

PPP Loan Forgiveness

August 21, 2020

The funds from the PPP can be used for the following purposes:

- Payroll—salary, wage, vacation, parental, family, medical, or sick leave, health and retirement benefits
- Mortgage interest—as long as the mortgage was signed before February 15, 2020
- Rent—as long as the lease agreement was in effect before February 15, 2020
- Utilities— electricity, gas, water, transportation (gasoline), telephone or internet as long as service began before February 15, 2020
 - * security systems, payroll processing, and waste removal are not considered eligible utilities

SBA issued new FAQs as of 8/11/2020 on Forgiveness

<https://www.sba.gov/document/support-frequently-asked-questions-ppp-loan-forgiveness>



General Loan Forgiveness FAQs

3. Question: If a borrower submits a timely loan forgiveness application, does the borrower have to make any payments on its loan prior to SBA remitting the forgiveness amount, if any?

Answer: As long as a borrower submits its loan forgiveness application within ten months of the completion of the Covered Period (as defined below), the borrower is not required to make any payments until the forgiveness amount is remitted to the lender by SBA. If the loan is fully forgiven, the borrower is not responsible for any payments. If only a portion of the loan is forgiven, or if the forgiveness application is denied, any remaining balance due on the loan must be repaid by the borrower on or before the maturity date of the loan. Interest accrues during the time between the disbursement of the loan and SBA remittance of the forgiveness amount. The borrower is responsible for paying the accrued interest on any amount of the loan that is not forgiven. The lender is responsible for notifying the borrower of remittance by SBA of the loan forgiveness amount (or that SBA determined that no amount of the loan is eligible for forgiveness) and the date on which the borrower's first payment is due, if applicable.

You have 10 months following your covered period (either 8 or 24 weeks) to apply for forgiveness. You do not have to make any payments until after you have applied for forgiveness and the SBA determines your forgiveness amount. If any of the loan amount is not forgiven, the lender will let you know when the 1st payment is due. Interest on the loan amount not forgiven began on the day of disbursement. You will be responsible for paying this. You are not responsible for the interest on the amount forgiven



Loan Forgiveness Payroll Costs FAQs

1. Question: Are payroll costs that were incurred during the Covered Period¹ or the Alternative Payroll Covered Period² but paid after the Covered Period or the Alternative Payroll Covered Period eligible for loan forgiveness?

Answer: Yes, if the payroll costs are paid on or before the next regular payroll date after the Covered Period or Alternative Payroll Covered Period.

There are two things to remember about the Alternative payroll covered period. One, it is only available for weekly and biweekly payrolls and two, it only applies to payroll costs. Non payroll costs correspond to the covered period which began on the day of disbursement.



Loan Forgiveness Payroll Costs FAQs

2. Question: Are payroll costs that were incurred before the Covered Period but paid during the Covered Period eligible for loan forgiveness?

Answer: Yes.

Any eligible payroll cost that would normally be paid during the covered period (or the alternative covered period) is eligible for forgiveness



Loan Forgiveness Payroll Costs FAQs

3. Question: Are borrowers required to calculate payroll costs for partial pay periods?

If a borrower pays semi-monthly or monthly, they may need to calculate payroll costs for the last payroll in the covered period.

Ex: If the covered period ends on 6/3/2020 and the payroll period runs 6/1/2020 – 6/15/2020, the borrower will need to prorate the last payroll to include 6/1 – 6/3 in their eligible payroll costs for forgiveness



Loan Forgiveness Payroll Costs FAQs

4. Question: For purposes of calculating cash compensation, should borrowers use the gross amount before deductions for taxes, employee benefits payments, and similar payments, or the net amount paid to employees?

Answer: The gross amount should be used when calculating cash compensation.



Loan Forgiveness Payroll Costs FAQs

5. Question: Are only salaries or wages covered by loan forgiveness, or can a borrower pay lost tips, lost commissions, bonuses, or other forms of incentive pay and have such costs qualify for loan forgiveness?

Answer: Payroll costs include all forms of cash compensation paid to employees, including tips, commissions, bonuses, and hazard pay. Note that forgivable cash compensation per employee is limited to \$100,000 on an annualized basis.



Loan Forgiveness Payroll Costs FAQs

6. Question: What expenses for group health care benefits will be considered payroll costs that are eligible for loan forgiveness?

Answer: Employer expenses for employee group health care benefits that are paid or incurred by the borrower during the Covered Period or the Alternative Payroll Covered Period are payroll costs eligible for loan forgiveness. However, payroll costs do not

include expenses for group health care benefits paid by employees (or beneficiaries of the plan) either pre-tax or after tax, such as the employee share of their health care premium. Forgiveness is not provided for expenses for group health benefits accelerated from periods outside the Covered Period or Alternative Payroll Covered Period.

7. Question: What contributions for retirement benefits will be considered payroll costs that are eligible for loan forgiveness?

Answer: Generally, employer contributions for employee retirement benefits that are paid or incurred by the borrower during the Covered Period or Alternative Payroll Covered Period qualify as “payroll costs” eligible for loan forgiveness. The employer contributions for retirement benefits included in the loan forgiveness amount as payroll costs cannot include any retirement contributions deducted from employees’ pay or otherwise paid by employees. Forgiveness is not provided for employer contributions for retirement benefits accelerated from periods outside the Covered Period or Alternative Covered Period. Loan Forgiveness Payroll Costs FAQ 8 outlines the treatment of retirement benefits for owners, which are different from this general approach.

Employer Health Benefit Cost includes employer-paid amounts for group health care benefits, including insurance premiums, such as the employer's share of medical, dental and vision premiums, employer-paid short-term disability and long-term disability, and employer contributions for Health Savings Accounts

Employer Retirement Plan Cost includes employer-paid amounts for Employer 401(k) contributions and any other available employer retirement plan contributions



Loan Forgiveness Payroll Costs FAQs

8. Question: How is the amount of owner compensation that is eligible for loan forgiveness determined?

Answer: The amount of compensation of owners who work at their business that is eligible for forgiveness depends on the business type and whether the borrower is using an eight-week or 24-week Covered Period. In addition to the specific caps described below, the amount of loan forgiveness requested for owner-employees and self-employed individuals' payroll compensation is capped at \$20,833 per individual in total across all businesses in which he or she has an ownership stake. For borrowers that received a PPP loan before June 5, 2020 and elect to use an eight-week Covered Period, this cap is \$15,385. If their total compensation across businesses that receive a PPP loan exceeds the cap, owners can choose how to allocate the capped amount across different businesses. The examples below are for a borrower using a 24-week Covered Period.

C-corp owner employees can claim up to \$20,833 in cash compensation plus state and local taxes and any employer contribution to healthcare and retirement

S-corp owner employees can claim up to \$20,833 in cash compensation plus state and local taxes and any employer contribution to retirement. Employer contribution to healthcare cannot be included

For Schedule C filers, your maximum PPP loan amount equals 2.5/12ths of your 2019 net profit from the business, as reported on your 2019 Schedule C.

Just a reminder about FTE reduction and loan forgiveness

FTE Reduction Safe Harbor 1

If your business doors were required to be fully or partially shut, a safe harbor applies.

Businesses that weren't able to operate at the same level between February 15, 2020, and the end of the Covered Period because of compliance with guidelines issued between March 1 and December 31 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, qualify for the safe harbor.

Applying this safe harbor to your application is simple — you're required to check a box certifying that it's true. But you'll want to keep documents that help support this. However, the instructions don't clarify what this documentation would look like so use your best judgment to keep any paperwork that applies here.



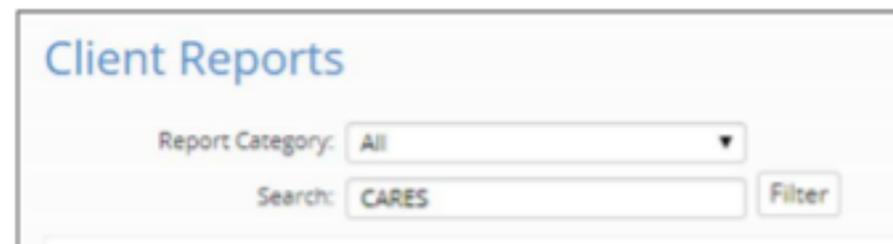
PPP Forgiveness Report



PPP Forgiveness Report

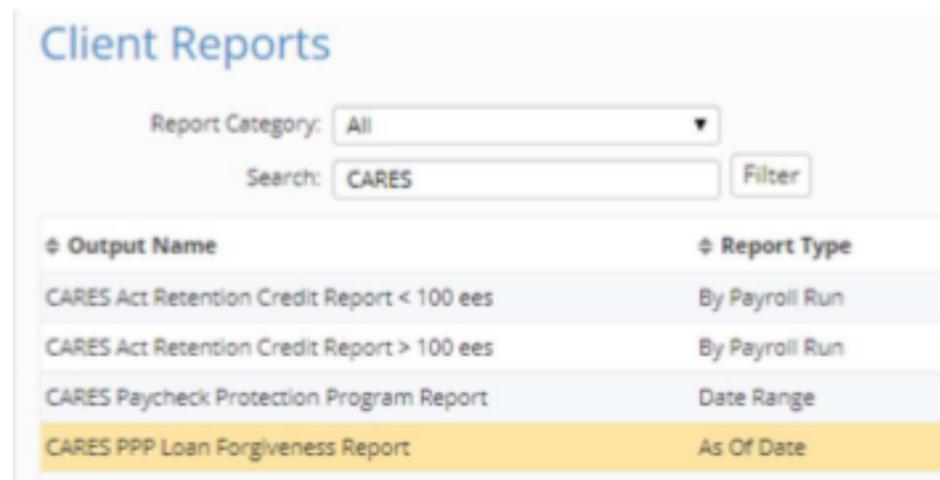
Client Reports

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 box 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 five 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

Let the report run with the default filtering, Grouping and options with the exceptions of the following:

The screenshot shows a web interface for generating a PPP Forgiveness Report. At the top, there are links for 'Generate Report' and 'Go To My Reports Queue'. The interface is divided into three main sections: Filtering, Grouping, and Options.

- Filtering:** Includes a text box with a note: '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.' Below this is a 'Legal Company' dropdown menu and an 'Include Term'd Companies' checkbox.
- Grouping:** Includes an 'Include Pay Group Breakdown' checkbox, and two dropdown menus for 'Organization Level 1' and 'Organization Level 2'.
- Options:** Includes several dropdown menus: 'Covered Period Duration' (set to '8 weeks'), 'Weekly FTE Hours Threshold', 'Seasonal Period Begin Date', 'Wkly/Biweekly Coverage Option' (set to 'Alternative Payroll Covered Period - start with the pay'), 'Mth/Semi-Mthly Coverage Opt...' (set to 'Covered Period'), 'Incurred Or Paid Option' (set to 'Include all payrolls paid or incurred during the Coverec'), 'Incurred Pay Period Option' (set to 'Include ONLY Days incurred within the Loan Period for'), and 'Format' (set to 'PDF').

- Select legal company if you have more than 1
- Change the covered period if you are choosing 24 weeks
- Change the format to excel. The default is now pdf to meet the expectations of some lenders.
- Keep in mind the pdf format only generates the Schedule A worksheet, Table 1 and Table 2

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”



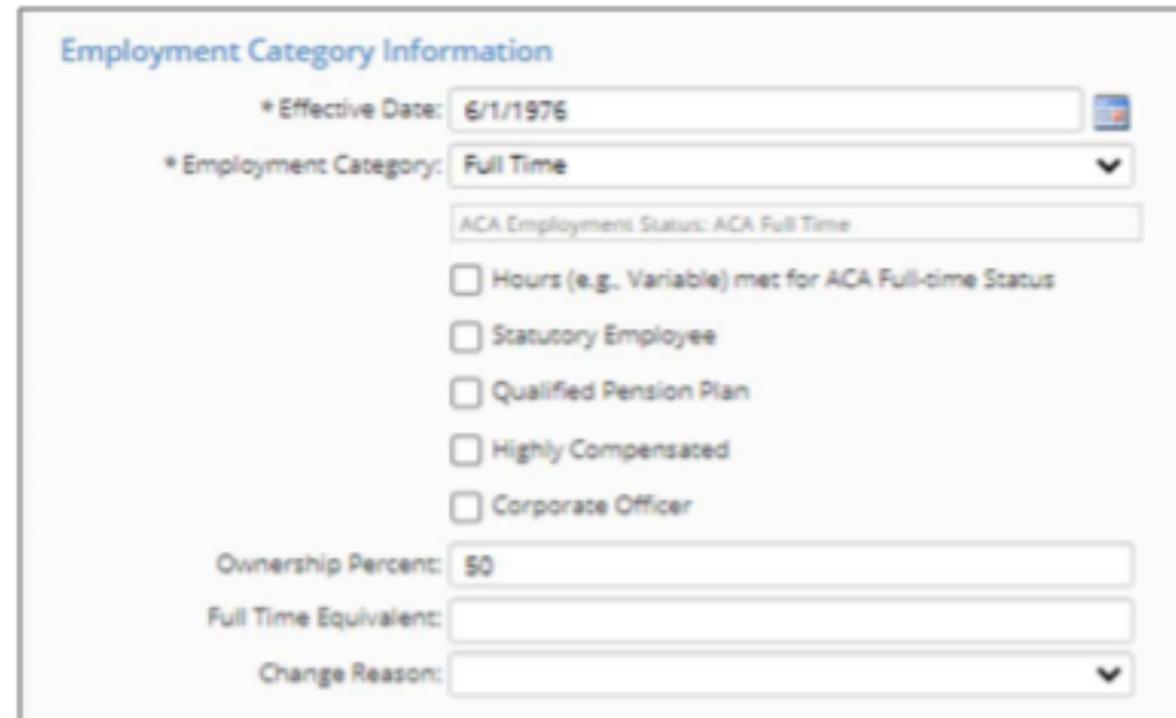
The screenshot shows a web interface titled "My Reports Queue" with a "Solved University" logo in the top right corner. Below the title is a table with the following columns: Client ID, Report Name, Status, Report Requested, Generate Begin, Generate End, Purge Date, and View Report. A single row is visible,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

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

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

The screenshot shows a web interface for managing 'Misc Employee Fields'. The title bar reads 'Misc Employee Fields'. Below the title bar is a navigation bar with icons for '+ Add New', 'Edit', 'Delete', 'Refresh', 'Save', and 'Cancel'. The main content area is titled 'Miscellaneous Employee Fields' and contains the following fields:

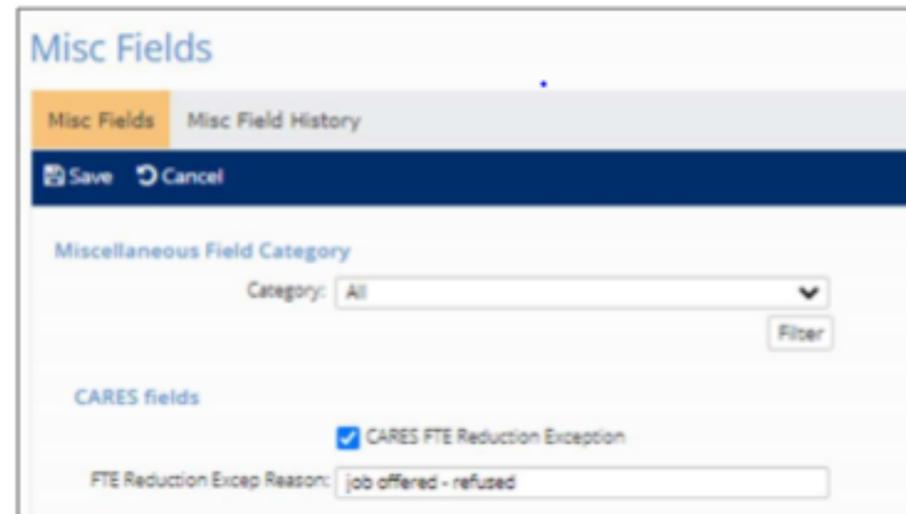
- Field Code: CARESFTEXO
- * Field Title: CARES FTE Override
- * Category: CARES PPP (dropdown menu)
- * Display Order: 3
- * Data Type: Numeric (dropdown menu)
- Decimal Places: 1
- Allow Employee Access
- Allow Manager Access
- Allow Supervisor Access
- Is Inactive

- The client miscellaneous fields need to be set up as follows:
 - CARESFTELN - Loan Period FTE override
 - CARESFTE19 - 2019 Comparison Period FTE override
 - CARESFTE20 - 2020 Comparison Period FTE override
 - CARESFTESN - Seasonal Comparison Period FTE override
- Once the miscellaneous fields are set up at the client level, overrides can be entered for affected employees

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 form titled "Misc Fields" with two tabs: "Misc Fields" (active) and "Misc Field History". Below the tabs is a dark blue bar with "Save" and "Cancel" buttons. The form contains a "Miscellaneous Field Category" section with a "Category" dropdown menu set to "All" and a "Filter" button. Below this is a "CARES fields" section with 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

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.

Misc Fields Misc Field History

Save Cancel

Miscellaneous Field Category

Category: All Filter

FTE Override

Loan Period FTE Override: 1.0

2019 Comparison FTE Override:

2020 Comparison FTE Override:

Seasonal Comparison FTE Override:

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-IMPAYTest	102663	Ackerman, Rick	Active	1/1/2000		Full Time		
CBCA	Manor Books	BW-IMPAYTest	10005	Hamilton, Joe	Active	8/27/2016		Full Time		
CBCA	Manor Books	BW-IMPAYTest	102666	Hilton, Mary	Active	7/8/2019		Full Time		
CBCA	Manor Books	BW-IMPAYTest	9109	Terrone, James	Active	7/7/2008		Full Time		
CBCA	Manor Books	BW-IMPAYTest	8104	Williams, David	Active	6/4/2007		Full Time		
CBCA	Manor Books	BW-IMPAYTest								
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 B, 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	6/3/2014		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	Hargrave, Alvin J	Active	4/13/2019		Full Time		
CBCA	Manor Books	Semi-Monthly	102664	Henderson, Ben	Inactive	9/2/2017		Full Time		
CBCA	Manor Books	Semi-Monthly	102666	Hilton, Mary	Active	7/8/2019		Full Time		
CBCA	Manor Books	Semi-Monthly	1116	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	8104	Williams, David	Active	6/4/2007		Full Time		
CBCA	Manor Books	Semi-Monthly	1112	Zook, Zella	Active	7/6/2006		Full Time	Yes	2019 Accumulated Wage over 100K
CBCA	Manor Books	Semi-Monthly								

Q1 2020		Loan Period		Average FTE		Hours		Wages		Wage Reduction		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	Salary/Weekly	Wage Reduction
0.00	2,500.00	0.0000	10,000.00	0	0.00	0.00	0.00	0.00	0.00 Average Annual Salary		7,500.00			1,653.85	
80.00	2,250.00	28.1250	9,000.00	0	0.00	0.00	0.00	0.00	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	0.00	0.00	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	0.00	0.00	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	0.00	0.00	0.00 Average Annual Salary		3,750.00			576.52	
960.00	23,396.01		93,584.04	0	0.00	8.00	8.00	8.00						16,997.72	
433.35	10,063.30	30.1911	52,333.25	1	238.34	7,301.55	30.635	47,460.00							
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	193.9523	346,666.60	1	238.34	47,666.66	193.9544	308,833.25							
433.35	11,765.80	27.1870	47,143.20	1	238.34	6,462.19	27.1872	42,154.24	Hourly Wage	100.00%					
433.35	22,160.00	51.1845	88,723.20	1	238.34	12,160.44	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	75,966.42							
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	34.6180	60,000.00	0.3	86.66	3,000.00	34.618	19,500.00	Hourly Wage	100.00%					
0.00	0.00	0.0000	0.00	0	0.00	0.00	0.00	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	0.00	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	188.2647	205,000.00	0.3	294.53	25,445.33	188.264	181,405.04							
5,205.00	379,558.41		1,518,233.64	10.7	2,815.54	200,506.78		1,383,814.07						735.93	



PPP Forgiveness Report

2019 Employee Hours

- **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

- **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	5/16/2020	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			258.34		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	5/16/2020	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			258.34		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	5/16/2020	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			258.34		7,761.55	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	5/16/2020	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			258.34		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	5/16/2020	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			258.34		11,690.25	412.50	0.00	0.00
Manor Books	Sees-Monthly	712	Zoon, 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	Zoon, 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	Zoon, Zekka	5/16/2020	5/31/2020	68.57	41.25	0.6	4,046.53	0.00	0.00	0.00
Manor Books	Sees-Monthly	712	Zoon, Zekka	Employee Total			258.59		25,446.53	0.00	0.00	0.00



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