

PPP Forgiveness Data Report Explained

General Note: Here, you'll find some key info to help you quickly understand the report. For full details, please see the informational pages within the report.

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Employee Name	Last 4 of SSN	Payroll Costs				FTE Information					Wage Reduction Information			
Employees Name	Employee Identifier	Cash Compensation	Employer State/ Local Taxes Assessed	Employer Retirement Benefit Costs	Employer Health Benefit Costs	Employee Pay Type	Employee Full-time/Part-time Status	Avg. Payroll Hours Per Week Entered in Payroll	FTEs Based on Payroll Hours INFORMATIONAL	Avg. FTEs Simplified Method	Over 100K for any 2019 Pay Period	Wage Reduction	Q1 2020 Wages	Covered Period Wages
Barrow, Lindsey	*****1111	\$9,088.00	\$0.00	\$0.00		Salary		0.00	0.0	1.0	Yes			\$9,088.00
Bernice, Elizabeth	*****1112	\$4,273.50	\$0.00	\$0.00		Salary		0.00	0.0	1.0	Yes			\$4,273.50
Brown, Jefferson	*****1113	\$1,240.00	\$31.76	\$24.80		Hourly	Full Time	12.44	0.3	0.5	No	\$0.00	\$974.29	\$1,240.00
Chef, Swedish	*****1114	\$2,600.00	\$0.00	\$0.00		Hourly		12.44	0.3	0.5	Yes			\$2,600.00
Clemons, Lori	*****1115	\$1,998.00	\$0.00	\$0.00		Salary		0.00	0.0	1.0	No	\$0.00	\$1,569.86	\$1,998.00
Dixon, Daryl	*****1116	\$2,788.80	\$0.00	\$0.00		Hourly		12.44	0.3	0.5	No	\$0.00	\$2,191.20	\$2,788.80
Dolce, Charles	*****1117	\$1,500.00	\$27.00	\$0.00		Hourly		12.44	0.3	0.5	No	\$0.00	\$1,178.57	\$1,500.00
Gatto, Stephanie	*****1118	\$4,000.00	\$0.00	\$0.00		Salary		0.00	0.0	1.0	Yes			\$4,000.00
Goodman, Nelisha	*****1119	\$4,000.00	\$0.00	\$120.00		Hourly	Full Time	12.44	0.3	0.5	Yes			\$4,000.00
Jones, Elisa	*****1120	\$1,840.00	\$0.00	\$55.20		Hourly	Full Time	12.44	0.3	0.5	No	\$0.00	\$1,445.71	\$1,840.00
McGee, Rachel	*****1121	\$960.00	\$24.20	\$0.00		Hourly	Full Time	12.44	0.3	0.5	No	\$0.00	\$754.29	\$960.00
Murphy, Katie	*****1122	\$1,680.00	\$7.56	\$0.00		Hourly		12.44	0.3	0.5	No	\$0.00	\$1,320.00	\$1,680.00
Newman, Walter	*****1123	\$4,050.00	\$0.00	\$0.00		Salary		0.00	0.0	1.0	Yes			\$4,050.00
Reichman, Andrew	*****1124	\$1,090.00	\$26.00	\$0.00		Salary	Full Time	0.00	0.0	1.0	No	\$0.00	\$856.43	\$1,090.00
Rupp, Jennifer	*****1125	\$1,232.00	\$33.26	\$0.00		Hourly		12.44	0.3	0.5	No	\$0.00	\$968.00	\$1,232.00
Total		\$42,340.30								10.5		\$0.00		

1. Cash Compensation -

Includes salary, vacation, leave (sick, parental, family, and medical), severance pay, wages, commissions or similar compensation, hazard pay, bonuses, and cash tips or the equivalent. Not included: non-cash fringe benefits like company cell phones. Wages paid under FFCRA are also excluded – these are separately credited 100% by the government.

Wages eligible for forgiveness include both:

- Wages paid on a check date during the covered period (even if earned before the covered period)
- Wages earned during the covered period, but paid afterward

2. Other Payroll Costs -

Come from processed payrolls. Here are a few highlights:

- Taxes are generated based on payroll processing.
- If employer retirement costs are tracked through payroll, you'll find them in the Employer Retirement Benefits Column.
- Employer Health costs tracked in payroll will be found in the Employer Health Benefit column.

3. Full-Time Equivalents (FTEs) -

The report use the Avg. FTEs Simplified Method. For detailed information on FTE calculations, see the FTE informational sections within the report.

4. Over 100K for Any 2019 Pay Period -

Employees marked “Yes” earned an **annualized** amount of more than \$100k in **any** pay period in 2019 (for example, they were paid over \$1923.07 in any one-week pay period or \$3846.15 in a two-week pay period). When this is true, these employees are not evaluated for wage reductions.

5. Wage Reduction 8 or 24 weeks -

This is calculated based on the full length of your scheduled covered period (even if you apply for forgiveness before your covered period ends).

6. Q1 2020 Wages & Covered Period Wages -

The number you see here reflects the wages earned during the relevant time period. Unlike Cash Compensation, FFCRA wages are included, but irregular pay items such as bonus, tips, over time, and commission are not. These figures are needed as documentation if you file the EZ Application.