

# 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 [PPP Instructions](#).

				1.	2.			3.					4.	5.			6.	
B	C	E	F	G	H	I	J	K	L	M	N	P	Q	R	S	T	U	
Client Number	Client Name	Employee Name	Last 4 of SSN	Payroll Costs				FTE Information					Wage Reduction Information					
Company ID	Company Name	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 - 8 Weeks	Wage Reduction - 24 Weeks	Q1 2020 Wages	Covered Period Wages	
17082625	Bryce's Dog Park	Barrow, Lindsey	*****1111	\$9,088.00	\$0.00	\$0.00		Salary		0.00	0.0	1.0	Yes				\$9,088.00	
17082625	Bryce's Dog Park	Bernice, Elizabeth	*****1112	\$4,273.50	\$0.00	\$0.00		Salary		0.00	0.0	1.0	Yes				\$4,273.50	
17082625	Bryce's Dog Park	Brown, Jefferson	*****1113	\$1,240.00	\$31.76	\$24.80		Hourly	Full Time	12.44	0.3	0.5	No	\$0.00	\$0.00	\$974.29	\$1,240.00	
17082625	Bryce's Dog Park	Chef, Swedish	*****1114	\$2,600.00	\$0.00	\$0.00		Hourly		12.44	0.3	0.5	Yes				\$2,600.00	
17082625	Bryce's Dog Park	Clemons, Lori	*****1115	\$1,998.00	\$0.00	\$0.00		Salary		0.00	0.0	1.0	No	\$0.00	\$0.00	\$1,569.86	\$1,998.00	
17082625	Bryce's Dog Park	Dixon, Daryl	*****1116	\$2,788.80	\$0.00	\$0.00		Hourly		12.44	0.3	0.5	No	\$0.00	\$0.00	\$2,191.20	\$2,788.80	
17082625	Bryce's Dog Park	Dolce, Charles	*****1117	\$1,500.00	\$27.00	\$0.00		Hourly		12.44	0.3	0.5	No	\$0.00	\$0.00	\$1,178.57	\$1,500.00	
17082625	Bryce's Dog Park	Gatto, Stephanie	*****1118	\$4,000.00	\$0.00	\$0.00		Salary		0.00	0.0	1.0	Yes				\$4,000.00	
17082625	Bryce's Dog Park	Goodman, Nelisha	*****1119	\$4,000.00	\$0.00	\$120.00		Hourly	Full Time	12.44	0.3	0.5	Yes				\$4,000.00	
17082625	Bryce's Dog Park	Jones, Elisa	*****1120	\$1,840.00	\$0.00	\$55.20		Hourly	Full Time	12.44	0.3	0.5	No	\$0.00	\$0.00	\$1,445.71	\$1,840.00	
17082625	Bryce's Dog Park	McGee, Rachel	*****1121	\$960.00	\$24.20	\$0.00		Hourly	Full Time	12.44	0.3	0.5	No	\$0.00	\$0.00	\$754.29	\$960.00	
17082625	Bryce's Dog Park	Murphy, Katie	*****1122	\$1,680.00	\$7.56	\$0.00		Hourly		12.44	0.3	0.5	No	\$0.00	\$0.00	\$1,320.00	\$1,680.00	
17082625	Bryce's Dog Park	Newman, Walter	*****1123	\$4,050.00	\$0.00	\$0.00		Salary		0.00	0.0	1.0	Yes				\$4,050.00	
17082625	Bryce's Dog Park	Reichman, Andrew	*****1124	\$1,090.00	\$26.00	\$0.00		Salary	Full Time	0.00	0.0	1.0	No	\$0.00	\$0.00	\$856.43	\$1,090.00	
17082625	Bryce's Dog Park	Rupp, Jennifer	*****1125	\$1,232.00	\$33.26	\$0.00		Hourly		12.44	0.3	0.5	No	\$0.00	\$0.00	\$968.00	\$1,232.00	
17082625	Bryce's Dog Park	Subtotal		\$42,340.30	\$149.78	\$200.00						10.5		\$0.00	\$0.00	\$11,258.35	\$42,340.30	
		Total		\$42,340.30	\$149.78	\$200.00						10.5		\$0.00	\$0.00	\$11,258.35	\$42,340.30	

### 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 -

Columns H through J come from processed payrolls. Here are a few highlights:

- Taxes (column H) are generated based on payroll processing.
- If employer retirement costs are tracked through payroll, you'll find them in column I.
- If you use Paychex Insurance Agency for Health and Benefits, these expenses will show up in column J.

### 3. Full-Time Equivalents (FTEs) -

The Estimator and report use the Avg. FTEs Simplified Method, found in column P. For detailed information on FTE calculations, see the [PPP Instructions](#).

### 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). Refer to the column that matches your covered period.

### 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.