	1	0	1	0	1	0	1	
0.00	52,000.00	N	40	480	0	40	1	1	1	0	1	0	1	0	1	0	1	
0.00	52,000.00	Y	40	224	0	40	1	1	0.5	0	1	0	1	0	1	0	1	
0.00	34,320.00	Y	40	280	0	40	1	1	0.7	0	1	0	1	0	1	0	1	
0.00	78,000.00	Y	40	440	0	40	1	1	1	0	1	0	1	0	1	0	1	
0.00	39,000.00	N	40	480	0	40	1	1	1	0	1	0	1	0	1	0	1	
0.00	0.00	N	0	0	0	0	12.8	12.1	0	13.8	Yes	0	0	0	0	0	0	
0.00	52,000.00	N	32	384	0	40	0.8	0.9	0	1	0	1	0	1	0	1	0	
0.00	0.00	N	40	280	0	0	1	1	1	0	0	0	0	0	0	0	0	

Help Docs

1. Company Code
2. Company Name
3. Employee Number
4. Employee Name
5. Status
6. Hire Date
7. Termination Date
8. Employment Category
9. 2/15/2020
10. 2/15/2020 – 4/26/2020
11. Annualized Wages – Loan Application Date
12. Loan Application
13. 12/31/2020
14. Safe Harbor Met
15. 2/15/2020 Hours
16. 2/15/2020 – 4/26/2020 Hours
17. Loan Application Hours
18. 12/31/2020 Hours
19. 2/15/2020 FTE
20. 2/15/2020 – 4/26/2020 FTE
21. Loan Application FTE
22. 12/31/2020 FTE
23. Safe Harbor Met

Columns I through N on the new worksheet tab calculate the annualized wages as of the dates specified in the safe harbor guidelines:

- Column I – lists annualized wages as of 2-15-20
 - Any regular pay period that includes 2-15-20 in the pay period range (excluding specials)
 - If hourly, calculate total pay/# hours = hourly wage, which is then annualized
 - If not hourly, look at base wage accumulator pay types (new accumulator CPPP_BSE if used) total and annualize salary/wage based on pay frequency and hire/term dates
 - If they have no pay in this pay period, annualized pay is zero
- Column J – lists annualized wages from 2-15-20 through 4-26-20
 - Totals the pay using the base wage accumulator if used during this time frame, pro-rating pay periods as necessary and accounting for hire dates and termination dates of the employee
 - Wages are annualized by taking the total during this time frame, dividing by 10.29 weeks and multiplying by 52
- Column K – lists the Loan Forgiveness Application Date populated in the new legal miscellaneous field
 - Note: The column heading will be changed to “Loan Forgive App Date” in the next interim release
 - Note: Two misspellings in the column headers will be corrected in the next interim release (Category/Annualized)

Help Docs

- Column L – lists annualized wages as of the Loan Forgiveness Application Date, if populated
 - Same calculation as specified for Column I
- Column M – lists annualized wages as of 12-31-20 if no Loan Application Date is populated
 - Same calculation as specified for Column I
- Column N – indicates whether the safe harbor has been met for this employee based on the safe harbor guidelines:
 - If safe harbor is met, the Column on the Employee Wage Details tab labeled "Salary/Hourly Wage Reduction" will be blank
 - If safe harbor is met, the Column on Employee Wage Details tab labeled "Wage Reduction Exclude Reason" displays "Safe Harbor Met"
 - If safe harbor is met, the Column on Worksheet Table 1 labeled "Salary/Hourly Wage Reduction" will be 0.00
 - If safe harbor is not met, all original calculations apply

Refer to Page 4 of the following SBA Paycheck Protection Program Loan Forgiveness Application:

<https://www.sba.gov/sites/default/files/2020-11/3508-Instructions-PPP%20Loan%20Forgiveness%20Application%20Instructions%20-508%20-%2011-30-20.pdf>

See excerpt below:

Step 2. Determine if the Salary/Hourly Wage Reduction Safe Harbor is met.

a. Enter the annual salary or hourly wage as of February 15, 2020: _____.

b. Enter the average annual salary or hourly wage between February 15, 2020 and April 26, 2020: _____.

If 2.b. is equal to or greater than 2.a., skip to Step 3. Otherwise, proceed to 2.c.

c. Enter the average annual salary or hourly wage as of the earlier of December 31, 2020 and the date this application is submitted: _____.

If 2.c. is equal to or greater than 2.a., the Salary/Hourly Wage Reduction Safe Harbor has been met – enter zero in the column above box 3 for that employee. Otherwise proceed to Step 3.

- Columns O through W on the new worksheet tab calculate the hours and FTEs as of the dates specified in the safe harbor guidelines:
 - Column O - lists the hours as of 2-15-20
 - Any regular pay period that includes 2-15-20 in the pay period range (excluding specials)
 - Default hours – hours entered for gross earnings (excluding 1099, 3rd party sick pay, FFCRA Sick, and FFCRA FMLA)
 - If default hours override is used, accumulator – CPPP_HRS
 - Column P - lists the hours from 2-15-20 through 4-26-20
 - Same hours definitions as above
 - Column Q - lists the hours as of the Loan Forgiveness Application date, if populated
 - Same pay period and hours definitions as above

- Column R - lists the hours as of 12-31-20 if no Loan Forgiveness Application Date is populated
 - Same pay period and hours definitions as above
- Column S - lists the FTE calculation as of 2-15-20
 - Hours in Column O/40
 - Maximum value – 1.0
- Column T - lists the FTE calculation from 2-15-20 through 4-26-20
 - Hours in Column P/10.29/40
 - Maximum value – 1.0
- Column U - lists the FTE calculation as of the Loan Forgiveness Application date, if populated
 - Hours in Column Q/40
 - Maximum value – 1.0
- Column V - lists the FTE calculation as of 12-31-20 if no Loan Forgiveness Application Date is populated
 - Hours in Column R/40
 - Maximum value – 1.0
- Column W - indicates whether the safe harbor has been met for this company based on safe harbor guidelines:
 - If Column W = "Yes", Line 13 of Schedule A = 1
 - If Column W = "No", Schedule A remains as is based on the original FTE calculations

Important:

- Column T (FTE calculation from 2/15/2020 through 4/26/2020) of worksheet "Safe Harbor Details";
 - A "Yes" would mean column FTE calculation from 2/15/2020 through 4/26/2020 is lower than column S (FTE calculation as of 2/15/2020)
 - A "No" would mean column FTE calculations from 2/15/2020 through 4/26/2020 is higher than column S (FTE calculation as of 2/15/2020)
 - If column FTE calculation from 2/15/202 through 4/26/2020 is lower than FTE calculation as of 2/15/2020 and the amount is restored by the Application Date or 12/31 then column W (indicates whether safe harbor has been met for this company based on the safe harbor guidelines) = Yes
- If column FTE calculation as of 2/15/2020 through 4/26/2020 is lower than column FTE calculation as of 2/15/2020 and the amount is not restored by Application Date or 12/31 then column W = No (indicates whether the safe harbor has been met for this company based on the safe harbor guidelines).
 - If column FTE calculation from 2/15/2020 through 4/26/2020 is higher than column FTE calculation as of 2/15/2020, then column W = No (indicates whether the safe harbor has been met for this company based on the safe harbor guidelines).
- If column FTE calculation from 2/15/2020 through 4/26/202 is higher than column FTE calculation as of 2/15/2020, then Safe Harbor column W = No. No Safe Harbor applies, column FTE calculation as of the Loan Forgiveness date and FTE calculation as of 12/31/20 if no Loan Forgiveness Date is populated will not matter.

Help Docs

- If column FTE calculation from 2/15/2020 through 4/26/2020 is higher than column FTE calculation as of 2/15/2020 and column FTE calculation as of the Loan Forgiveness Application Date or FTE calculation as of 12/31/20 if no Loan Forgiveness Date is populated is equal to or higher than column FTE calculation as of 2/15/2020, then column W = Yes. (Indicates whether the safe harbor has been met for this company based on the safe harbor guidelines).

Here is an excerpt in regard to the FTE Reduction for Safe Harbor:

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.