

## iSolved: CARES Paycheck Protection Program Report

To get the payroll data needed to complete the Payroll Protection Program (PPP) loan application, follow these steps:

### 1. From within iSolved, go to:

**Reporting > Client Reports > Search “CARES” and hit filter. Select “CARES Paycheck Protection Program Report”**

**For the date range, you have a few options:**

- **In general:** borrowers can calculate their aggregate payroll costs using data either from calendar year 2019 or 2020.
- **For seasonal businesses:** the Applicant may elect to instead use average total monthly payroll for any twelve-week period selected by the Applicant between February 15, 2019 and February 15, 2020
- **For new businesses without 12 months of payroll costs but that were in operation on February 15, 2020:** average monthly payroll may be calculated based on the number of months in which payroll costs were incurred,

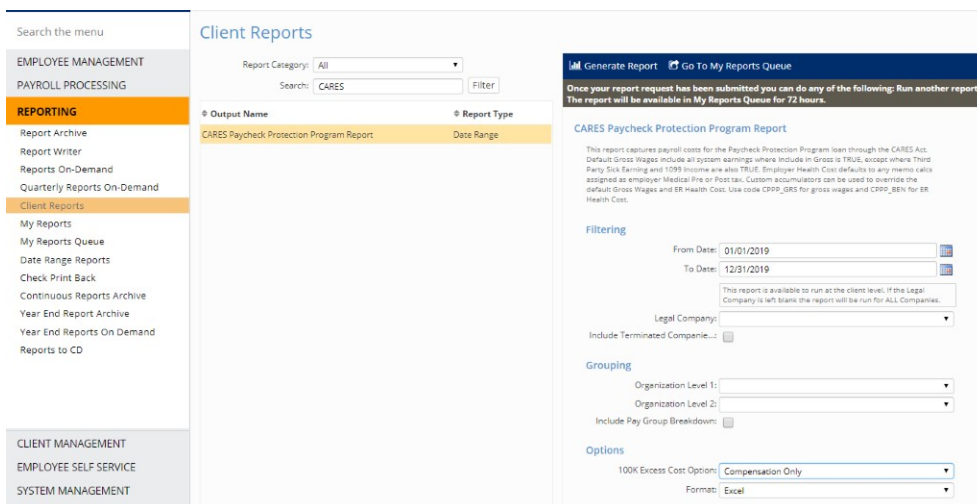
### 2. Under Options, for the Over 100K Excess, you will want to choose “Compensation Only.”

**Here’s why:** The CARES Act excludes from the definition of payroll costs any employee compensation in excess of an annual salary of \$100,000.

### Does this exclusion apply to all employee benefits of monetary value?

No, exclusion of compensation in excess of \$100,000 annually applies only to cash compensation, not to non-cash benefits, including:

- Employer contributions to defined benefit or defined contribution retirement plans.
- Payment for the provision of employee benefits consisting of group health care coverage, including insurance premiums.
- Payment of state and local taxes assessed on compensation of employees.



The screenshot shows the iSolved Client Reports interface. On the left is a navigation menu with categories: EMPLOYEE MANAGEMENT, PAYROLL PROCESSING, REPORTING (highlighted), CLIENT MANAGEMENT, EMPLOYEE SELF-SERVICE, and SYSTEM MANAGEMENT. The main area is titled 'Client Reports' and contains a search bar with 'CARES' entered and a 'Filter' button. Below the search bar is a table with two columns: 'Output Name' and 'Report Type'. The first row is 'CARES Paycheck Protection Program Report' with 'Date Range' as the report type. To the right of the table is a 'Generate Report' button and a 'Go To My Reports Queue' button. Below these is a warning message: 'Once your report request has been submitted you can do any of the following: Run another report, go to My Reports Queue, or Cancel Report. The report will be available in My Reports Queue for 72 hours.' The main configuration area is titled 'CARES Paycheck Protection Program Report' and includes a 'Filtering' section with 'From Date' (01/01/2019) and 'To Date' (12/31/2019) fields, a 'Legal Company' dropdown, and an 'Include Terminated Companies' checkbox. The 'Grouping' section has 'Organization Level 1' and 'Organization Level 2' dropdowns, and an 'Include Pay Group Breakdowns' checkbox. The 'Options' section has a '100K Excess Cost Option' dropdown set to 'Compensation Only' and a 'Format' dropdown set to 'Excel'.

### 3. Generate Report and then go to My Reports Queue.

A	B	C	D	E	F	G	H	I	J	K	
1	Client: STEPHY Stephanie Young Test Company										
2	Date Range: 1/1/2019 to 12/31/2019										
3	Company Code	Company Name	EIN	Current Active EE Count	Active EE's As Of 12/31/2019	Avg EE Active Count	Avg EE Paid Count	12 Month Total Cost	Average Monthly Cost	Estimated Loan Amount	Jan 2019 Total Cost
4	PVTEST	Predecessor Wage Test Company	555558888	1	1	1.0	0.00	\$0.00	\$0.00	\$0.00	\$0.00
5	STEPHY	Stephanie Young Test Company	445246515	31	31	22.4	8.33	\$65,936.06	\$7,161.34	\$17,903.35	\$4,096.44
6	<b>Report Total:</b>			<b>32</b>	<b>32</b>	<b>23.4</b>	<b>8.33</b>	<b>\$65,936.06</b>	<b>\$7,161.34</b>	<b>\$17,903.35</b>	<b>\$4,096.44</b>
7											
37											

The section for average EE Paid Count (Column G) is what you will use to populate the number of employees on this application (round to the nearest whole number).

The average monthly costs (Column I) is what you will use to populate the average monthly payroll.

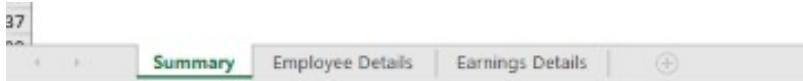


### Paycheck Protection Program Second Draw Borrower Application Form

OMB Control No.: 3245-0417  
Expiration Date: 7/31/2021

<b>Check One:</b>	<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> Partnership	<input type="checkbox"/> C-Corp	<input type="checkbox"/> S-Corp	<input type="checkbox"/> LLC	<b>DBA or Tradename (if applicable)</b>	<b>Year of Establishment (if applicable)</b>
	<input type="checkbox"/> Independent Contractor <input type="checkbox"/> Self-Employed Individual						
	<input type="checkbox"/> 501(c)(3) nonprofit <input type="checkbox"/> 501(c)(6) organization						
	<input type="checkbox"/> 501(c)(19) veterans organization <input type="checkbox"/> Housing cooperative						
<input type="checkbox"/> Tribal Business <input type="checkbox"/> Other							
<b>Business Legal Name</b>						<b>NAICS Code</b>	
<b>Business Address (Street, City, State, Zip Code - No P.O. Box addresses allowed)</b>						<b>Business TIN (EIN, SSN)</b>	<b>Business Phone</b>
						<b>Primary Contact</b>	<b>Email Address</b>
<b>Average Monthly Payroll:</b>	\$	<b>x 2.5 (or x 3.5 for NAICS 72 applicants) equals Loan Request Amount (may not exceed \$2,000,000):</b>			\$	<b>Number of Employees (including affiliates, if applicable; may not exceed 300):</b>	
<b>Purpose of the loan (select all that apply):</b>	<input type="checkbox"/> Payroll Costs		<input type="checkbox"/> Rent / Mortgage Interest		<input type="checkbox"/> Utilities		<input type="checkbox"/> Covered Operations Expenditures
	<input type="checkbox"/> Covered Property Damage		<input type="checkbox"/> Covered Supplier Costs		<input type="checkbox"/> Covered Worker Protection Expenditures		<input type="checkbox"/> Other (explain):

You'll see three tabs at the bottom of the CARES PPP Report:



1. **Summary:** This will give you an average EE (employees) paid count as well as average monthly costs:

#### Average EE Paid Count

Borrowers may use their average employment over the same time periods to determine their number of employees, for the purposes of applying an employee-based size standard. Alternatively, borrowers may elect to use SBA's usual calculation: the average number of employees per pay period in the 12 completed calendar months prior to the date of the loan application, or – if the business has not been operational for 12 months - the average number of employees for each of the pay periods that the business has been operational.

#### Average Monthly Costs

(Gross + ER state/local taxes + ER health expenses + ER retirement)

Under the act, payroll costs are calculated on a gross basis without regard to (i.e., not including subtractions or additions based on) federal taxes imposed or withheld, such as the employee's and employer's share of Federal Insurance Contributions Act (FICA) and income taxes required to be withheld from employees. As a result, payroll costs are not reduced by taxes imposed on an employee and required to be withheld by the employer, but payroll costs do not include the employer's share of payroll tax.

**Example:** An employee who earned \$4,000 per month in gross wages, from which \$500 in federal taxes was withheld, would count as \$4,000 in payroll costs. The employee would receive \$3,500 and \$500 would be paid to the federal government. However, the employer-side federal payroll taxes imposed on the \$4,000 in wages are excluded from payroll costs under the statute.

2. **Employee Details:** Details behind each employee
3. **Earnings Details:** Breakdown of which earnings are included to get to gross
4. **If your bank is requesting 941s/940, you can find these by going to Quarterly Reports on Demand.** Please note that your 940 will be included in the Q4 2019 package.