



# Thread Connects

- Town Hall July 14, 2020 -

*#forabetterworkplace*



## AGENDA

# PPP Forgiveness Report SIMPLIFIED

1. **OVERVIEW:** PPP overview & recent legislative changes
2. **ENABLE:** Where to find the forgiveness report
3. **RUN:** Overview of report options
4. **READ:** Understanding the report & data verification
5. **Future Changes**
6. **Q & A**



# PPP Overview & Changes





# Notice

- **Information based on current SBA PPP Guidance and is subject to change**
- **Some information here is based on interpretations of this guidance**
- **Not meant to take the place of other professional advice such as legal or accounting**

\*Thread does not provide legal, accounting or tax advice. This presentation is based on current available information regarding the SBA PPP Loan and could change. This should not be deemed a substitute for advice of legal and accounting professionals. Thread is not responsible for and provides no warranty as to the accuracy of this information.

## H.R. 7010

### PPP Extension Overview

- The new legislation is going to make sure forgiveness is much easier to come by in five ways:
  - Extension to covered period - 8 to 24 weeks
  - Expansion of percentage paid to non-payroll expenses,- 60/40
  - Extension to FTE restoration - from 6/30/2020 to 12/31/2020
  - Extension to loan payback - from 2 to 5 years
  - Exemptions for hiring issues
- New EZ Form for those that did not reduce wages or headcount

## EZ Form

### New EZ Form

- ❖ New EZ form available for specific circumstances
- ❖ Are self employed or have no employees OR
- ❖ No drop in wages by more than 25% and did not drop number of FTEs
- ❖ Experienced reductions in business activity as a result of health directives related to Covid-19, and did not reduce salaries or wages of your employees by more than 25%

## FTE Safe Harbor

- ❖ Reduction in FTE due to:
  - Employer made written offer to rehire and they were declined
  - Employer made written offer to restore hours and they were declined
  - Employees fired for cause and documented
  - Employees voluntarily resigned
  - Employees voluntarily requested reduction in hours
- ❖ Safe Harbor applies to:
  - Employers unable to operate at full capacity by end of covered period due to compliance with CDC, Sec. Health and Human Services or OSHA, OR
  - Employer reduced its FTE between 2/15/2020 and 4/26/2020, and restored its FTE by 12/31/2020

## Remember

- ❖ Remember you have 10 months to apply for forgiveness so make sure you give yourself time to get the full forgiveness!
- ❖ New changes to report coming this Friday
- ❖ Many lenders are not ready to accept forgiveness applications so don't stress about that



## Update

- You can apply for forgiveness before the end of the covered period:

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



ENABLE

PPP Forgiveness Report



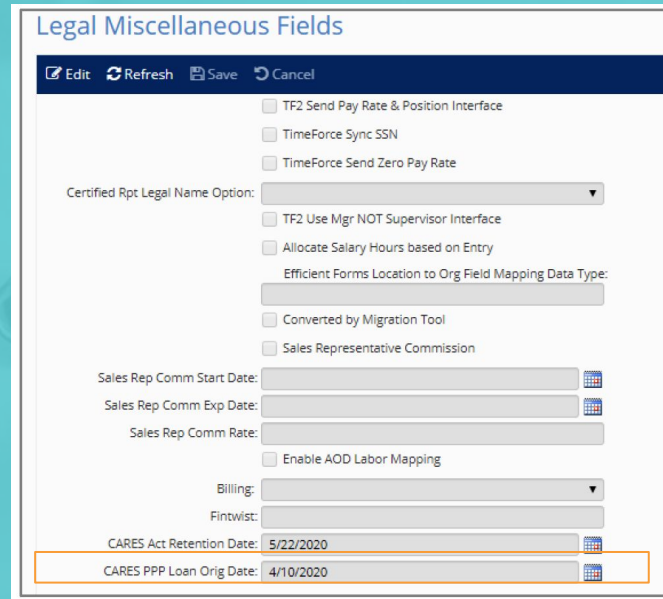


# ENABLE

## CARES PPP Forgiveness Report

**\*IMPORTANT\***

→ Based on the design, Our team needs to know your loan origination date, before we can add to your report list.



Legal Miscellaneous Fields

☐ Edit ☐ Refresh ☐ Save ☐ Cancel

☐ TF2 Send Pay Rate & Position Interface

☐ TimeForce Sync SSN

☐ TimeForce Send Zero Pay Rate

Certified Rpt Legal Name Option:

☐ TF2 Use Mgr NOT Supervisor Interface

☐ Allocate Salary Hours based on Entry

Efficient Forms Location to Org Field Mapping Data Type:

☐ Converted by Migration Tool

☐ Sales Representative Commission

Sales Rep Comm Start Date:

Sales Rep Comm Exp Date:

Sales Rep Comm Rate:

☐ Enable AOD Labor Mapping

Billing:

Fintwist:

CARES Act Retention Date: 5/22/2020

CARES PPP Loan Orig Date: 4/10/2020



ENABLE

# CARES PPP Forgiveness Report

- Simply reach out to your dedicated account manager with the origination date.

*\*If you are unsure who your account manager is, you may email us at [customercare@threadhcm.com](mailto:customercare@threadhcm.com)*

- Once we enable, you will see the report, under REPORTS/My Reports

My Reports	
Report Category:	All ▼
Search:	<input type="text"/> <input type="button" value="Filter"/>
Output Name	Report Type
CA Retirement Savings – Ongoing Census FTP	By Payroll Run
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

# RUN PPP Forgiveness Report



# RUN

## OPTIONS: CARES PPP Forgiveness Report

### 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/Biweekly Coverage Option:  ⓘ

Mth/Semi-Mthly Coverage Opt...:  ⓘ

Incurred Or Paid Option:  ⓘ

Format:

# RUN

## OPTIONS: Filtering

### 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: ☐

- Most clients will leave this BLANK. The report will then generate for all active legal companies (if you have multiple FEINs with us)
- If you have multiple PPP loans, then you will need to run this report for each legal company.
- Include Term'd Companies should be left BLANK.







# RUN

## OPTIONS: Grouping




### Grouping

Include Pay Group Breakdown: ☐

- 
- MOST** clients will leave this BLANK as well.
- 
- Should you have multiple pay groups with us, (for example a group of employees that run WEEKLY, and another group that runs SEMI-MONTHLY). This will allow the report to total by those two different pay groups for further breakdown

# RUN

## OPTIONS: Covered Period Duration



**Options**

Covered Period Duration: **8 weeks** ▼

Weekly FTE Hours Threshold:  ⓘ

Seasonal Period Begin Date:  ⓘ

Wkly/Biweekly Coverage Option: **Alternative Payroll Covered Period - start with the pay r** ▼ ⓘ

Mth/Semi-Mthly Coverage Opt...: **Covered Period** ▼ ⓘ

Incurred Or Paid Option: **Include all payrolls paid or incurred during the Coverec** ▼

Format: **Excel** ▼


➔ NOW for the FUN PART....

➔ Covered Period Duration

- ◆ **8 Weeks** - Use if you have decided to use the funds within the original time period of 8 weeks.
- ◆ **24 Weeks** - Most likely the popular option with additional flexibility to spend PPP funds over 24 weeks.

# RUN

## OPTIONS: Weekly FTE Hours Threshold



Options

Covered Period Duration: 8 weeks

Weekly FTE Hours Threshold:

Seasonal Period Begin Date:

Wkly/Biweekly Coverage Option: Alternative Payroll Covered Period - start with the pay

Mth/Semi-Mthly Coverage Opt...: Covered Period

Incurred Or Paid Option: Include all payrolls paid or incurred during the Coverec


Format: Excel

### → Weekly FTE Threshold

- ◆ If left blank, the default of “40 hours” will be used.
- ◆ This option was originally created to allow maximum flexibility as legislations was changing.
- ◆ It is recommended to leave this field **BLANK** since the regulations specifically state to use 40 hours in the FTE calculation

# RUN

## OPTIONS: Seasonal Period Begin Date



**Options**

Covered Period Duration: 8 weeks ▼

Weekly FTE Hours Threshold:  ⓘ

Seasonal Period Begin Date:  ⓘ

Wkly/Biweekly Coverage Option: Alternative Payroll Covered Period - start with the pay r ▼ ⓘ

Mth/Semi-Mthly Coverage Opt...: Covered Period ▼ ⓘ

Incurred Or Paid Option: Include all payrolls paid or incurred during the Coverec ▼

Format: Excel ▼

- ◆ Most clients will leave this **BLANK** as well.
- ◆ **FOR SEASONAL EMPLOYERS ONLY**
- ◆ Gives additional compare period for FTE calculation.
- ◆ Allows for a 12-week period between May 1, 2019 through September 15, 2019.



# RUN

## OPTIONS: Wkly/Biweekly Coverage Options

Options

Covered Period Duration: 8 weeks ▼

Weekly FTE Hours Threshold:  ⓘ

Seasonal Period Begin Date:  ⓘ

Wkly/Biweekly Coverage Option: Alternative Payroll Covered Period - start with the pay p ⓘ

Mth/Semi-Mthly Coverage Opt...: Covered Period ▼ ⓘ

Incurred Or Paid Option: Include all payrolls paid or incurred during the Coverec ▼

Format: Excel ▼

→ **Option 1: 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 provided to use.

→ **Option 2: IGNORE**

→ **Option 3: Covered Period:** Calculates the number of days from the Loan Origination Date and counts 56 days forward, pro-rating pay periods as necessary

# RUN

## OPTIONS: Mth/Semi-Mthly Coverage

Options

Covered Period Duration: 8 weeks ▼

Weekly FTE Hours Threshold:  ⓘ

Seasonal Period Begin Date:  ⓘ

Wkly/Biweekly Coverage Option: Alternative Payroll Covered Period - start with the pay r ▼ ⓘ

Mth/Semi-Mthly Coverage Opt...: Covered Period ▼ ⓘ

Incurred Or Paid Option: Include all payrolls paid or incurred during the Coverec ▼

Format: Excel ▼

→ Covered Period: Will calculate the number of days from the Loan Origination Date given to us and count 56 days forward

→ The report will automatically prorate Pay Periods (if necessary)

◆ Used the loan origination date and counts forward

# RUN

## OPTIONS: Incurred or Paid Option

**Options**

Covered Period Duration: 8 weeks ▼

Weekly FTE Hours Threshold:  ⓘ

Seasonal Period Begin Date:  ⓘ

Wkly/Biweekly Coverage Option: Alternative Payroll Covered Period - start with the pay r ▼ ⓘ

Mth/Semi-Mthly Coverage Opt...: Covered Period ▼ ⓘ

**Incurred Or Paid Option: Include all payrolls paid or incurred during the Coverec ▼**

Format: Excel ▼

→ Allows you to include paid or incurred payrolls which would follow the options selected for the loan period and also allows the calculation of the FTE to be independent from the payroll costs timeframe.

◆ Include all payrolls paid or incurred during the Covered/Alternative period for Payroll Costs only: By selecting 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

# Exceptions Forgiveness Report





**I DON'T ALWAYS  
SEEK HELP**



**BUT WHEN I DO I  
OPEN A TICKET**


# Exceptions


## Calculation Considerations

### Owner Considerations

- There are special rules for owner-employees of a company for the PPP Loan Forgiveness report and must be tagged.
- *Employee Management > Employee Maintenance > Employment*

### 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:  

# Exceptions

## FTE Reduction Exceptions

### ***SBA Original Exceptions for FTE Reduction***

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

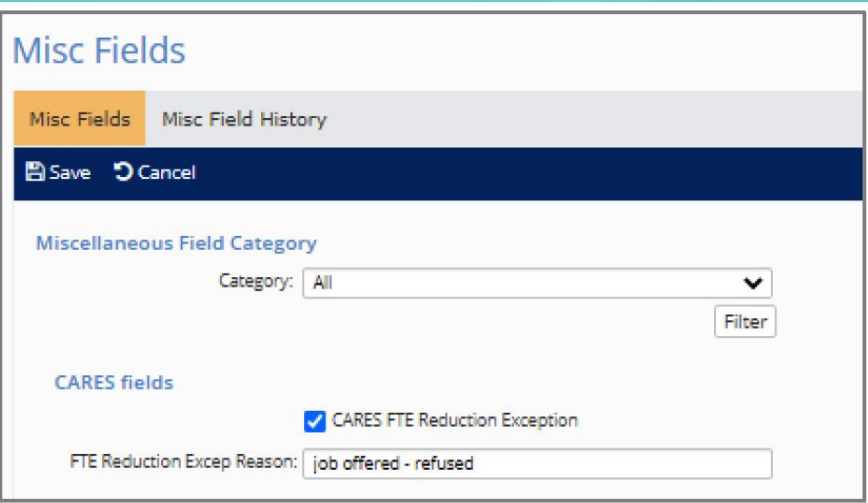
### ***Additional Exceptions Added from the PPP Flexibility Act***

- 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 on or before February 15, 2020 due to compliance with requirements established by HHS, CDC or OSHA during 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.

# Exceptions

## Calculation Consideration

- These employees must be “tagged” so they are NOT included in the calculation
- Allow your account manager to assist with setting these initial fields up for you
- Navigate: Employee > Employee Maintenance > Misc. Fields.



The screenshot shows a web-based form titled "Misc Fields". At the top, there are two tabs: "Misc Fields" (which is active and highlighted in orange) and "Misc Field History". Below the tabs is a dark blue bar containing "Save" and "Cancel" buttons. The main content area is divided into sections. The first section is "Miscellaneous Field Category", which includes a "Category:" label and a dropdown menu currently set to "All", with a "Filter" button to its right. The second section is "CARES fields", which contains a checked checkbox for "CARES FTE Reduction Exception". Below this is a text input field labeled "FTE Reduction Excep Reason:" with the text "job offered - refused" entered.

Misc Fields

Misc Fields Misc Field History

Save Cancel

Miscellaneous Field Category

Category: All Filter

CARES fields

☒ CARES FTE Reduction Exception

FTE Reduction Excep Reason: job offered - refused



A black and white photograph of a cup of coffee on a saucer, positioned on the left side of the slide. The cup is dark and filled, with a spoon resting on the saucer. The background is slightly blurred.

## Exceptions

# Additional Override/Custom Items

### ***WAGES - Something look off?***

- The default calculation is “All” paid earnings (excluding 1099, 3rd party sick pay, FFCRA Sick, and FFCRA FMLA)
- Defaults can be overridden with new accumulators by your Account Manager

### ***HEALTH COST - Something look off?***

- The default is Medical Pre-tax and Medical Post-tax memo calculations.
- Health Cost is listed on the Employee Loan Period Details tab.

### ***RETIREMENT COST - Something look off?***

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



READ

PPP Forgiveness Report





**READ**

# CARES PPP Forgiveness Report

Excel Report Contains 9 Tabs to help you understand the data

- ◆ 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



**READ**

## Reporting Accuracy

- ◆ Make sure we have added your loan origination date into system
- ◆ **Verify Employee Statuses: THIS IS CRUCIAL.** Make sure you have hours recorded for your salary employees and make sure your employee statuses are accurate.
- ◆ **Mark Employee Ownership: Employee Management > Employee Maintenance>Employment>ownership %**
- ◆ **Schedule help from us to walk you if needed especially when there are special circumstances**



# Summary Tab

## CARES PPP Loan Forgiveness Report

Client: ABC Company

Weekly FTE Hours: 40

Weekly/BiWeekly Coverage Option: Covered Period

Monthly/Semi-Monthly Coverage Option: Covered Period

Incurred Or Paid Option: Include all payrolls paid or incurred during the Covered/Alternative period for Payroll Cost Only.

Covered Period Duration: 8 Weeks

### Reduction in Headcount

Company Code	Company Name	Loan Date	Loan Period Type	Loan Period	Payroll Periods in Loan Period for FTE	# of Regular Payrolls
ABCC	ABC Company	4/21/2020	Covered Period	4/21/2020 to 6/15/2020	4/12/2020 to 6/26/2020	9

### Reduction in Wages

Company Code	Company Name	Loan Date	Loan Period Type	Loan Period	Payroll Periods in Loan Period for	# of Payrolls
ABCC	ABC Company	4/21/2020	Covered Period	4/21/2020 to 6/15/2020	4/12/2020 to 6/26/2020	9

### Rehires

Company Code	Company Name	Headcount 2/15/2020 to 4/26/2020	Headcount June 30, 2020	Headcount Restored	Applicable As of 2/15/2020	Applicable As of 6/30/2020	Wages Restored
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Pending development and further guidance

## Summary Tab Cont'd

<b>Best Option - Highlighted (Used in</b>					
<b>Average FTE</b>	<b>Average FTE</b>	<b>Average FTE</b>	<b>Percent</b>	<b>Loan Forgiveness Reduction</b>	
<b>Feb 15 - June 30, 2019</b>	<b>Jan 1 - Feb 29, 2020</b>	<b>Loan Period</b>	<b>Headcount Retention</b>		
18.2	21.5	18.5	100.00%	0.00%	
<b>Total Eligible Payroll Costs</b>		<b>Reduction In</b>			
219,788.19	445.04				

# Schedule A

Column1 ▼	PPP Schedule A	Column2 ▼
ABCC- ABC Company		
Line1	Enter Cash Compensation (Box 1) from PPP Schedule A Worksheet, Table 1:	129,376.70
Line2	Enter Average FTE (Box 2) from PPP Schedule A Worksheet, Table 1:	15.50
Line3	Enter Salary/Hourly Wage Reduction (Box 3) from PPP Schedule A Worksheet, Table 1:	445.04
Line4	Enter Cash Compensation (Box 4) from PPP Schedule A Worksheet, Table 2:	44,514.65
Line5	Enter Average FTE(Box 5) from PPP Schedule A Worksheet, Table 2:	3.00
Line6	Total amount paid by Borrower for employer contributions for employee health insurance:	22,321.76
Line7	Total amount paid by Borrower for employer contributions to employee retirement plans:	8,295.35
Line8	Total amount paid by Borrower for employer state and local taxes assessed on employee compensation:	1.94
Line9	Total amount paid to owner-employees/self-employed individual/general partners:	15,277.79
Line10	Payroll Costs (add lines 1, 4, 6, 7, 8, and 9):	219,788.19
Line11	Average FTE during the Borrower's chosen reference period:	18.20
Line12	Total Average FTE (add lines 2 and 5):	18.50
Line13	FTE Reduction Quotient (divide line 12 by line 11) or enter 1.0 if FTE Safe Harbor is met:	1.00

## PPP Scheduled A Worksheet

Table 1

## ABCC-ABC Company

Employee's Name	Employee Identifier	Cash Compensation	Average FTE	Salary / Hourly Wage Reduction
Bass, Angela	9925	9,108.34	1.0	0.00
1099 EE	6066	0.00	0.0	0.00
Craft, Tony	3156	8,402.79	1.0	0.00
Easley, Thomas	3758	0.00	0.0	68.64
Enders, Valerie	1593	8,005.54	1.0	0.00
Farr, Olivia	9264	4,407.24	0.5	0.00
Florence, Timothy	6468	8,497.22	1.0	0.00
1099 EE	1524	0.00	0.0	0.00
Harris, Kendra	3948	7,638.88	1.0	0.00
Hoover, Cheryl	4385	11,877.25	1.0	0.00
Ingles, Laura	3375	7,799.68	1.0	376.40
Jeffries, Sandra	6752	5,906.79	1.0	0.00
Johnson, Jane	5868	9,981.93	1.0	0.00
Lang, Sara	4983	5,957.42	1.0	0.00
Powers, Kimberly	4798	7,583.38	1.0	0.00
Randis, Laura	6804	115.38	0.0	0.00
Richardson, Avery	5064	8,413.88	1.0	0.00
Thompson, Tony	8420	11,094.46	1.0	0.00
Waters, Patricia	6120	0.00	0.0	0.00
Yang, Andrew	1382	14,586.52	1.0	0.00
<b>FTE Reduction Exceptions:</b>		<b>Exception Reason</b>		
Reduced, Employee for cuase	7665	Termed for cause	1.0	
<b>Total FTE Reduction Exceptions:</b>			1.0	
<b>Totals:</b>		<b>Box 1</b> 129,376.70	<b>Box 2</b> 15.5	<b>Box 3</b> 445.04



## Worksheet Table 2

PPP Scheduled A Worksheet					
Table 2					
ABCC-ABC Company					
Employee's Name	Employee Identifier	Cash Compensation	Average FTE		
Brown, Tucker	9249	13,744.65	1.0		
Sinclair, Warren	5985	15,385.00	1.0		
Tucker, Julia	1062	15,385.00	1.0		
Totals:		Box 4 44,514.65	Box 5 3		

## 2019 Hours Feb 15 to June 30

Company Code	Company Name	Employee Number	Employee Name	February Hours	February FTE	March Hours	March FTE	April Hours	April FTE	May Hours	May FTE	June Hours	June FTE
ABCC	ABC Company	77	Bass, Angela	86.67	1.0	173.34	1.0	173.34	1.0	260.01	1.0	86.67	1.0
ABCC	ABC Company	86	Lang, Sara	86.67	1.0	86.67	0.5	0.00	0.0	0.00	0.0	0.00	0.0
ABCC	ABC Company	79	Craft, Tony	86.67	1.0	173.34	1.0	173.34	1.0	260.01	1.0	86.67	1.0
ABCC	ABC Company	47	Easley, Thomas	86.67	1.0	175.34	1.0	173.34	1.0	260.01	1.0	86.67	1.0
ABCC	ABC Company	75	Enders, Valerie	86.67	1.0	173.34	1.0	173.34	1.0	260.01	1.0	86.67	1.0
ABCC	ABC Company	71	Farr, Olivia	86.67	1.0	173.34	1.0	173.34	1.0	260.01	1.0	86.67	1.0
ABCC	ABC Company	81	Florence, Timothy	86.67	1.0	173.34	1.0	173.34	1.0	260.01	1.0	86.67	1.0
ABCC	ABC Company	76	Harris, Kendra	86.67	1.0	173.34	1.0	173.34	1.0	260.01	1.0	86.67	1.0
ABCC	ABC Company	73	Hoover, Cheryl	86.67	1.0	173.34	1.0	173.34	1.0	260.01	1.0	86.67	1.0
ABCC	ABC Company	82	Ingles, Laura	86.67	1.0	173.34	1.0	173.34	1.0	260.01	1.0	86.67	1.0
ABCC	ABC Company	90	Jeffries, Sandra	0.00	0.0	0.00	0.0	0.00	0.0	126.67	0.5	86.67	1.0
ABCC	ABC Company	67	Johnson, Jane	86.67	1.0	173.34	1.0	173.34	1.0	260.01	1.0	86.67	1.0
ABCC	ABC Company	89	Dundee, Mike	0.00	0.0	0.00	0.0	0.00	0.0	126.67	0.5	86.67	1.0
ABCC	ABC Company	87	Powers, Kimberly	86.67	1.0	40.00	0.2	0.00	0.0	0.00	0.0	0.00	0.0
ABCC	ABC Company	63	Randis, Laura	86.67	1.0	173.34	1.0	173.34	1.0	260.01	1.0	86.67	1.0
ABCC	ABC Company	0005	Richardson, Avery	86.67	1.0	173.34	1.0	173.34	1.0	260.01	1.0	86.67	1.0
ABCC	ABC Company	88	Thompson, Tony	86.67	1.0	173.34	1.0	173.34	1.0	260.01	1.0	86.67	1.0
ABCC	ABC Company	85	Waters, Patricia	86.67	1.0	173.34	1.0	173.34	1.0	260.01	1.0	86.67	1.0
ABCC	ABC Company	61	Yang, Andrew	86.67	1.0	173.34	1.0	173.34	1.0	260.01	1.0	86.67	1.0
ABCC	ABC Company	64	Brown, Tucker	86.67	1.0	173.34	1.0	173.34	1.0	260.01	1.0	86.67	1.0
ABCC	ABC Company	72	Sinclair, Warren	10.00	0.1	20.00	0.1	20.00	0.1	30.00	0.1	0.00	0.0
ABCC	ABC Company	0001	Tucker, Julia	86.67	1.0	173.34	1.0	173.34	1.0	260.01	1.0	86.67	1.0
ABCC	ABC Company		<b>Total</b>	<b>1,656.73</b>	<b>19.1</b>	<b>3,095.45</b>	<b>17.8</b>	<b>2,966.78</b>	<b>17.1</b>	<b>4,703.51</b>	<b>18.1</b>	<b>1,646.73</b>	<b>19.0</b>
<b>Report Total:</b>				<b>1,656.73</b>	<b>19.1</b>	<b>3,095.45</b>	<b>17.8</b>	<b>2,966.78</b>	<b>17.1</b>	<b>4,703.51</b>	<b>18.1</b>	<b>1,646.73</b>	<b>19.0</b>

2020 Hours Jan 1 to Feb 29

Company Code	Company Name	Employee Number	Employee Name	January Hours	January FTE	February Hours	February FTE
ABCC	ABC	75	Bass,	80.15	0.5	93.25	0.5
ABCC	ABC	77	Lang, Sara	173.34	1.0	173.34	1.0
ABCC	ABC	79	Craft, Tony	173.34	1.0	173.34	1.0
ABCC	ABC	83	Easley,	11.50	0.1	0.00	0.0
ABCC	ABC	47	Enders,	179.09	1.0	173.34	1.0
ABCC	ABC	71	Farr, Olivia	173.34	1.0	173.34	1.0
ABCC	ABC	81	Florence,	173.34	1.0	173.34	1.0
ABCC	ABC	76	Harris,	173.34	1.0	173.34	1.0
ABCC	ABC	73	Hoover,	173.34	1.0	173.34	1.0
ABCC	ABC	82	Ingles,	173.34	1.0	173.34	1.0
ABCC	ABC	90	Jeffries,	173.34	1.0	173.34	1.0
ABCC	ABC	67	Johnson,	173.34	1.0	173.34	1.0
ABCC	ABC	89	Dundee, Mike	173.34	1.0	173.34	1.0
ABCC	ABC	92	Powers,	173.34	1.0	173.34	1.0
ABCC	ABC	94	Randis,	173.34	1.0	173.34	1.0
ABCC	ABC	97	Richardson	173.34	1.0	173.34	1.0
ABCC	ABC	0005	Thompson,	173.34	1.0	173.34	1.0
ABCC	ABC	95	Waters,	173.34	1.0	173.34	1.0
ABCC	ABC	85	Yang,	173.34	1.0	173.34	1.0
ABCC	ABC	61	Brown,	173.34	1.0	173.34	1.0
ABCC	ABC	64	Sinclair,	173.34	1.0	173.34	1.0
ABCC	ABC	96	Tucker,	173.34	1.0	173.34	1.0
ABCC	ABC	0001	Melrose,	173.34	1.0	173.34	1.0
ABCC	ABC		<b>Total</b>	<b>3,737.54</b>	<b>21.6</b>	<b>3,733.39</b>	<b>21.5</b>
<b>Report Total:</b>				<b>3,737.54</b>	<b>21.6</b>	<b>3,733.39</b>	<b>21.5</b>

## Employee Wage Details

Company Code	Company Name	Pay Group	Number	Employee Name	Status	Hire Date	Date	Category	Wage Reduction	Exclude Reason
CBCA	Manor Books	BW-MPAYTest	102663	Ackerman, Rick	Active	1/1/2000		Full Time Temporary		
CBCA	Manor Books	BW-MPAYTest	10005	Hamilton, Joe	Active	9/27/2016		Full Time		
CBCA	Manor Books	BW-MPAYTest	102666	Hilton, Mary	Active	7/9/2019		Full Time		
CBCA	Manor Books	BW-MPAYTest	8109	Terrone, James	Active	7/7/2008		Full Time		
CBCA	Manor Books	BW-MPAYTest	8104	Williams, David	Active	6/4/2007		Full Time		
<b>CBCA</b>	<b>Manor Books</b>	<b>BW-MPAYTest</b>								
CBCA	Manor Books	Semi-Monthly	102	Abernathy, Mark K	Active	3/10/1997		Part Time	Yes	Employee Owner
CBCA	Manor Books	Semi-Monthly	101	Able Sr, Mark James	Active	9/1/2013		Full Time		
CBCA	Manor Books	Semi-Monthly	110	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 Temporary		
CBCA	Manor Books	Semi-Monthly	10003	Archer III, Barry T	Active	9/11/2014		Full Time		
CBCA	Manor Books	Semi-Monthly	105	Bailey, Elliott	Active	6/5/2005		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	122	Broker, Adam T	Active	6/3/2014		Full Time		
CBCA	Manor Books	Semi-Monthly	1687	Conner, Bill T	Active	2/25/2013		Full Time		
CBCA	Manor Books	Semi-Monthly	111	Doe, John	Active	2/22/2005		Part Time	Yes	2019 Accumulated Wage over 100K
CBCA	Manor Books	Semi-Monthly	113	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	7/9/2019		Full Time		
CBCA	Manor Books	Semi-Monthly	116	J., Paines-ville 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	8104	Williams, David	Active	6/4/2007		Full Time		
CBCA	Manor Books	Semi-Monthly	112	Zoom, Zelda	Active	7/6/2008		Full Time	Yes	2019 Accumulated Wage over 100K
<b>CBCA</b>	<b>Manor Books</b>	<b>Semi-Monthly</b>								



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.					
		Q1 Average Weekly Hours:	Calculate the Average hours worked in Q1 (Q1 Hours / 13 weeks).					
		Salary/Hourly Wage Reduction:	Multiply Hourly Wage Calc by the Q1 Average Weekly Hours. Then multiply by 8.					
Average Annual Wage Method:		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 Reduction:	Multiply Annual Wage Calc by 8 and divide by 52. Result				Headcount Comparison	
Hourly Wage	Annualized Wage	Wage Reduction Calculation Method	Percent of Q1 Wage	Hourly Wage Calc or Annual Wage Calc	Q1 Average Weekly Hours	Salary/Hourly Wage Reduction	Loan Period Average FTE	Comparison Period Average FTE
32.2835	42,319.03							
33.5581	43,191.46	Hourly Wage	105.76%				0.6	0.9
201.818	259,752.94						0.6	0.9
29.2078	36,198.89	Hourly Wage	88.60%				0.5	1.0
52.9288	69,381.98	Hourly Wage	103.41%				0.6	0.1
53.1279	68,379.02						0.6	0.9
27.8818	35,216.94	Hourly Wage	107.39%				0.6	
26.3787	32,521.06	Hourly Wage	107.30%					0.8
26.7006	17,876.04	Average Annual Salary	893.80%					0.1
38.0484	76,667.50						1.0	
50.7603	66,981.46						0.6	1.0
0	0.00	Hourly Wage		21.09	6.15	1,037.60		
214.6745	278,337.28						0.6	1.0
22.8671	19,817.66	Average Annual Salary	115.95%				0.4	
41.7	5,421.00	Average Annual Salary	108.42%					
0	0.00	Hourly Wage		26.18	39.48	8,268.72		
0	0.00							0.2
43.0159	88,075.00						1.0	
10.0003	6,066.64	Average Annual Salary	121.33%				0.3	

## Employee Loan Period Detail

Payroll Run Type	Run Number	Period Begin Date	Period End Date	Pay Period Number	Weekly FTE Hours	Paid Hours	Number of Weeks	Average Hours Per Week	Average FTE	Wages	Health Cost	Retirement Cost	State Local ER Tax
Regular Payroll	253	5/1/2020	5/15/2020	6		86.67				17,333.33	20.00	0.00	0.00
Regular Payroll	254	5/16/2020	5/31/2020	7		86.67				17,333.33	20.00	0.00	0.00
Regular Payroll	256	6/1/2020	6/15/2020	8		10.00				2,221.08	20.00	0.00	0.00
Regular Payroll	257	6/16/2020	6/30/2020	9		13.33				4,192.16	20.00	0.00	0.00
		Employee Total			35	196.67	8.00	24.58	0.7	41,079.90	80.00	0.00	0.00

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



Paycheck Protection Program  
Loan Forgiveness Application Revised June 16, 2020

OMB Control Number 3245-0407  
Expiration Date: 10/31/2020

**PPP Loan Forgiveness Calculation Form**

Business Legal Name ("Borrower")	DBA or Tradename, if applicable	
ABC Company		
Business Address	Business TIN (EIN, SSN)	Business Phone
	( ) -	
	Primary Contact	E-mail Address

SBA PPP Loan Number: 12-3456789 Lender PPP Loan Number: \_\_\_\_\_

PPP Loan Amount: 320,000 PPP Loan Disbursement Date: 04/21/2020

Employees at Time of Loan Application: \_\_\_\_\_ Employees at Time of Forgiveness Application: \_\_\_\_\_

EIDL Advance Amount: 0.00 EIDL Application Number: \_\_\_\_\_

Payroll Schedule: The frequency with which payroll is paid to employees is:

☐ Weekly ☐ Biweekly (every other week) ☒ Twice a month ☐ Monthly ☐ Other \_\_\_\_\_

Covered Period: 04/21/2020 to 06/16/2020

Alternative Payroll Covered Period, if applicable: \_\_\_\_\_ to \_\_\_\_\_

If Borrower (together with affiliates, if applicable) received PPP loans in excess of \$2 million, check here: ☐

**Forgiveness Amount Calculation:**

Payroll and Nonpayroll Costs

Line 1. Payroll Costs (enter the amount from PPP Schedule A, line 10): 219,788.19

Line 2. Business Mortgage Interest Payments: 0.00

Line 3. Business Rent or Lease Payments: 15,000

Line 4. Business Utility Payments: 2,000

Adjustments for Full-Time Equivalency (FTE) and Salary/Hourly Wage Reductions  
Line 5. Total Salary/Hourly Wage Reduction (enter the amount from PPP Schedule A, line 3): 445.04

Line 6. Add the amounts on lines 1, 2, 3, and 4, then subtract the amount entered in line 5: 236,343.15

Line 7. FTE Reduction Quotient (enter the number from PPP Schedule A, line 13): 1.0

Potential Forgiveness Amounts

Line 8. Modified Total (multiply line 6 by line 7): 236,343.15

Line 9. PPP Loan Amount: 320,000

Line 10. Payroll Cost 60% Requirement (divide line 1 by 0.60): 366,313.65

Forgiveness Amount

Line 11. Forgiveness Amount (enter the smallest of lines 8, 9, and 10): 236,343.15



Paycheck Protection Program  
Loan Forgiveness Application Revised June 16, 2020

OMB Control Number 3245-0407  
Expiration Date: 10/31/2020

PPP Schedule A

PPP Schedule A Worksheet, Table 1 Totals

Line 1. Enter Cash Compensation (Box 1) from PPP Schedule A Worksheet, Table 1: 129,376.70

Line 2. Enter Average FTE (Box 2) from PPP Schedule A Worksheet, Table 1: 15.5

Line 3. Enter Salary/Hourly Wage Reduction (Box 3) from PPP Schedule A Worksheet, Table 1: 445.04  
If the average annual salary or hourly wage for each employee listed on the PPP Schedule A Worksheet, Table 1 during the Covered Period or the Alternative Payroll Covered Period was at least 75% of such employee's average annual salary or hourly wage between January 1, 2020 and March 31, 2020, check here ☐ and enter 0 on line 3.

PPP Schedule A Worksheet, Table 2 Totals

Line 4. Enter Cash Compensation (Box 4) from PPP Schedule A Worksheet, Table 2: 44,514.65

Line 5. Enter Average FTE (Box 5) from PPP Schedule A Worksheet, Table 2: 3

Non-Cash Compensation Payroll Costs During the Covered Period or the Alternative Payroll Covered Period

Line 6. Total amount paid or incurred by Borrower for employer contributions for employee health insurance: 22,321.76

Line 7. Total amount paid or incurred by Borrower for employer contributions to employee retirement plans: 8,295.35

Line 8. Total amount paid or incurred by Borrower for employer state and local taxes assessed on employee compensation: 1.94

Compensation to Owners

Line 9. Total amount paid to owner-employees/self-employed individual/general partners: 15,277.79  
This amount may 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.

Total Payroll Costs

Line 10. Payroll Costs (add lines 1, 4, 6, 7, 8, and 9): 219,788.19

Full-Time Equivalency (FTE) Reduction Calculation

If you satisfy any of the following three criteria, check the appropriate box, skip lines 11 and 12, and enter 1.0 on line 13; otherwise, complete lines 11, 12, and 13:

**No reduction in employees or average paid hours:** If you have not reduced the number of employees or the average paid hours of your employees between January 1, 2020 and the end of the Covered Period, check here ☐.

**FTE Reduction Safe Harbor 1:** If you were 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, check here ☐.

**FTE Reduction Safe Harbor 2:** If you satisfy FTE Reduction Safe Harbor 2 (see PPP Schedule A Worksheet), check here ☒.

Line 11. Average FTE during the Borrower's chosen reference period: 18.2

Line 12. Total Average FTE (add lines 2 and 5): 18.5

Line 13. FTE Reduction Quotient (divide line 12 by line 11) or enter 1.0 if any of the above criteria are met: 1.0



New changes coming this Friday!



**The floor is yours**

**Thanks for joining!**

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