

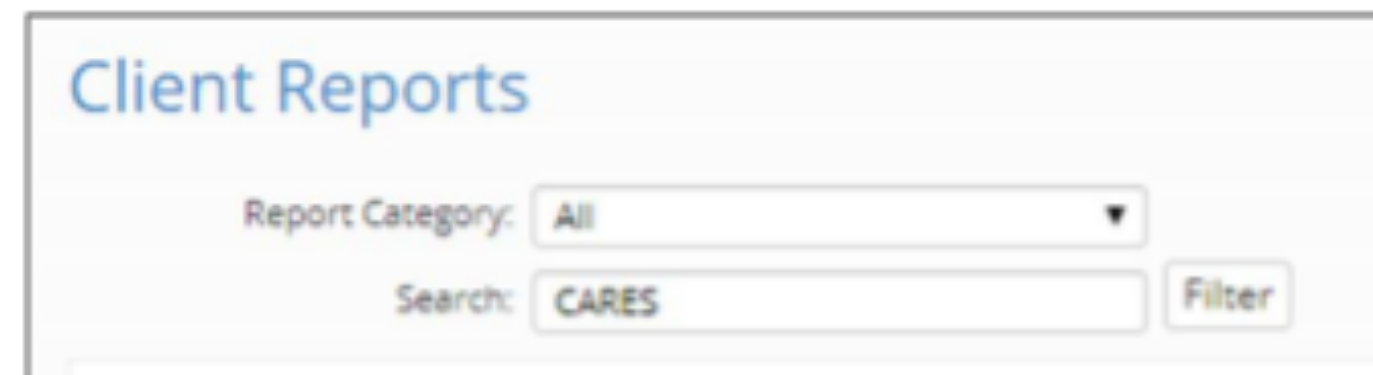
PPP Loan Forgiveness Report

June 26, 2020

PPP Forgiveness Report

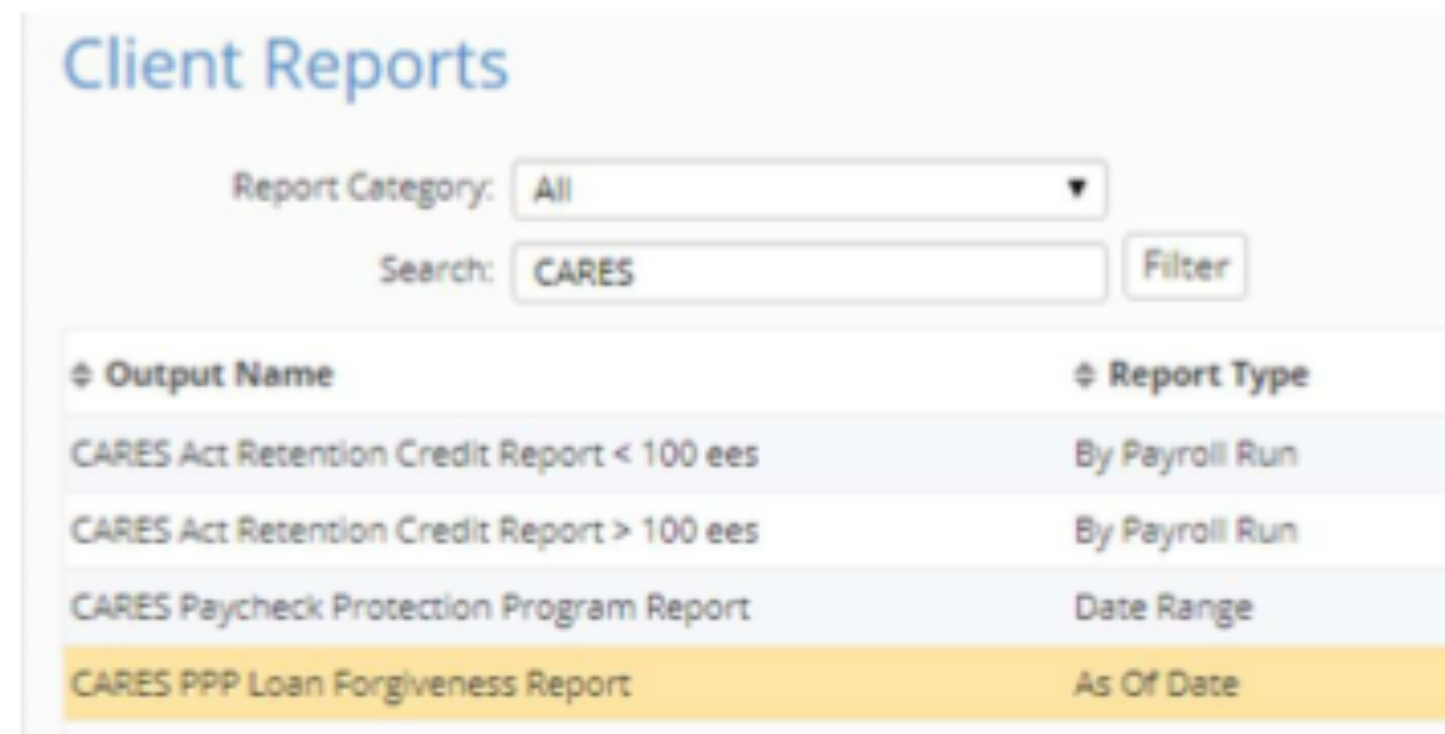
Client Reports

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



A screenshot of the 'Client Reports' search interface. It features a title 'Client Reports' at the top. Below the title, there is a 'Report Category' dropdown menu set to 'All'. Underneath that is a search input field 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 report options, 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

[Generate Report](#) [Go To My Reports Queue](#)

Once your report request has been submitted you can do any of the following: Run another report, go to My Reports Queue. The report will be available in My Reports Queue for 72 hours.

CARES PPP Loan Forgiveness Report

CARES Payroll Protection Program Forgiveness Report

Filtering

This report is available to run at the client level. If the Legal Company is left blank the report will be run for ALL Companies.

Legal Company:

Include Term'd Companies:

Grouping

Include Pay Group Breakdown:

Options

Covered Period Duration:

Weekly FTE Hours Threshold:

Seasonal Period Begin Date:

Wkly/Biwkly Coverage Option:

Mth/Semi-Mthly Coverage Opt...:

Format:

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

PPP Forgiveness Report

- **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. Include all payrolls paid or incurred in loan period – start with the first payroll paid on or after loan disbursement date as well as any payrolls incurred/paid within the loan period and includes payroll costs incurred but not paid during the Borrower’s last pay period of the Covered Period (or Alternative Payroll Covered Period) that are eligible for forgiveness if paid on or before the next regular payroll date
 2. Alternative Payroll Covered Period – start with pay period beginning on or after the loan date
 3. Alternative Payroll Covered Period – start with the first pay period the loan date falls within
 4. Covered Period
 - **Mth/Semi-Mthly Coverage Opt:**
 1. Include all payrolls paid or incurred in loan period
 2. Covered Period

Format: Excel Only

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”



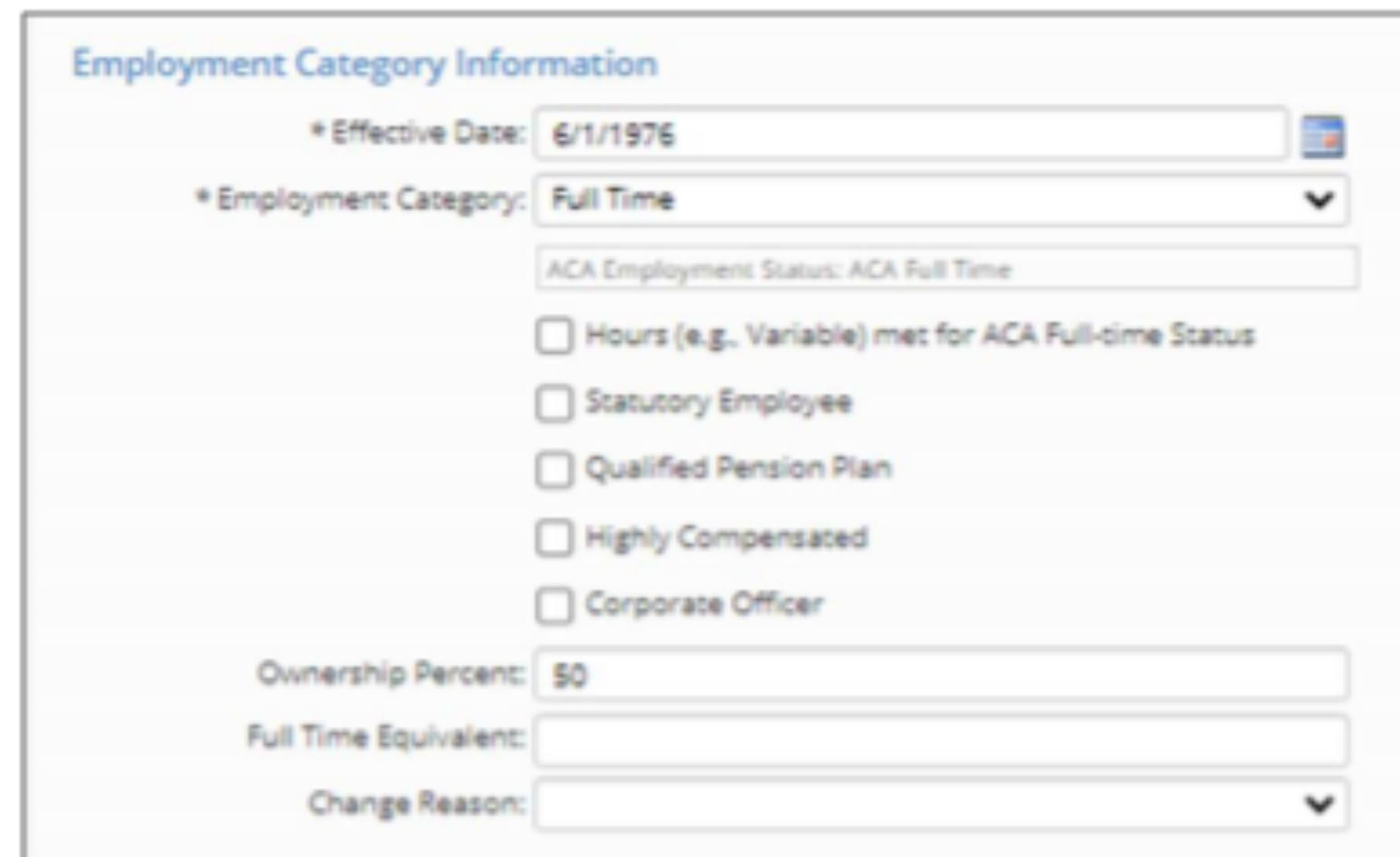
The screenshot shows a web interface titled "My Reports Queue" with a "Solved University" logo in the top right corner. Below the title is a table with the following columns: Client ID, Report Name, Status, Report Requested, Generate Begin, Generate End, Purge Date, and View Report. A single row is visible,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

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
- ACA Employment Status: ACA Full Time
- Hours (e.g., Variable) met for ACA Full-time Status
- Statutory Employee
- Qualified Pension Plan
- Highly Compensated
- Corporate Officer
- Ownership Percent: 50
- Full Time Equivalent: [Empty field]
- Change Reason: [Empty dropdown menu]



PPP Forgiveness Report

FTE Reduction Exceptions

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

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

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

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

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

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

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

Misc Employee Fields

+ Add New Edit Delete Refresh Save Cancel

Miscellaneous Employee Fields

Field Code: CAREFTEX

* Field Title: CARES FTE Reduction Exception

* Category: CARES fields

* Display Order: 1

* Data Type: True / False

Allow Employee Access

Allow Manager Access

Allow Supervisor Access

Is Inactive

PPP Forgiveness Report

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

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

Misc Employee Fields

+ Add New Edit Delete Refresh Save Cancel

Miscellaneous Employee Fields

Field Code: CARESFTEXR

* Field Title: FTE Reduction Excep Reason

* Category: CARES fields

* Display Order: 2

* Data Type: Text

Field Length:

Allow Employee Access

Allow Manager Access

Allow Supervisor Access

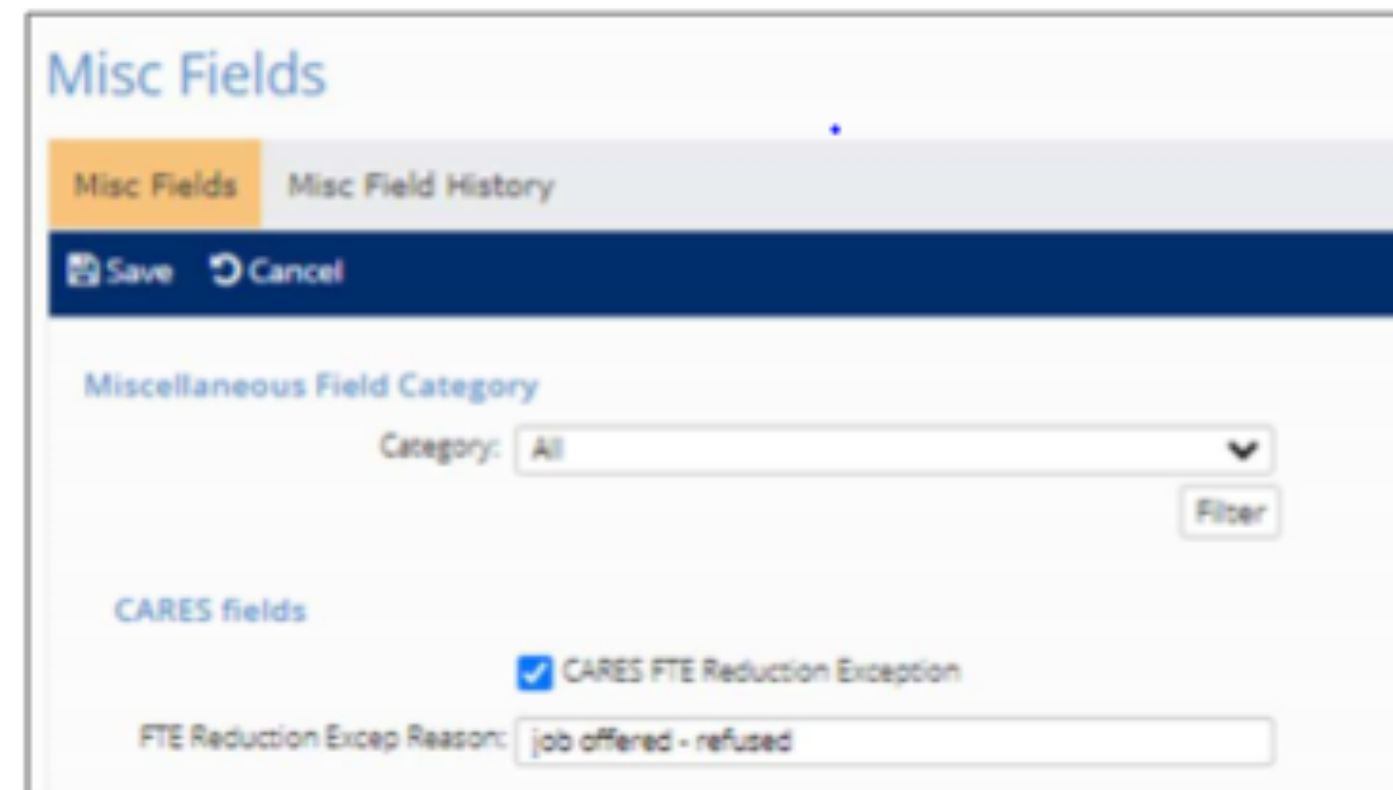
Is Inactive



PPP Forgiveness Report

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 interface for editing employee misc fields. At the top, there are two tabs: "Misc Fields" (active) and "Misc Field History". Below the tabs is a dark blue bar with "Save" and "Cancel" buttons. The main content area is titled "Miscellaneous Field Category" and contains a "Category:" dropdown menu set to "All" with a "Filter" button to its right. Below this is a section titled "CARES fields" which includes 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

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
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



PPP Forgiveness Report

Worksheet Table 2

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



PPP Forgiveness Report

Employee Wage Details Tab

Company Code	Company Name	Pay Group	Number	Employee Name	Status	Hire Date	Date	Category	Wage Reduction	Exclude Reason
CBCA	Manor Books	BW-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	102663	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	102667	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	102665	Hargrove, Alvin J	Active	4/13/2019		Full Time		
CBCA	Manor Books	Semi-Monthly	102664	Henderson, Ben	Inactive	8/2/2017		Full Time		
CBCA	Manor Books	Semi-Monthly	102666	Hilton, Mary	Active	7/8/2019		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		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
0.00	2,500.00	0.0000	10,000.00	0	0.00	0.00	0	0	0.00 Average Annual Salary		7,500.00		1,623.95
80.00	2,250.00	28.1250	9,000.00	0	0.00	0.00	0	0	0.00 Hourly Wage		21.00	6.67	1,125.36
80.00	2,975.59	36.4449	11,662.36	0	0.00	0.00	0	0	0.00 Hourly Wage		27.33	6.67	1,459.32
0.00	14,460.42	0.0000	57,321.68	0	0.00	0.00	0	0	0.00 Average Annual Salary		43,441.26		6,683.27
0.00	1,250.00	0.0000	5,000.00	0	0.00	0.00	0	0	0.00 Average Annual Salary		3,750.00		576.52
999.00	23,396.01		93,584.04	0	0.00	8.00		8.00					10,997.72
433.35	10,063.30	30.1911	52,333.25	1	238.34	7,301.55	30.635	47,440.00					
433.35	10,750.00	31.7295	55,000.00	1	238.34	7,562.50	31.7293	49,566.25	Hourly Wage	100.00%			
433.35	86,666.65	199.9523	346,666.60	1	238.34	47,888.66	199.9944	309,833.25					
433.35	11,785.80	27.1870	47,143.20	1	238.34	6,462.19	27.1872	42,134.24	Hourly Wage	100.00%			
433.35	22,180.00	51.1845	88,723.20	1	238.34	12,195.44	51.185	79,296.30	Hourly Wage	100.00%			
433.35	22,230.70	51.2996	88,522.80	1	238.34	12,226.88	51.3012	79,474.72					
433.30	11,250.00	25.9635	45,000.00	1	238.32	6,917.50	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	10,787.50	Average Annual Salary	539.36%			
433.35	21,255.00	49.0481	85,020.00	1	238.34	11,690.25	49.0486	75,986.42					
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	34.6480	60,000.00	0.3	86.96	3,000.00	34.648	19,500.00	Hourly Wage	100.00%			
0.00	0.00	0.0000	0.00	0	0.00	0.00	0	0.00					
0.00	1,250.00	0.0000	5,000.00	0.2	33.00	887.50	26.8333	4,468.75	Average Annual Salary	85.38%			
0.00	500.00	0.0000	2,000.00	0	0.00	0.00	0	0.00					
0.00	1,250.00	0.0000	5,000.00	0	0.00	250.00	0	1,625.00	Average Annual Salary	32.50%	2,425.00		326.92
433.35	51,250.00	118.2647	205,000.00	0.3	294.53	25,445.33	118.594	181,405.04					
5,205.00	379,558.41		1,518,233.64	10.7	2,815.54	200,586.78		1,383,814.07					735.93



PPP Forgiveness Report

2019 Employee Hours Paid

- **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
Total	1,546.72	8.9	806.69	9.3	2,829.32	8.4	1,546.72	8.9	773.36	8.9
Total	1,546.72	8.9	806.69	9.3	2,829.32	8.4	1,546.72	8.9	773.36	8.9



PPP Forgiveness Report

2020 Employee Hours Paid

- **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	3,334.60	2.21	0.00	0.00
Manor Books	Sees-Monthly	705	Baley, Elton	Employee Total			238.34		12,226.88	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 Loan Forgiveness Guidance Changes and Clarifications

PPP Loan Forgiveness & FTE Reductions

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



PPP Loan Forgiveness & FTE Reductions

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



PPP Loan Forgiveness & FTE Reductions

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



Forgiveness Application FTE Safe Harbor 2 Full application

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

FTE Reduction Safe Harbors

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

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

FTE Reduction Safe Harbor 2:

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

Forgiveness Application EZ – No reduction in FTE certification

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

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

Can you apply for Forgiveness before the end of the covered period?

b. When must a borrower apply for loan forgiveness or start making payments on a loan?

A borrower may submit a loan forgiveness application any time on or before the maturity date of the loan – including before the end of the covered period – if the borrower has used all of the loan proceeds for which the borrower is requesting forgiveness. If the borrower applies for forgiveness before the end of the covered period and has reduced any employee's salaries or wages in excess of 25 percent, the borrower must account for the excess salary reduction for the full 8-week or 24-week covered period, as described in Part III.5. If the borrower does not apply

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

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not the chat option at the bottom of your screen.



Questions?

Please email:

questions@dominionpayroll.com

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

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

