

Welcome to today's webinar

The event will start shortly



Dominion Payroll™
Empowering Your Business

CARES Act: Understanding the PPP Reporting

April 9th, 2020



Dominion Payroll™
Empowering Your Business

Legal Disclaimer

This training is intended for educational and informational purposes.

While we hope that you will learn a lot today, we are not attorneys, and the information should not be construed as legal advice.



PPP Report

From within iSolved, go to:

Reporting > Client Reports > Search: “CARES” and hit filter

For the date range, you have a few options:

- In general: borrowers can calculate their aggregate payroll costs using data either from the previous 12 months or from calendar year 2019, for example: 04/07/2019 - 04/07/2020.
- For seasonal businesses: the applicant may use average monthly payroll for the period between February 15, 2019, or March 1, 2019, and June 30, 2019 or for an 8-week period between February 15, 2019 and June 30, 2019.
- For applicants that were not in business from February 15, 2019 - June 30, 2019: use the average monthly payroll costs for the period January 1, 2020 through February 29, 2020.



PPP Report

- 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.



PPP Report

Generate Report then go to My Reports Queue.

The screenshot displays the 'Client Reports' interface. On the left is a navigation menu with categories: EMPLOYEE MANAGEMENT, PAYROLL PROCESSING, REPORTING (highlighted), My Reports, My Reports Queue, Date Range Reports, Check Print Back, Continuous Reports Archive, Year End Report Archive, Year End Reports On Demand, Reports to CD, CLIENT MANAGEMENT, EMPLOYEE SELF SERVICE, and SYSTEM MANAGEMENT. The main content area is titled 'Client Reports' and includes a 'Report Category' dropdown set to 'All', a search box containing 'CARES', and a 'Filter' button. Below this is a table with columns 'Output Name' and 'Report Type', showing 'CARES Paycheck Protection Program Report' with 'Date Range' as the report type. To the right, a dark blue bar contains two buttons: 'Generate Report' (highlighted with a red box) and 'Go To My Reports Queue' (highlighted with a green box). Below the buttons is a message: '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.' The main content area on the right is titled 'CARES Paycheck Protection Program Report' and contains a description of the report, 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. Below that is a 'Grouping' section with 'Organization Level 1' and 'Organization Level 2' dropdowns, and an 'Include Pay Group Breakdown' checkbox. Finally, an 'Options' section includes a '10K Excess Cost Options' dropdown set to 'Compensation Only' and a 'Format' dropdown set to 'Excel'.



PPP Report

- The section for average EE Paid Count (Column G) is what you will use to populate the number of employees on this application.
- The average monthly costs (Column I) is what you will use to populate the average monthly payroll.

	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	PV/TEST	Predecessor Wage Test Company	555588888	1	1	1.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
5	STEPHY	Stephanie Young Test Company	445248515	31	31	22.42	8.33	\$85,936.08	\$7,181.34	\$17,603.35	\$4,096.44
6	Report Total:			32	32	23.42	8.33	\$85,936.08	\$7,181.34	\$17,603.35	\$4,096.44
7											
37											
38											

Summary Employee Details Earnings Details



PPP Report/Application

Column I and Column G



**Paycheck Protection Program
Borrower Application Form**

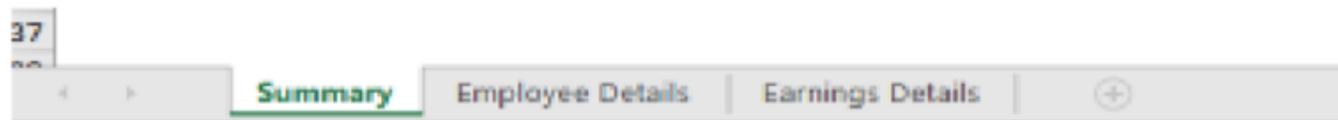
OMB Control No.: 3245-0407
Expiration Date: 09/30/2020

Check One:		<input type="checkbox"/> Sole proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> C-Corp <input type="checkbox"/> S-Corp <input type="checkbox"/> LLC <input type="checkbox"/> Independent contractor <input type="checkbox"/> Eligible self-employed individual <input type="checkbox"/> 501(c)(3) nonprofit <input type="checkbox"/> 501(c)(19) veterans organization <input type="checkbox"/> Tribal business (sec. 31(b)(2)(C) of Small Business Act) <input type="checkbox"/> Other		DBA or Tradename if Applicable	
Business Legal Name					
Business Address					
Business TIN (EIN, SSN)				Business Phone	
				() -	
Primary Contact				Email Address	
Average Monthly Payroll:	\$	Column I info here	x 2.5 + EIDL, Net of Advance (if Applicable) Equals Loan Request:	\$	Number of Employees: Column G info here
Purpose of the loan (select more than one):					
<input type="checkbox"/> Payroll <input type="checkbox"/> Lease / Mortgage Interest <input type="checkbox"/> Utilities <input type="checkbox"/> Other (explain): _____					



PPP Report: Summary Tab

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.

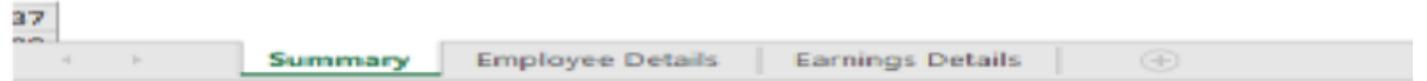
- Alternatively, borrowers may elect to use SBA's usual calculation: the average number of employees per pay period in the 12 completed calendar months prior to the date of the loan application
- If the business has not been operational for 12 months - the average number of employees for each of the pay periods that the business has been operational.



PPP Report

Summary Tab

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

Payroll costs do not include the employer's share of payroll tax.



PPP Report

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

- **Employee Details:** Details behind each employee
- **Earnings Details:** Breakdown of which earnings are included to get to gross
- **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.



FFCRA: Manual Entry

New earning codes EFMLA 2/3 and ESICK 2/3

- EFMLA 2/3

- Employee caring for his /or her child whose school or place of care is closed (or childcare provider is unavailable) due to COVID-19 related reasons. Up to 12 weeks. First 2 weeks unpaid. Limit \$200 daily and \$10,000 in total

NAME	SALARY/RATE	BLOCK	TOTAL HRS	E-FMLA 2/3 (EARN HRS)	E-SICK 2/3 (EARN HRS)
Alcide, Dmitri	Rate: 11.0096		0.00		
Amerighi, Xavier	Rate: 13.7500		0.00		

- ESICK 2/3

- Can be used for the first 2 weeks of EFMLA up to \$200 daily and \$2,000 total
- Caring for an individual subject to a Federal, State or local quarantine or isolation order or self-quarantine or is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services up to \$200 daily and \$2,000 total.



EFMLA 2/3 & ESICK 2/3

Determining 2/3 pay

Manual Entry

Reporting > client reports - FFCRA Average Hours and Wage Report

Date range up to 6 months prior to date on which leave is taken.

Pick a specific employee

The screenshot shows a web application interface for generating a report. At the top, there are two buttons: 'Generate Report' and 'Go To My Reports Queue'. Below these is the report title 'FFCRA Average Hours and Wage Report' and a subtitle 'Custom Report: Average Hours and Wage Report'. The 'Filtering' section includes: 'From Date:' and 'To Date:' input fields with calendar icons; 'Date Type:' set to 'Pay Date'; 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.'; dropdown menus for 'Legal Company:', 'Pay Groups:', and 'Employee Status:'. The 'Employment Categories:' section has a checked checkbox for 'Employment Categories' and a plus sign. The 'Organization Level:' section has unchecked checkboxes for 'Department', 'Job', 'GL sb blank', and 'Location'. An 'Employee:' input field is at the bottom. The 'Sorting' section has three dropdown menus for 'Sort Field 1:', 'Sort Field 2:', and 'Sort Field 3:'.

Generate Report

Go to my Reports Queue



EFMLA & ESICK 2/3

Manual Entry

My Reports Queue > view report - find average regular rate

Total Hours Paid	Average Regular Rate
40.00	22.0000

Payroll processing > payroll entry - enter hours, use paper clip and put in average regular rate in the override rate

NAME	SALARY/RATE	BLOCK	TOTAL HRS	E-FMLA 2/3 (EARN HRS)	E-SICK 2/3 (EARN HRS)
Alcide, Dmitri	Rate: 11.0096		0.00	40	
Amerighi, Xavier	Rate: 13.7500		0.00		
Arbuckel, Tana	Rate: 55.1981		0.00		
Archibold, Alexina	Rate: 109.5931		0.00		

No Override Rate

Average regular rate



FFCRA: Manual Entry

New earning codes E-Sick 100%

- Employee is under Federal, State or local quarantine or isolation related to COVID-19
- Has been advised by health care provider to self-quarantine
- Is experiencing COVID-19 symptoms and is seeking a medical diagnosis
- Payroll processing, payroll entry, time entry grid, enter hours

NAME	SALARY/RATE	BLOCK	TOTAL HRS	E-FMLA 2/3 (EARN HRS)	E-SICK 2/3 (EARN HRS)	E-SICK 100% (EARN HRS)
Alcide, Dmitri	Rate: 11.0096		0.00			



Absence Policies

- Employee/Manager/Supervisor - log in to Employee Self Service
- Click on Employee Calendar > click on request time off
 - Choose the proper policy, key in hours, dates and comments.
 - Hit Save

Search the menu

EMPLOYEE MANAGEMENT

EMPLOYEE SELF SERVICE

Time <

Time Card

Employee Absences

Time Off Balances

Employee Calendar

Employee Welcome

Employee Messages

Employee Profile

Contact Information

Employee Contacts >

Company Information

Benefit Enrollment

Life Events Wizard

Life Events History

Documents

Company Assets

Awards

Pay History

W2/ACA/1099 Forms

Employee Calendar

Save Cancel

Request Time Off

* Absence Policy:

E-FMLA 2/3

E-Sick 2/3

E-Sick 100%

PTO

Sick

* From Date:

* To Date:

Start Time:

Days: S M T W T F S

Check All

* Hours Per Day:

Hours Requested:

Projected Balances

After Time Off Request:

Current Plan Year:

Next Plan Year:

Comments



Absence Policies

If Manager/Supervisor are required to approve, they will get an email.

Once approved the time will be on that payroll.

It is important that you use the COVID-19 EFMLA and E-Sick codes so we can track the credits for you

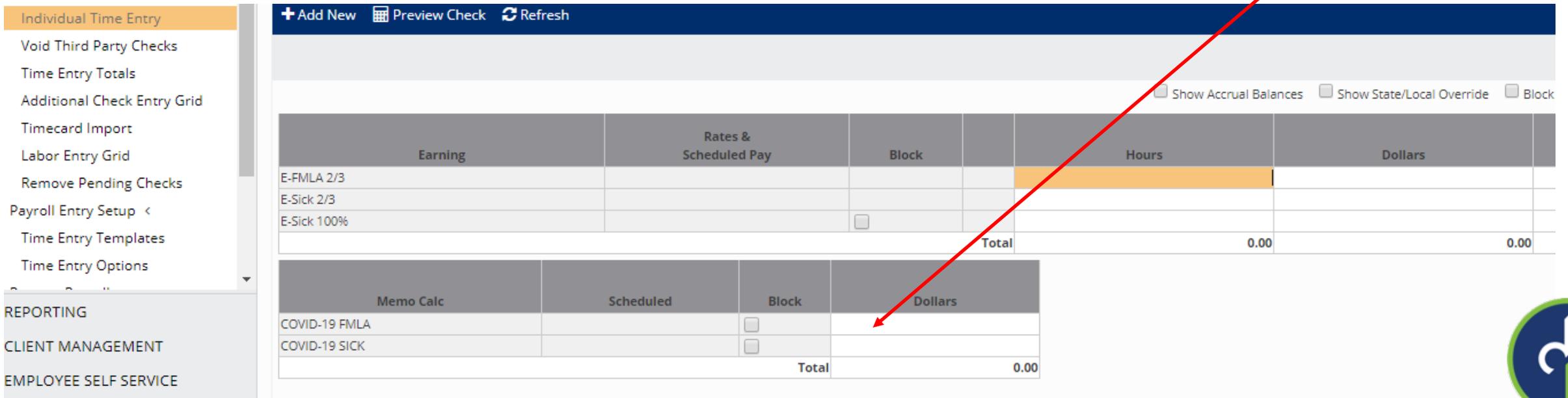
If you have not requested that the COVID-19 absence and codes be set up for you, please send a request to:
customerservice@dominionpayroll.com



FFCRA-Health Care Expenses

Tracking health care paid on ESick and EFMLA

- Payroll Processing > payroll entry > individual time entry
 - change template to all - key in health amount under the memo code “COVID-19 Qualified Health Plan Expenses (FMLA, SICK).”



The screenshot displays the 'Individual Time Entry' interface. On the left is a navigation menu with options like 'Void Third Party Checks', 'Time Entry Totals', and 'Payroll Entry Setup'. The main area features a table with the following structure:

Earning	Rates & Scheduled Pay	Block	Hours	Dollars
E-FMLA 2/3				
E-Sick 2/3				
E-Sick 100%		<input type="checkbox"/>		
Total				0.00

Memo Calc	Scheduled	Block	Dollars
COVID-19 FMLA		<input type="checkbox"/>	
COVID-19 SICK		<input type="checkbox"/>	
Total			0.00

A red arrow points to the 'Dollars' column in the 'Memo Calc' section.



FFCRA-Health Care Expenses Examples

- If EE is getting full pay cycle pay under FFCRA earnings, client would enter in full pay cycle amount of pretax health expenses.
 - IE: weekly payroll., EE is getting 40 hours of FFCRA earnings and weekly medical is normally \$100, you would enter \$100 in memo
- If EE is getting prorated for pay cycle, ER will need to prorate the medical as well.
 - IE EE is getting 32 hours: $\$100/40 * 32 = \80



EFMLA, ESick & Health Expenses

These amounts will reduce your tax amount due from your 941.
This will happen automatically with our enhancement on 4-10-2020



Final Thoughts



As requirements change and laws are passed,
we will update you as soon as possible.

Don't forget to wash your hands!



Questions?

Please email: questions@dominionpayroll.com

For resources, updates, webinar schedule, and FAQ's, please visit our [COVID-19 Updates and Resources page](#).

