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:

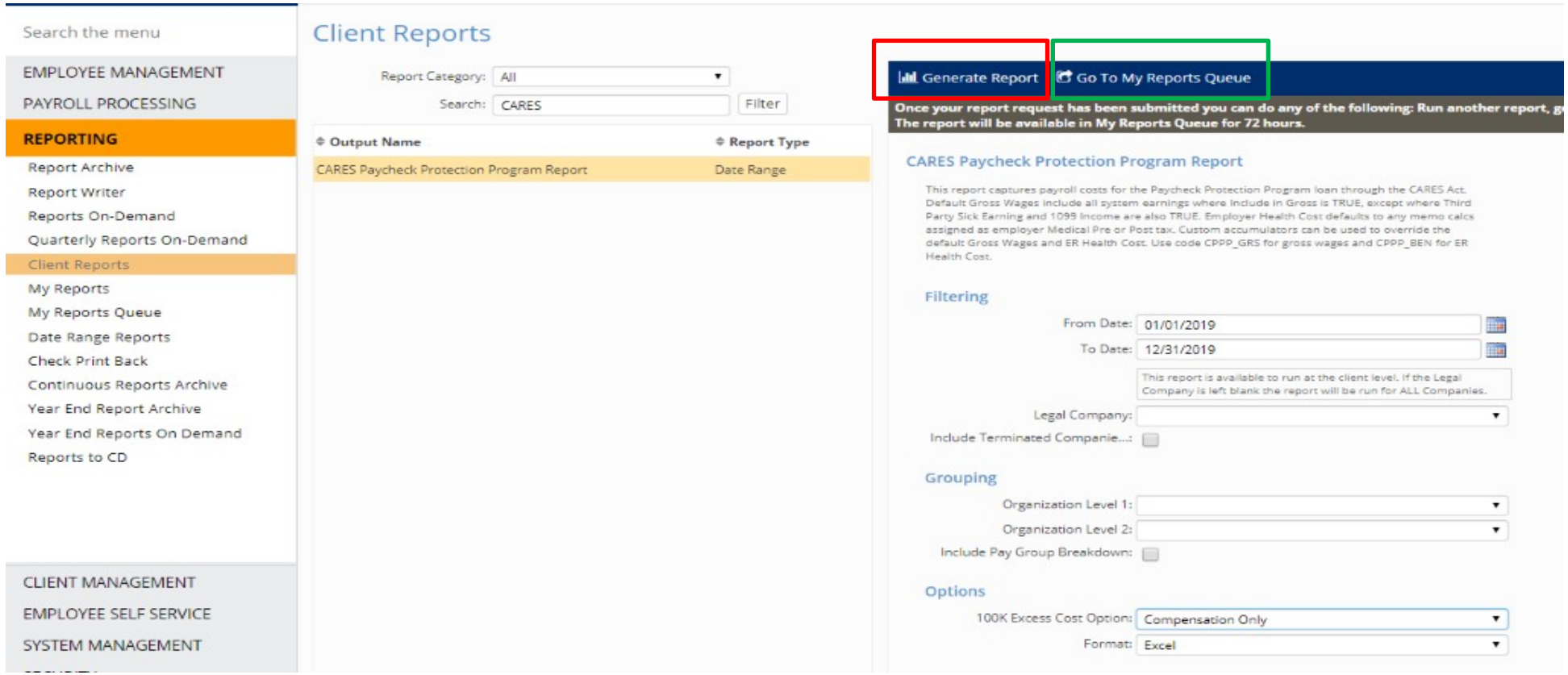
  Employer contributions to defined benefit or defined contribution retirement plans.

  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.

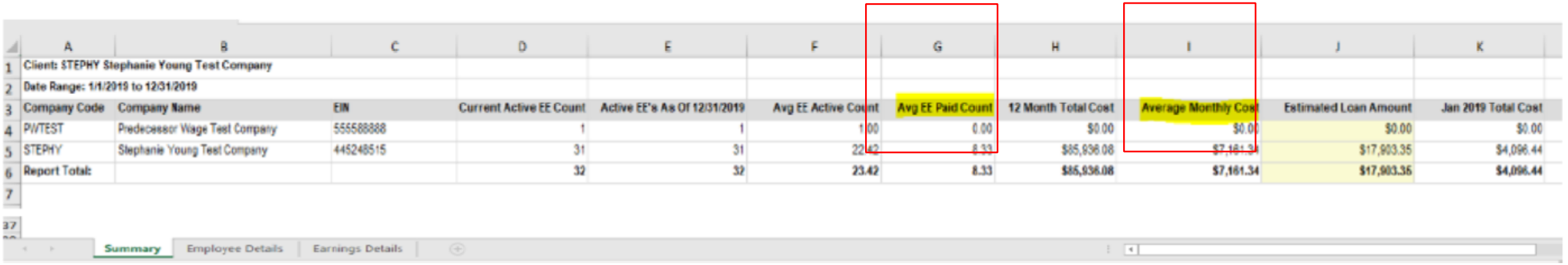
PPP Report

Generate Report then go to My Reports Queue.



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	PWTEST	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	$7,161.34	$17,903.35	$4,096.44
6	Report Total:			32	32	23.42	8.33	$85,936.08	$7,161.34	$17,903.35	$4,096.44
7											
37											

Summary | Employee Details | Earnings Details

PPP Report/Application

Column I and Column G

Paycheck Protection Program
Borrower Application Form

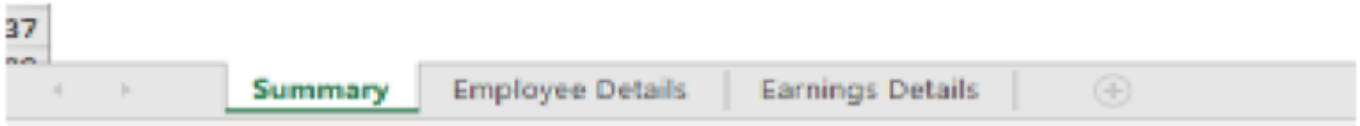
OMB Control No.: 3245-0407
Expiration Date: 09/30/2020

Check One: ❑ Sole proprietor ❑ Partnership ❑ C-Corp ❑ S-Corp ❑ LLC ❑ Independent contractor ❑ Eligible self-employed individual ❑ 501(c)(3) nonprofit ❑ 501(c)(19) veterans organization ❑ Tribal business (sec. 31(b)(2)(C) of Small Business Act) ❑ 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):	☐Payroll ☐Lease / Mortgage Interest ☐Utilities ☐Other (explain):_____				

PPP Report: Summary Tab

Average EE Paid Count

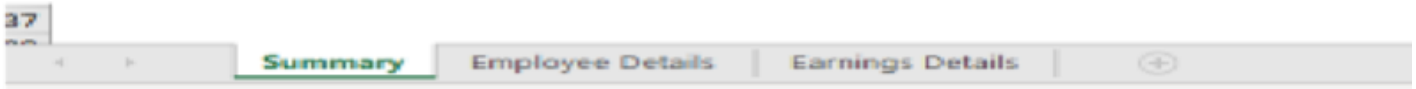


Borrowers may use their average employment over the same time periods to determine their number of employees, for the purposes of applying an employee-based size standard.

- 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

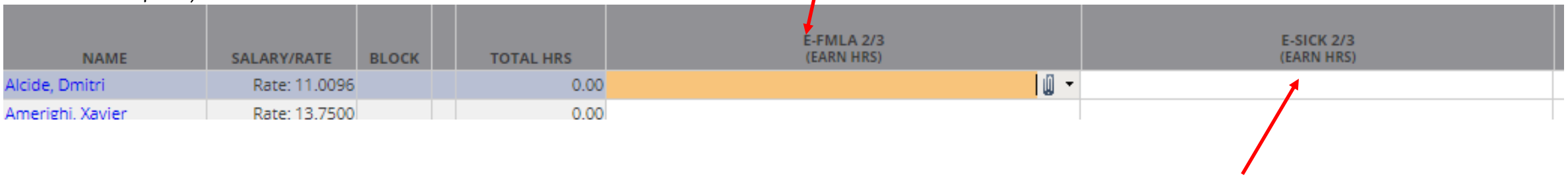
Example: An employee who earned $4,000 per month in gross wages, from which $500 in federal taxes was withheld, would count as $4,000 in payroll costs. The employee would receive $3,500 and $500 would be paid to the federal government. However, the employer-side federal payroll taxes imposed on the $4,000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

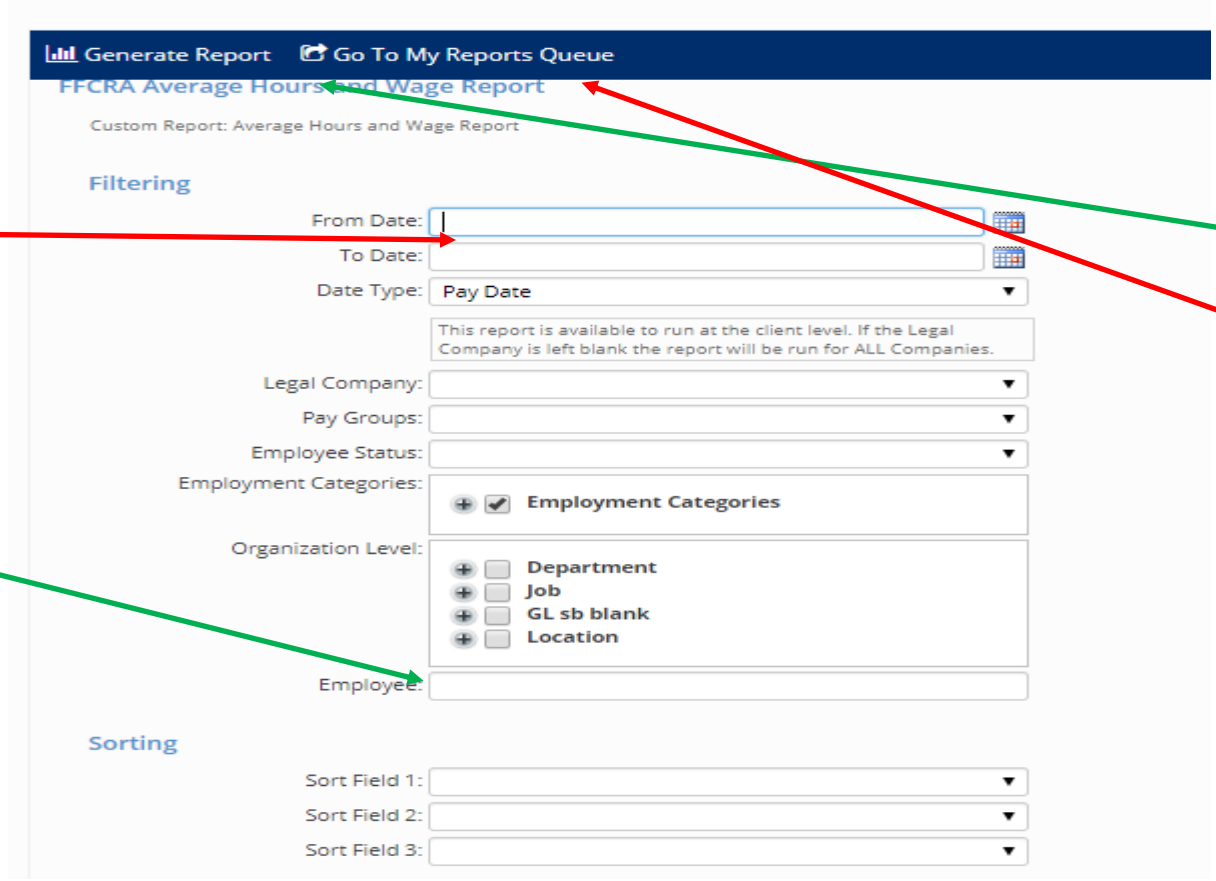
- **ESICK 2/3**
  - Can be used for the first 2 weeks of EFMLA up to $200 daily and $2,000 total
  - Caring for an individual subject to a Federal, State or local quarantine or isolation order or self-quarantine or is experiencing any other substantially-similar condition specified by the U.S. Department 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



Generate Report

Go to my Reports Queue

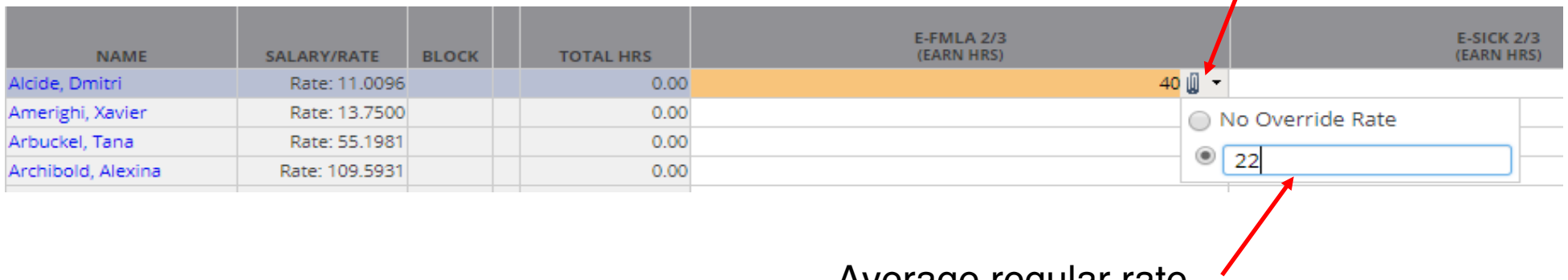
EFMLA & ESICK 2/3

Manual Entry

My Reports Queue > view report - find average regular rate

Total Hours Paid	Average Regular Rate
40.00	22.0000

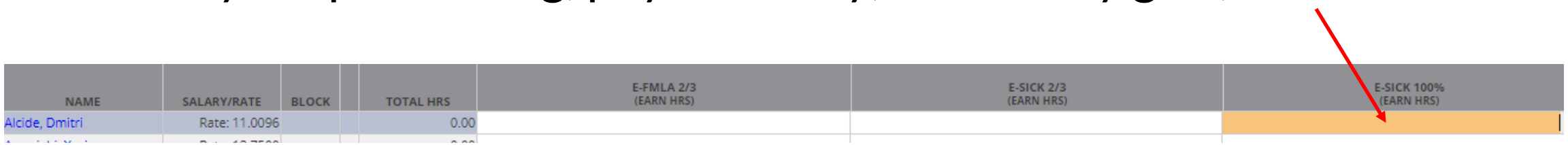
Payroll processing >payroll entry - enter hours, use paper clip and put in average regular rate in the override rate



FFCRA: Manual Entry

New earning codes E-Sick 100%

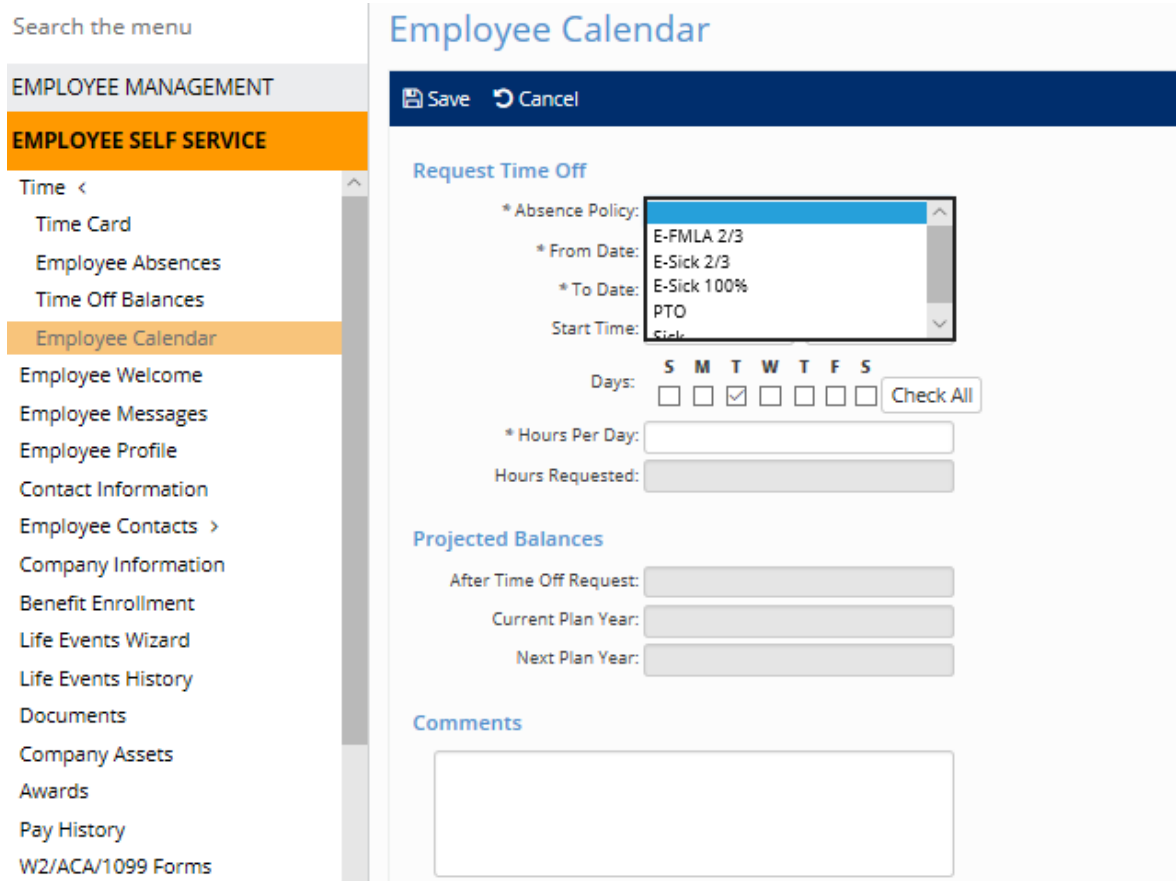
- Employee is under Federal, State or local quarantine or isolation related to COVID-19
- Has been advised by health care provider to self-quarantine
- Is experiencing COVID-19 symptoms and is seeking a medical diagnosis
- Payroll processing, payroll entry, time entry grid, enter hours



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



Absence Policies

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

Once approved the time will be on that payroll.

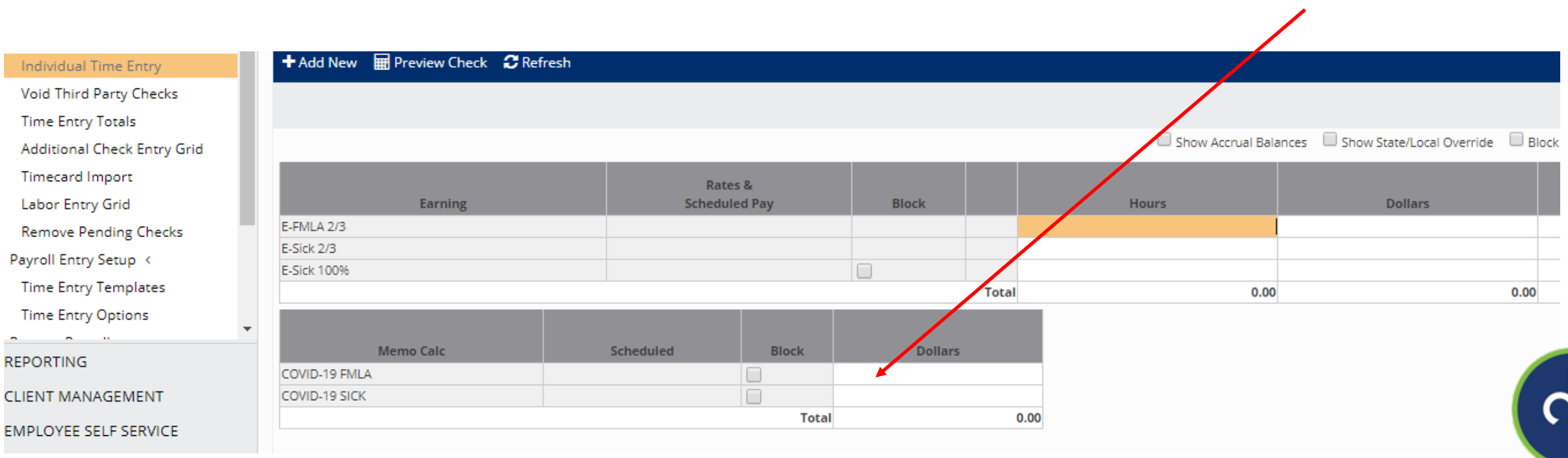
It is important that you use the COVID-19 EFMLA and E-Sick codes so we can track the credits for you

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).



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.