



Loan
Forgiveness

PPP Loan Forgiveness

- Submit forgiveness application to lender (app not yet avail)
- 75% spent on payroll costs - only 25% on rent, mortgage interest, utilities (gas, power, water, transportation, telephone, internet)
- Forgiveness Reduction
 - Number of Full Time Equivalent Employees (30 hours)
 - Reduction in Wages >25%
 - <\$100k employees only
 - Have until 6/30/2020 to restore FTE and Wages







PPP

New Guidance Trickles In

- Employees laid off or furloughed who do not wish to be rehired
 - Can exclude this employee when calculating forgiveness
 - Must have made written offer to rehire in good faith (we have a sample recall letter you can use)
 - Offer to rehire at same salary/wage and number of hours
 - Documentation needed of employee's rejection to be rehired
- SBA will audit/review all loans over \$2M and have ability to audit others as well to confirm money was needed
- If you determine this money was not needed to stay in business you have until May 7 to repay in good faith
- Forgiven amount won't be considered income and new IRS guidance states it will also not be able to be deducted on taxes






PPP


Forgiveness Documentation


- Documents verifying the number of full-time equivalent employees on payroll and their pay rates
- Payroll Reports from payroll provider
- Payroll tax filings (ex: 941, DOL returns, state)
- Documents verifying any retirement and health insurance contributions
- Documents verifying mortgage interest, rent and utility payments (cancelled checks, payment receipts, statements)



ERC

- Employer partially or fully shut down due to Covid-19 during the quarter OR
- >50% decline in gross receipts compared to same quarter in 2019. Once gross receipts go above 80% compared to same quarter in 2019, they are no longer eligible after the end of that quarter
- Up to 50% qualifying wages up to \$10k (\$5k per employee)
- >100 employees - credit only applies to wages paid to employees being paid but not working
- <100 employees - credit for wages paid to all employees
- Immediately paid by reducing total tax deposits including employee withholding
- Can apply for advance credit if more than tax deposit by filing form 7200






Return to Work

HR / Scott

Do you need to modify policies?

- Families First Act
- PTO flexibility
- Work from Home Policy
- Travel Policy
- Safety Guidelines ([osha.gov/covid-19](https://www.osha.gov/covid-19))
- Entry Protocol



HR / Scott

How do we hire or rehire?

- Furloughed employees with or without benefits such as returning employee from leave of absence
- Laid off or terminated - may or may not need full rehire or onboarding
- Check state laws



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- Can we require a test?
- Can we check temperatures?
- Can we make people come back?
- Can we make employees clean?
- Do we need new cubicles?
- When should we return?
- Check state and local orders



HR / Scott

➤ Unemployment Claims Status




➤ Work Share State Programs







Thread



Thread RTW Plan

- ➔ Draw near to Clients
 - Assessed our customer support needs and ability to perform as a central factor of setting return date.
- ➔ Draw near to Employees
 - Internal Survey administered this week to assess WFH environments, current technology needs/concerns, etc.
- ➔ Phased Approach
 - The 6 foot office space, team split.
- ➔ Long Term
 - D

