Paycheck Protection Program - Forgiveness Worksheet (v2021)
PEI Staffing LLC: PEI Staffing LLC
Run Time: 12/15/2021 31:02:08 PM
User ID: lhervert
Check Dates: 05/10/2020 - 10/23/2020
23.71 Weeks in Period; 23 Weeks used for Avg. Payroll Hours (05/17/20-10/18/20); 5 Day Prorate

Employee Name	Employee Identifier	Cash Compensation
Abbas, Amir	7097	$ 253.13
Adams, Ashad	0270	$ 5,577.28
Adams, Indonesia	5380	$ 525.25
Adams, Omar	5082	$ 575.00
Adedara, Zaccheaus	6288	$ 1,877.50
Aguilar Salles, Sharon	5436	$ 110.50
Aldridge, Dajanae	6968	$ 55.00
Alfaro, Guillermo	0380	$ 448.88
Alford, Davon	2164	$ 13,445.21
Allen, Colby	4416	$ 409.75
Allen, Jaquelle	2202	$ 615.26
Anaya, Mildred	7682	$ 9,553.45
Anderson, Carl	3699	$ 1,622.51
Artis, Jordan	4359	$ 1,759.13
Bailey, O'Neal	3738	$ 96.75
Baker, Chardae	9387	$ 1,441.00
Baranyay, Barbara	7582	$ 24,650.00
Barksdale, Iyania	8088	$ 1,403.00
Barnes, Angela	8630	$ 405.00
Barney, Nicole	8209	$ 100.00
Barney, William	8939	$ 4,839.76
Barry, Neomi	3075	$ 13,120.80
Beckham, Elijah	7169	$ 82.50
Bell, Curtis	3979	$ 1,405.98
Bell, Terrence	0691	$ 184.50
Benitez, Dania	2395	$ 1,342.50
Benjamin, Trenton	0983	$ 1,410.50
Best, David	9048	$ 1,024.76
Best, Tiyana	1518	$ 690.13
Blackette, Mario	7903	$ 428.63
Blevins, Charles	6059	$ 1,441.00
Boone, Sharday	5836	$ 554.00
Brothers, Marcellus	7770	$ 19,479.75
Brown, Brianna	7750	$ 275.75
Brown, Eric	3662	$ 6,247.40
Brown, Jimique	0555	$ 3,635.63
Bruton JR, Ira	4999	$ 3,937.50
Buckley, Justin	2802	$ 554.71
Buckley, Melvin	1534	$ 2,654.02
Burton, Louie	7934	$ 240.90
Bushara, Eddy	6707	$ 2,659.38
Butler, Brittany	1736	$ 1,848.00

Butler, Dashawn	2262	$	373.50
Byers, Bishop	2977	$	2,066.75
Cafirma, Petronilo	4828	$	45,605.00
Camara, Mohamed	0175	$	7,617.77
Cameron, Glenn	9636	$	15,152.80
Campbell, Toiyon	4044	$	13,920.00
Cannie, Ryan	9742	$	2,087.25
Caradonna, Serenity	4268	$	657.28
Carr, Stephen	3293	$	80.50
Carroll, Lashonda	2138	$	763.13
Carstarphen 3rd, Timothy	4858	$	105.00
Carter, Robert	0689	$	2,053.88
Chambers, Greta	3499	$	250.13
Chambers, Sherman	4964	$	2,424.94
Chatmon, Kyle	2609	$	9,863.76
Clark, Jona	8598	$	1,025.00
Clark, Kavahnti L	6864	$	97.75
Cohen, Michael	0931	$	5,582.50
Cooper, Brandon	9604	$	441.13
Cooper, Ronald	4461	$	1,078.38
Cordero, William	0722	$	9,529.36
Couser, Tiffany	8665	$	4,705.68
Cozart, Lashawnda	4241	$	1,474.88
Daniels III, James	8580	$	281.75
Dargan, Paul	8610	$	2,318.25
Davis, Lamont	1400	$	1,691.51
Davis, Matthew	5375	$	14,760.00
Desmangles, Mikaelle	1469	$	6,252.70
Dorsey, Joshua	9977	$	572.00
Downs, Isaiah	4282	$	539.50
Drost, Curtis	9558	$	476.00
Drost, Jenny	2211	$	476.00
Drozdowski 3rd, Bernard	9399	$	9,159.10
Dudley-Palmer, Michael	3400	$	78.75
Duren, Aaron	1854	$	4,038.27
Ehounoud, Jean	9503	$	6,932.27
Elendu, Favour	8442	$	462.57
Ellis, William	1846	$	227.50
Elmore, Choice	9431	$	5,261.93
Epstein, Danielle	5397	$	40,320.00
Epstein, David	7320	$	40,320.00
Escamilla JR, Julio	8792	$	565.31
Faison, Everett	9671	$	88.79
Farmer, Jontavious	2284	$	72.00
Farnham, Jonathan	8951	$	167.30
Fields, Steven	3109	$	1,163.50
Figueroa-Medina, Oscar	1379	$	15.00
Fleurant, James	8445	$	67.50
Flonnory, Ahkee	6371	$	420.20
Floyd, Darrion	9878	$	340.00
Ford, Terrence	5198	$	570.64
Francis JR, David	5890	$	414.00

Frost, Charlotte	0280	$	17,112.00
Frush, Theresa	3169	$	321.00
Frye, Carl	7135	$	1,176.50
Garcia Valle, Luis	8325	$	729.45
Gardner, Jacal	0814	$	99.00
Garnett, Eric	0357	$	889.40
Gates, Camisha	3170	$	828.00
Gay, Ronesha	1002	$	60.00
George, Malik	3351	$	169.00
Glover, Kwan	9884	$	1,978.63
Goldsborough, Gabrielle	1083	$	82.50
Goldwire III, William	7256	$	216.30
Goodman, Baturi	8465	$	3,306.00
Goodman, Cynthia	0301	$	698.90
Grantham, Tina	2734	$	12,683.07
Graves, Dekendric D	2352	$	448.00
Gray, Carolina	0072	$	2,621.88
Green, Lakeshia	2999	$	1,898.44
Green, Tyler	5490	$	298.50
Greene, Trevon	9842	$	513.50
Guidry, Stephen	9436	$	597.61
Guzman, Freddie	1149	$	899.23
Harper, Angelo	2670	$	2,020.00
Harris, Antonio	8947	$	32.50
Harris, Kenvante	6238	$	664.88
Harrison, David	4500	$	1,434.37
Harvell, Kyiesha	9431	$	276.00
Hatcher, Khadijah	3896	$	266.75
Hathaway, Isaac	1469	$	476.00
Henry, Kim	0288	$	1,035.51
Hernandez, Robert	4022	$	128.25
Herrera, Devin	2473	$	4,569.38
Hickman, Christopher	2177	$	800.87
Holmes, Antonio	9973	$	2,200.76
Holt, Tijan	9890	$	88.00
Hooper, Zachary	5237	$	1,641.25
Horn, Christopher	1139	$	363.30
Howlett, Brach	4120	$	108.29
Hunter, Tanyia	0628	$	106.38
Hurtado Guzman, Pedro	5884	$	16,324.99
Hussain, Kiwan	3672	$	1,843.63
Hutchinson, Khary	8296	$	539.50
Infante JR, Pedro	8278	$	1,540.00
Ingle, Stephanie	2136	$	5,472.74
Irby, Vernadine	4469	$	570.88
Jackson, Michael	5330	$	6,067.51
James, Sasha	1634	$	1,664.38
Janney, Kiersten	7079	$	13,320.00
Jenkins, Latoya	4895	$	836.63
Johnson, Jessica	4367	$	476.00
Johnson, Kara	1497	$	842.50
Johnson, Stephonne	6758	$	877.91

Johnson, Tyrell	5214	$	575.74
Jones, Christopher	6771	$	1,316.75
Jones, Terrell	6216	$	91.00
Jones, Trecian	2253	$	14,413.50
Kearney, Billy	8231	$	8,392.16
Kelly, Daniel	2391	$	3,563.64
Kerney, Raven	1375	$	784.88
King, Brandon	4968	$	989.38
Kitchens-Lee, Ltonja	2140	$	136.50
Knighton-Fluellen, Denniza	0514	$	422.50
Le, Thieu	7340	$	11,126.40
Lee, Garrett	7799	$	107.50
Lennear, Timothy	3835	$	47.25
Leven Berry, Jani	8358	$	5,286.95
Louis, Nicholas	0678	$	6,145.89
Lowrey, Tyquan	3055	$	91.00
Luna, Guile	7583	$	548.52
Lyles, Antonio	6300	$	231.88
Manns, Denise	4761	$	1,127.02
Marshall II, Bryon	5067	$	1,033.75
Martin JR, Wilbert	8688	$	1,505.95
Maruszewski, Samuel	0379	$	9,307.63
Masce, Nicholas	9937	$	4,500.63
Mason, Zina	0524	$	11,439.08
Matthews, Delray	3632	$	2,424.75
McCoy, Marquinn	8691	$	88.00
McCrae, James	3167	$	762.75
McCray, Camirah	8387	$	50.00
McDaniel, Shawn	9690	$	8,611.75
McIntosh, Beverly	3491	$	8,285.52
McMillan, April	3988	$	1,382.88
McNear, Justin	5219	$	149.50
Meile, Daijah	5132	$	187.50
Merritt, Isaiah	4380	$	557.91
Milton, Charles	8852	$	44.00
Mitchell, Melody	3925	$	460.00
Mitchell, Raquan	1522	$	71.50
Moore, Jonathan	4760	$	9,658.78
Moore, Michael	8145	$	3,288.96
Moore, Trevon	6785	$	896.39
Morante, Kashaye	1936	$	214.50
Morgan, Cherdae	8639	$	264.00
Mosley, Thomas	2629	$	117.50
Muench JR, Gerard	5277	$	820.00
Mullings, Angelene	4528	$	36,041.25
Mulunchang, Joel	9511	$	121.50
Myrick, Phillip	5451	$	176.25
Nall, Alexander	2264	$	10,096.17
Nedd, Keith	5241	$	2,180.26
Nelson, Tirrell	3820	$	863.25
Nettles, Asia	2229	$	132.00
Newton, Dyreil	3454	$	87.75

Newton, Stone	1361	$	376.88
Ober, Cassandra	1621	$	480.00
Ober, Kyra	8231	$	480.00
Ocasio, Jancarlos	0298	$	81.00
Odeyemi, Nike	3608	$	34,521.25
Oduntan, Ejiro	8090	$	23,051.27
O'Glesby, Sean	7105	$	23.00
Ophilien, Marie	9809	$	9,675.00
Parker, Anthony	7829	$	67.50
Parker, Brandon	3644	$	372.70
Parker, Jerome	8595	$	1,841.50
Paul, Latonya	1984	$	1,254.00
Pazmino, Jessica	1880	$	3,666.25
Pearson JR, William	5395	$	1,072.50
Pek, Vichchea	5161	$	1,642.88
Perez-Cruz, Ever	3189	$	3,130.89
Perry III, Stephen	3385	$	6,332.00
Perry, Charles	8570	$	3,475.88
Piester, Sierra	3626	$	5,161.38
Pinkhasov, Berta	1449	$	8,915.40
Prescott SR, Eric	2237	$	68.30
Preston, Elizabeth	0887	$	2,564.32
Proctor, Grant	5552	$	1,907.75
Quarles, Stephen	8035	$	785.38
Queen, Ronald	0380	$	3,189.82
Quick, Caleb	2652	$	7,294.07
Quick, Dylan	4414	$	5,365.22
Randolph, Henery	6163	$	216.00
Reddick, Mitchell	2154	$	522.90
Reid, Kenneth	2522	$	182.25
Remington, Matthew	8981	$	548.08
Rich III, Lewis	5765	$	1,831.01
Richardson, Tara	3793	$	2,185.00
Robin, Elena	0988	$	2,464.00
Robinson, Andreas	7426	$	232.88
Robinson, Daniel	3833	$	6,542.40
Robinson, Evan	2226	$	6,542.40
Robinson-Leon, Ilene	9658	$	40,320.00
Rodrigues, Jacquilne	9906	$	101.25
Rodriguez, Benjamin	3390	$	716.00
Rodriguez, Michelle	2119	$	315.00
Rogers, Zoitavius	9122	$	434.00
Rooks, Alicea	7070	$	767.63
Ruggiero, Vincenzo	2767	$	2,697.50
Salter, Nathaniel	8792	$	126.50
San Juan, Chun	7254	$	5,371.39
Sanjuan, Keshun	4449	$	883.58
Sanjuan, Khairi	1949	$	899.44
Santiago, Jacen	1726	$	1,513.81
Santiful, Nicholas	6477	$	379.50
Savage, John	8982	$	299.75
Savage, Larry	2637	$	660.00

Scott, Adrianne	0515	$	138.00
Scott, Ernest	9641	$	8,736.00
Scott, Maurice	5612	$	4,320.47
Seegars, Juwan	4297	$	1,461.92
Sene, El Hadj	0635	$	6,396.73
Silvera, Hattie	6405	$	360.00
Simmons, Terry	1311	$	69.00
Simon, Sharedia	6903	$	4,718.56
Simpson-Johnson, Michael	8170	$	214.50
Sinclair, Aaliyah	0939	$	337.50
Slaney, Michael	0567	$	8,662.83
Smith, Justin	1126	$	1,131.00
Smith, Kwinton	2331	$	2,146.55
Smith, Patrice	2061	$	3,211.25
Smith, Shaquille	6966	$	231.00
Smith, Todd	1084	$	687.50
Smith, Toddrick	9476	$	14,789.95
Smith, Tyeisha	2762	$	50.00
Smoak, Kyle	3983	$	12,310.69
Snow, Zachary	0120	$	3,984.57
Soto Figueroa, Raymond	7173	$	324.00
Spencer, Deonte	8645	$	110.25
Spencer, Theodore	9012	$	3,285.26
Ssekikubo, Andrew	8766	$	22.75
Stewart, Darnell	4717	$	5,583.53
Stewart, David	2110	$	149.50
Sykes, Alterrick	1279	$	13,680.85
Talley, Tracey	3374	$	1,375.00
Taylor, Ashley	2626	$	100.00
Taylor, Devante	2177	$	1,802.91
Taylor, Willie	2992	$	4,418.91
Terry, Marcus	3962	$	183.04
Thomas, Arzu	6980	$	7,775.07
Thomas, Felicia	3748	$	9,953.51
Thomas, Norma	5435	$	3,234.00
Tilley, Jacob	8378	$	505.45
Timm, Tammie	3770	$	1,391.25
Torres, Nickholas	2408	$	4,886.26
Tymitz, David	7096	$	3,112.12
Valencia, Ronsard	7506	$	360.00
Vannicola, Michael	8588	$	399.10
Vare, Shawn	0751	$	651.25
Wa Kabwe, Kabwe	3611	$	7,631.00
Walker, Nataisha R	8664	$	721.64
Watkins, Jacques	9165	$	526.51
Weir, Nichole	6631	$	476.00
West JR, Edgar	6471	$	1,076.64
White, Damon	4086	$	577.50
White, Joshua	7671	$	3,642.24
White, Tawanda	3480	$	1,485.38
Whiteside, Mathis	6229	$	4,818.64
Whitfield, Kashism	7275	$	646.19

Williams JR, John	7986	$	2,364.20
Williams, Christopher	2127	$	1,580.50
Williams, Joseph	9269	$	6,115.46
Williams, Joshua	6617	$	92.14
Williams, Kirpatrick	9889	$	1,444.52
Williams, Nathaniel	3648	$	873.75
Williams, Quasia	2285	$	1,426.00
Wilson, Kelvin	5979	$	7,754.25
Wilson, Willie	6652	$	101.25
Winstead, Denise	9017	$	80.50
Wright, Rayetta	6094	$	2,645.01
Yaeger, Mary	6739	$	100.00
Yusuff, Muktar	8070	$	15,906.25
Zequelra, Liosan	2473	$	141.75
TOTALS:		**$**	**1,086,464.36**

Employer State and Local Taxes	Employer Retirement Benefit Costs	Employee Pay Type	Employee Full-time/ Part-time Status	Avg. Payroll Hours per Week Entered in Payroll
$ 15.69		Hourly		1
$ 118.36		Hourly		18
$ 31.52		Hourly		1
$ 34.50		Hourly		2
$ 61.96		Hourly		2
$ 1.38		Hourly		0
$ 3.30		Hourly		
$ 27.83		Hourly		1
$ 73.27		Hourly		44
$ 24.59		Hourly		2
$ 36.92		Hourly		1
$ 75.41		Hourly		33
$ 97.35		Hourly		6
$ 105.56		Hourly		7
$ 0.69		Hourly		0
$ 86.46		Hourly		3
$ 813.48		Hourly		20
$ 84.19		Hourly		5
$ 24.30		Hourly		1
$ 3.30		Hourly		
$ 265.63		Hourly		17
$ -		Hourly		35
$ 0.59		Hourly		0
$ 23.89		Hourly		6
$ 1.31		Hourly		1
$ 80.55		Hourly		4
$ 87.45		Hourly		5
$ 61.49		Hourly		3
$ 41.40		Hourly		2
$ 26.58		Hourly		
$ 86.47		Hourly		3
$ 33.24		Hourly		2
$ -		Hourly		37
$ 16.55		Hourly		1
$ 374.85		Hourly		21
$ 218.14		Hourly		12
$ 27.95		Hourly		15
$ 17.33		Hourly		0
$ 33.16		Hourly		9
$ 4.10		Hourly		1
$ 164.88		Hourly		8
$ 110.89		Hourly		6

$	22.42	Hourly	1
$	124.01	Hourly	6
$	-	Hourly	40
$	124.27	Hourly	28
$	151.56	Hourly	38
$	-	Hourly	39
$	125.24	Hourly	8
$	6.57	Hourly	2
$	4.83	Hourly	0
$	25.19	Hourly	2
$	3.47	Hourly	0
$	123.24	Hourly	8
$	15.01	Hourly	1
$	150.36	Hourly	8
$	-	Hourly	30
$	61.51	Hourly	4
$	5.87	Hourly	0
$	334.96	Hourly	13
$	26.47	Hourly	2
$	64.71	Hourly	4
$	74.58	Hourly	33
$	139.86	Hourly	15
$	88.51	Hourly	6
$	16.91	Hourly	1
$	139.10	Hourly	9
$	101.50	Hourly	5
$	-	Hourly	39
$	387.68	Hourly	18
$	35.47	Hourly	2
$	33.45	Hourly	2
$	4.76	Hourly	1
$	4.76	Hourly	1
$	135.15	Hourly	34
$	0.56	Hourly	0
$	250.37	Hourly	12
$	429.80	Hourly	22
$	27.76	Hourly	1
$	14.11	Hourly	1
$	91.91	Hourly	17
$	510.00	Hourly	35
$	510.00	Hourly	35
$	35.05	Hourly	2
$	5.50	Hourly	0
$	0.51	Hourly	0
$	1.19	Hourly	1
$	72.14	Hourly	4
$	0.50	Hourly	0
$	0.48	Hourly	0
$	7.15	Hourly	1
$	2.41	Hourly	1
$	35.38	Hourly	2
$	24.84	Hourly	1

$	564.67	Hourly	15
$	19.26	Hourly	1
$	41.15	Hourly	2
$	-	Hourly	
$	5.94	Hourly	0
$	15.13	Hourly	4
$	8.28	Hourly	2
$	0.43	Hourly	0
$	2.11	Hourly	1
$	118.72	Hourly	7
$	1.40	Hourly	0
$	6.76	Hourly	1
$	198.36	Hourly	12
$	41.93	Hourly	2
$	57.23	Hourly	42
$	9.36	Hourly	1
$	157.32	Hourly	10
$	114.96	Hourly	6
$	2.12	Hourly	1
$	31.84	Hourly	
$	18.68	Hourly	1
$	53.96	Hourly	3
$	121.21	Hourly	6
$	2.02	Hourly	0
$	4.72	Hourly	3
$	29.99	Hourly	4
$	16.56	Hourly	
$	16.01	Hourly	1
$	4.76	Hourly	1
$	62.15	Hourly	4
$	7.95	Hourly	
$	45.70	Hourly	11
$	16.74	Hourly	2
$	136.45	Hourly	5
$	5.28	Hourly	0
$	101.76	Hourly	5
$	6.18	Hourly	2
$	3.38	Hourly	
$	6.38	Hourly	0
$	371.47	Hourly	53
$	110.63	Hourly	5
$	33.45	Hourly	
$	50.82	Hourly	1
$	171.02	Hourly	16
$	34.25	Hourly	1
$	364.09	Hourly	21
$	99.87	Hourly	6
$	-	Hourly	35
$	50.20	Hourly	3
$	4.76	Hourly	1
$	27.80	Hourly	1
$	14.93	Hourly	2

$	9.79	Hourly	1
$	79.02	Hourly	4
$	5.64	Hourly	0
$	475.65	Hourly	14
$	503.53	Hourly	28
$	220.95	Hourly	10
$	47.10	Hourly	3
$	30.92	Hourly	2
$	2.85	Hourly	0
$	26.19	Hourly	1
$	87.41	Hourly	29
$	0.76	Hourly	0
$	0.34	Hourly	0
$	327.79	Hourly	16
$	381.07	Hourly	18
$	1.90	Hourly	0
$	17.14	Hourly	2
$	14.38	Hourly	1
$	67.63	Hourly	4
$	62.03	Hourly	4
$	90.36	Hourly	3
$	205.35	Hourly	26
$	61.50	Hourly	18
$	365.79	Hourly	39
$	145.50	Hourly	8
$	5.28	Hourly	0
$	47.29	Hourly	2
$	3.00	Hourly	0
$	23.46	Hourly	28
$	435.91	Hourly	28
$	82.97	Hourly	5
$	9.27	Hourly	1
$	11.25	Hourly	1
$	3.96	Hourly	2
$	0.75	Hourly	0
$	15.18	Hourly	0
$	4.29	Hourly	0
$	36.81	Hourly	28
$	197.35	Hourly	6
$	53.79	Hourly	3
$	12.87	Hourly	
$	15.84	Hourly	1
$	0.83	Hourly	1
$	27.06	Hourly	0
$	1,164.91	Hourly	25
$	7.53	Hourly	
$	5.82	Hourly	1
$	-	Hourly	30
$	135.18	Hourly	6
$	51.80	Hourly	3
$	7.92	Hourly	
$	5.44	Hourly	0

$	2.68	Hourly	2
$	4.80	Hourly	1
$	4.80	Hourly	1
$	3.01	Hourly	0
$	1,139.23	Hourly	26
$	760.69	Hourly	20
$	1.38	Hourly	0
$	319.28	Hourly	9
$	1.15	Hourly	0
$	2.64	Hourly	2
$	110.50	Hourly	7
$	75.25	Hourly	4
$	120.99	Hourly	3
$	64.37	Hourly	4
$	101.86	Hourly	5
$	187.87	Hourly	10
$	140.07	Hourly	23
$	208.56	Hourly	12
$	142.40	Hourly	14
$	-	Hourly	14
$	1.16	Hourly	0
$	106.19	Hourly	6
$	118.28	Hourly	5
$	47.13	Hourly	2
$	191.41	Hourly	10
$	152.52	Hourly	19
$	112.19	Hourly	13
$	13.39	Hourly	1
$	10.93	Hourly	2
$	11.30	Hourly	1
$	33.98	Hourly	1
$	109.87	Hourly	7
$	131.13	Hourly	6
$	76.38	Hourly	3
$	14.44	Hourly	1
$	26.56	Hourly	14
$	26.56	Hourly	14
$	-	Hourly	35
$	0.72	Hourly	0
$	7.16	Hourly	2
$	10.40	Hourly	1
$	9.07	Hourly	1
$	46.06	Hourly	2
$	83.63	Hourly	3
$	7.59	Hourly	1
$	333.03	Hourly	17
$	54.78	Hourly	3
$	55.76	Hourly	3
$	56.24	Hourly	2
$	22.77	Hourly	2
$	0.90	Hourly	0
$	1.98	Hourly	1

$	8.28	Hourly	1
$	510.00	Hourly	23
$	90.35	Hourly	13
$	90.63	Hourly	3
$	396.60	Hourly	20
$	11.88	Hourly	
$	4.14	Hourly	0
$	98.66	Hourly	12
$	13.30	Hourly	1
$	12.54	Hourly	1
$	128.38	Hourly	34
$	70.13	Hourly	4
$	44.89	Hourly	7
$	192.70	Hourly	11
$	13.86	Hourly	1
$	41.25	Hourly	3
$	292.75	Hourly	39
$	3.00	Hourly	0
$	257.38	Hourly	31
$	124.52	Hourly	12
$	12.04	Hourly	1
$	0.78	Hourly	1
$	197.12	Hourly	12
$	1.41	Hourly	0
$	335.03	Hourly	19
$	1.87	Hourly	1
$	32.99	Hourly	45
$	82.50	Hourly	4
$	3.30	Hourly	
$	30.23	Hourly	5
$	265.15	Hourly	16
$	11.35	Hourly	
$	-	Hourly	23
$	104.73	Hourly	33
$	194.04	Hourly	12
$	1.52	Hourly	2
$	13.91	Hourly	4
$	48.87	Hourly	12
$	38.73	Hourly	12
$	11.88	Hourly	0
$	6.79	Hourly	2
$	4.62	Hourly	2
$	17.06	Hourly	21
$	43.30	Hourly	3
$	32.64	Hourly	0
$	4.76	Hourly	1
$	66.76	Hourly	3
$	1.74	Hourly	1
$	76.16	Hourly	9
$	89.12	Hourly	2
$	74.89	Hourly	13
$	38.77	Hourly	2

$	146.58	Hourly	7
$	97.99	Hourly	5
$	379.16	Hourly	18
$	5.53	Hourly	0
$	30.19	Hourly	4
$	52.43	Hourly	3
$	85.57	Hourly	5
$	162.14	Hourly	22
$	0.72	Hourly	0
$	4.83	Hourly	0
$	158.72	Hourly	8
$	3.30	Hourly	
$	524.95	Hourly	13
$	1.01	Hourly	1
$	**28,101.54**		

FTEs based on Payroll Hours INFORMATIONAL	Avg. FTEs Simplified Method	Over 100K for any 2019 Pay Period	Wage Reduction	Q1 2020 Wages
0.0	0.5	No	$ -	
0.5	0.5	No	$ -	3,654.08
0.0	0.5	No	$ -	396.00
0.1	0.5	No	$ -	775.50
0.0	0.5	No	$ -	
0.0	0.5	No	$ -	
0.0	0.5	No	$ -	
0.0	0.5	No	$ -	
1.0	1.0	No	$ -	4,637.30
0.0	0.5	No	$ -	
0.0	0.5	No	$ -	
0.8	0.5	No	$ -	4,580.51
0.2	0.5	No	$ -	
0.2	0.5	No	$ -	
0.0	0.5	No	$ -	
0.1	0.5	No	$ -	1,204.50
0.5	0.5	No	$ -	
0.1	0.5	No	$ -	
0.0	0.5	No	$ -	
0.0	0.5	No	$ -	
0.4	0.5	No	$ -	3,236.75
0.9	0.5	No	$ -	8,122.40
0.0	0.5	No	$ -	
0.1	0.5	No	$ -	
0.0	0.5	No	$ -	
0.1	0.5	No	$ -	
0.1	0.5	No	$ -	
0.1	0.5	No	$ -	2,731.50
0.0	0.5	No	$ -	2,062.50
0.0	0.5	No	$ -	
0.1	0.5	No	$ -	781.00
0.1	0.5	No	$ -	
0.9	0.5	No	$ -	9,900.43
0.0	0.5	No	$ -	
0.5	0.5	No	$ -	1,935.90
0.3	0.5	No	$ -	
0.4	0.5	No	$ -	1,520.00
0.0	0.5	No	$ -	
0.2	0.5	No	$ -	
0.0	0.5	No	$ -	
0.2	0.5	No	$ -	
0.1	0.5	No	$ -	

0.0	0.5 No	$	-	
0.2	0.5 No	$	-	
1.0	1.0 No	$	-	17,990.00
0.7	0.5 No	$	-	6,407.83
1.0	0.5 No	$	-	7,700.18
1.0	0.5 No	$	-	7,192.00
0.2	0.5 No	$	-	
0.0	0.5 No	$	-	
0.0	0.5 No	$	-	
0.1	0.5 No	$	-	
0.0	0.5 No	$	-	
0.2	0.5 No	$	-	1,320.00
0.0	0.5 No	$	-	
0.2	0.5 No	$	-	
0.8	0.5 No	$	-	6,327.25
0.1	0.5 No	$	-	
0.0	0.5 No	$	-	
0.3	0.5 No	$	-	
0.0	0.5 No	$	-	
0.1	0.5 No	$	-	732.15
0.8	0.5 No	$	-	4,596.13
0.4	0.5 No	$	-	3,283.93
0.1	0.5 No	$	-	
0.0	0.5 No	$	-	352.00
0.2	0.5 No	$	-	
0.1	0.5 No	$	-	
1.0	0.5 No	$	-	6,360.00
0.5	0.5 No	$	-	
0.0	0.5 No	$	-	
0.0	0.5 No	$	-	
0.0	0.5 No	$	-	
0.0	0.5 No	$	-	
0.9	0.5 No	$	-	5,912.39
0.0	0.5 No	$	-	
0.3	0.5 No	$	-	
0.6	0.5 No	$	-	
0.0	0.5 No	$	-	
0.0	0.5 No	$	-	
0.4	0.5 No	$	-	4,083.52
0.9	0.5 No	$	-	
0.9	0.5 No	$	-	
0.0	0.5 No	$	-	
0.0	0.5 No	$	-	
0.0	0.5 No	$	-	
0.0	0.5 No	$	-	
0.1	0.5 No	$	-	
0.0	0.5 No	$	-	
0.0	0.5 No	$	-	
0.0	0.5 No	$	-	
0.0	0.5 No	$	-	
0.0	0.5 No	$	-	
0.0	0.5 No	$	-	

0.4	0.5 No	$	-	
0.0	0.5 No	$	-	
0.1	0.5 No	$	-	4,449.12
0.0	0.5 No	$	-	10,145.85
0.0	0.5 No	$	-	408.19
0.1	0.5 No	$	-	
0.1	0.5 No	$	-	
0.0	0.5 No	$	-	
0.0	0.5 No	$	-	
0.2	0.5 No	$	-	
0.0	0.5 No	$	-	
0.0	0.5 No	$	-	
0.3	0.5 No	$	-	
0.1	0.5 No	$	-	
1.0	1.0 No	$	-	5,043.50
0.0	0.5 No	$	-	
0.2	0.5 No	$	-	
0.2	0.5 No	$	-	
0.0	0.5 No	$	-	
0.0	0.5 No	$	-	1,027.26
0.0	0.5 No	$	-	1,257.49
0.1	0.5 No	$	-	
0.2	0.5 No	$	-	
0.0	0.5 No	$	-	
0.1	0.5 No	$	-	
0.1	0.5 No	$	-	
0.0	0.5 No	$	-	5,619.13
0.0	0.5 No	$	-	
0.0	0.5 No	$	-	
0.1	0.5 No	$	-	
0.0	0.5 No	$	-	
0.3	0.5 No	$	-	
0.1	0.5 No	$	-	
0.1	0.5 No	$	-	
0.0	0.5 No	$	-	
0.1	0.5 No	$	-	
0.0	0.5 No	$	-	
0.0	0.5 No	$	-	903.50
0.0	0.5 No	$	-	
1.0	1.0 No	$	-	
0.1	0.5 No	$	-	
0.0	0.5 No	$	-	
0.0	0.5 No	$	-	
0.4	0.5 No	$	-	
0.0	0.5 No	$	-	
0.5	0.5 No	$	-	
0.2	0.5 No	$	-	
0.9	0.5 No	$	-	5,317.50
0.1	0.5 No	$	-	
0.0	0.5 No	$	-	
0.0	0.5 No	$	-	
0.0	0.5 No	$	-	

0.0	0.5 No	$	-	
0.1	0.5 No	$	-	596.75
0.0	0.5 No	$	-	
0.3	0.5 No	$	-	
0.7	0.5 No	$	-	
0.2	0.5 No	$	-	
0.1	0.5 No	$	-	
0.0	0.5 No	$	-	
0.0	0.5 No	$	-	
0.0	0.5 No	$	-	
0.7	0.5 No	$	-	2,243.48
0.0	0.5 No	$	-	
0.0	0.5 No	$	-	
0.4	0.5 No	$	-	
0.4	0.5 No	$	-	
0.0	0.5 No	$	-	
0.0	0.5 No	$	-	
0.0	0.5 No	$	-	
0.1	0.5 No	$	-	
0.1	0.5 No	$	-	
0.1	0.5 No	$	-	3,064.46
0.7	0.5 No	$	-	1,584.05
0.4	0.5 No	$	-	
1.0	0.5 No	$	-	264.00
0.2	0.5 No	$	-	
0.0	0.5 No	$	-	
0.1	0.5 No	$	-	
0.0	0.5 No	$	-	
0.7	0.5 No	$	-	6,169.75
0.7	0.5 No	$	-	
0.1	0.5 No	$	-	
0.0	0.5 No	$	-	
0.0	0.5 No	$	-	
0.1	0.5 No	$	-	
0.0	0.5 No	$	-	
0.0	0.5 No	$	-	
0.0	0.5 No	$	-	
0.7	0.5 No	$	-	4,422.15
0.2	0.5 No	$	-	
0.1	0.5 No	$	-	924.00
0.0	0.5 No	$	-	
0.0	0.5 No	$	-	
0.0	0.5 No	$	-	
0.0	0.5 No	$	-	
0.6	0.5 No	$	-	
0.0	0.5 No	$	-	
0.0	0.5 No	$	-	
0.7	0.5 No	$	-	7,158.26
0.1	0.5 No	$	-	
0.1	0.5 No	$	-	
0.0	0.5 No	$	-	
0.0	0.5 No	$	-	

0.0	0.5 No	$	-	
0.0	0.5 No	$	-	
0.0	0.5 No	$	-	
0.0	0.5 No	$	-	
0.6	0.5 No	$	-	
0.5	0.5 No	$	-	
0.0	0.5 No	$	-	
0.2	0.5 No	$	-	
0.0	0.5 No	$	-	
0.0	0.5 No	$	-	325.00
0.2	0.5 No	$	-	
0.1	0.5 No	$	-	
0.1	0.5 No	$	-	
0.1	0.5 No	$	-	1,017.50
0.1	0.5 No	$	-	
0.2	0.5 No	$	-	
0.6	0.5 No	$	-	4,922.50
0.3	0.5 No	$	-	
0.4	0.5 No	$	-	5,552.74
0.3	0.5 No	$	-	12,822.19
0.0	0.5 No	$	-	
0.1	0.5 No	$	-	3,167.19
0.1	0.5 No	$	-	
0.1	0.5 No	$	-	
0.2	0.5 No	$	-	
0.5	0.5 No	$	-	
0.3	0.5 No	$	-	
0.0	0.5 No	$	-	
0.0	0.5 No	$	-	
0.0	0.5 No	$	-	
0.0	0.5 No	$	-	998.34
0.2	0.5 No	$	-	1,955.25
0.2	0.5 No	$	-	1,628.00
0.1	0.5 No	$	-	
0.0	0.5 No	$	-	
0.4	0.5 No	$	-	2,221.80
0.4	0.5 No	$	-	2,221.80
0.9	0.5 No	$	-	8,910.00
0.0	0.5 No	$	-	
0.0	0.5 No	$	-	
0.0	0.5 No	$	-	
0.0	0.5 No	$	-	
0.1	0.5 No	$	-	
0.1	0.5 No	$	-	
0.0	0.5 No	$	-	
0.4	0.5 No	$	-	
0.1	0.5 No	$	-	
0.1	0.5 No	$	-	
0.1	0.5 No	$	-	
0.0	0.5 No	$	-	
0.0	0.5 No	$	-	
0.0	0.5 No	$	-	

0.0	0.5 No	$	-	
0.6	0.5 No	$	-	
0.3	0.5 No	$	-	
0.1	0.5 No	$	-	
0.5	0.5 No	$	-	776.88
0.0	0.5 No	$	-	
0.0	0.5 No	$	-	60.50
0.3	0.5 No	$	-	
0.0	0.5 No	$	-	
0.0	0.5 No	$	-	
0.9	0.5 No	$	-	1,704.78
0.1	0.5 No	$	-	
0.2	0.5 No	$	-	
0.3	0.5 No	$	-	
0.0	0.5 No	$	-	
0.1	0.5 No	$	-	
1.0	0.5 No	$	-	
0.0	0.5 No	$	-	
0.8	0.5 No	$	-	
0.3	0.5 No	$	-	
0.0	0.5 No	$	-	
0.0	0.5 No	$	-	
0.3	0.5 No	$	-	297.00
0.0	0.5 No	$	-	
0.5	0.5 No	$	-	
0.0	0.5 No	$	-	
1.0	1.0 No	$	-	5,864.24
0.1	0.5 No	$	-	
0.0	0.5 No	$	-	
0.1	0.5 No	$	-	6,165.38
0.4	0.5 No	$	-	
0.0	0.5 No	$	-	
0.6	0.5 No	$	-	5,762.51
0.8	0.5 No	$	-	4,650.63
0.3	0.5 No	$	-	1,999.05
0.0	0.5 No	$	-	
0.1	0.5 No	$	-	
0.3	0.5 No	$	-	
0.3	0.5 No	$	-	
0.0	0.5 No	$	-	
0.0	0.5 No	$	-	
0.1	0.5 No	$	-	
0.5	0.5 No	$	-	4,383.80
0.1	0.5 No	$	-	
0.0	0.5 No	$	-	
0.0	0.5 No	$	-	
0.1	0.5 No	$	-	
0.0	0.5 No	$	-	
0.2	0.5 No	$	-	
0.0	0.5 No	$	-	
0.3	0.5 No	$	-	3,503.05
0.1	0.5 No	$	-	

0.2	0.5 No	$	-	
0.1	0.5 No	$	-	
0.5	0.5 No	$	-	
0.0	0.5 No	$	-	5,658.75
0.1	0.5 No	$	-	
0.1	0.5 No	$	-	1,063.77
0.1	0.5 No	$	-	
0.6	0.5 No	$	-	
0.0	0.5 No	$	-	
0.0	0.5 No	$	-	
0.2	0.5 No	$	-	
0.0	0.5 No	$	-	
0.3	0.5 No	$	-	
0.0	0.5 No	$	-	
59.9	**160.5**	**$**	**-**	**266,026.78**

Covered Period Wages (including FFCRA)
253.13
5,577.28
525.25
575.00
1,877.50
110.50
55.00
448.88
13,445.21
409.75
615.26
9,553.45
1,622.51
1,759.13
96.75
1,441.00
24,650.00
1,403.00
405.00
100.00
4,839.76
13,120.80
82.50
1,405.98
184.50
1,342.50
1,410.50
1,024.76
690.13
428.63
1,441.00
554.00
19,479.75
275.75
6,247.40
3,635.63
3,937.50
554.71
2,654.02
240.90
2,659.38
1,848.00

373.50
2,066.75
46,040.00
7,617.77
15,152.80
13,920.00
2,087.25
657.28
80.50
763.13
105.00
2,053.88
250.13
2,424.94
9,863.76
1,025.00
97.75
5,582.50
441.13
1,078.38
9,529.36
4,705.68
1,474.88
281.75
2,318.25
1,691.51
14,760.00
6,252.70
572.00
539.50
476.00
476.00
9,159.10
78.75
4,038.27
6,932.27
462.57
227.50
5,261.93
40,320.00
40,320.00
565.31
88.79
72.00
167.30
1,163.50
15.00
67.50
420.20
340.00
570.64
414.00

17,112.00
321.00
1,176.50
729.45
99.00
889.40
828.00
60.00
169.00
1,978.63
82.50
216.30
3,306.00
698.90
12,683.07
448.00
2,621.88
1,898.44
298.50
513.50
597.61
899.23
2,020.00
32.50
664.88
1,434.37
276.00
266.75
476.00
1,035.51
128.25
4,569.38
800.87
2,200.76
88.00
1,641.25
363.30
108.29
106.38
16,324.99
1,843.63
539.50
1,540.00
5,472.74
570.88
6,067.51
1,664.38
13,320.00
836.63
476.00
842.50
877.91

575.74
1,316.75
91.00
14,413.50
8,392.16
3,563.64
784.88
989.38
136.50
422.50
11,126.40
107.50
47.25
5,286.95
6,145.89
91.00
548.52
231.88
1,127.02
1,033.75
1,505.95
9,307.63
4,500.63
11,439.08
2,424.75
88.00
762.75
50.00
8,611.75
8,285.52
1,382.88
149.50
187.50
557.91
44.00
460.00
71.50
9,658.78
3,288.96
896.39
214.50
264.00
117.50
820.00
36,041.25
121.50
176.25
10,096.17
2,180.26
863.25
132.00
87.75

376.88
480.00
480.00
81.00
34,521.25
23,051.27
23.00
9,675.00
67.50
372.70
1,841.50
1,254.00
3,666.25
1,072.50
1,642.88
3,130.89
6,332.00
3,475.88
5,161.38
8,915.40
68.30
2,564.32
1,907.75
785.38
3,189.82
7,294.07
5,365.22
216.00
522.90
182.25
548.08
1,831.01
2,185.00
2,464.00
232.88
6,542.40
6,542.40
40,320.00
101.25
716.00
315.00
434.00
767.63
2,697.50
126.50
5,371.39
883.58
899.44
1,513.81
379.50
299.75
660.00

138.00
8,736.00
4,320.47
1,461.92
6,396.73
360.00
69.00
4,718.56
214.50
337.50
8,662.83
1,131.00
2,146.55
3,211.25
231.00
687.50
14,789.95
50.00
12,310.69
3,984.57
324.00
110.25
3,285.26
22.75
5,583.53
149.50
13,680.85
1,375.00
100.00
1,802.91
4,418.91
183.04
7,775.07
9,953.51
3,234.00
505.45
1,391.25
4,886.26
3,112.12
360.00
399.10
651.25
7,631.00
721.64
526.51
476.00
1,076.64
577.50
3,642.24
1,485.38
4,818.64
646.19

2,364.20
1,580.50
6,115.46
92.14
1,444.52
873.75
1,426.00
7,754.25
101.25
80.50
2,645.01
100.00
15,906.25
141.75
1,086,899.36

PPP Forgiveness Report – How to Use and Review

The Paycheck Protection Program (PPP) Forgiveness Report (Report) is included in your payroll services and provided pursuant to your service agreement with us. The Report is intended to help you complete your Loan Forgiveness Application. The Report needs to be generated with the date range used for your covered period and will include information your lender may request in conjunction with

Covered Period. The covered period begins the day you receive the loan funds. Once you've spent the entire loan, you can choose your

How the Report works.

You are solely responsible to determine if the payroll and non-payroll costs identified in the Report are eligible and accurate. We will use information contained in our payroll system and any historical payroll information you provide, subject to the assumptions below. Because you know your data best, you are solely obligated to review the information listed on the Report and make any necessary changes. We

Employee Information. We use your employee and payroll information in our payroll system to calculate your eligible payroll costs, estimate your average full time equivalent (FTE) employees during your covered and comparison periods, and estimate any reductions in your loan forgiveness due to reductions in FTEs or wages. Only W-2 employees who have a U.S. address as their principal place of residence in our payroll system are listed. The Report identifies each employee along with the employee identifier (last four of the employees Social Security Number), pay type (salary/hourly), status (full- or part-time), average weekly hours worked during the covered period, and whether the employee made more than $100,000 (annualized) in any pay period in 2019. We estimate whether an employee

Ineligible employees. The Report automatically removes any employee with a non-US address. If you have an employee whose principal address is not in the US or its territories but is listed with a US address, you will need to remove this employee from the Report and update the totals. There are other types of employees that are not allowed to be included, like those doing work-study. For more guidance, ask

Cash Compensation. This includes cash earnings tracked through the system: salary, vacation, leave (sick, parental, family, and medical), severance pay, wages (including overtime), commissions or similar compensation, hazard pay, bonuses or similar payments, and cash tips or the equivalent. Each employee's cash compensation earned during your covered period is capped at $100,000 annualized. The report

The Report includes the cash compensation paid during your chosen covered period, plus any compensation earned during your covered period but paid within 30 days after your covered period. For wages earned at the end of the covered period, we may estimate daily pay if the payroll period does not end at the same time as the covered period. To be eligible for forgiveness, wages must be paid within 30 days after the covered period. Compensation using Families First Coronavirus Response Act pay codes for enhanced sick leave and expanded

Owner-employees, self-employed individuals, or general partners. There is a cap on how much an owner-employee or a self-employed individual can pay themselves and have forgiven. The cap is based on their 2019 or 2020 compensation, with a maximum of $100,000

Wonder what counts and how to calculate your 2019 or 2020 compensation? This differs depending on your business entity type and Here's what you need to do:

- Remove owners' wages and related payroll costs (as applicable based on our business entity type or tax forms) from cash compensation
- Record eligible costs under Compensation to Owners.
- Remove any wage reductions for owners-employees.
- Remove the impact of any owners from your FTE count. Do this for both covered and comparison periods.
- Update your PPP Schedule A and application, if necessary.

Payroll Costs. Your eligible payroll costs are the sum of cash compensation and employer-assessed state and local taxes. You may need to gather additional employer-paid benefit costs not tracked in our payroll system for your application.

- We utilize the wages and employer-assessed state and local taxes from employee paychecks that are contained inside of the covered period. That information is used to calculate payroll for each day during the payroll period that is within your covered period.
- If you did not process every payroll with us in 2019, 2020, or 2021, you can still use the Report. However, the Report will only include data processed by us and any historical data provided by you and loaded by Advance Partners at the time you became a client.
- The Report will reflect estimated state and local taxes that are based on the employer rates which apply for the period being reported. This does not mean that those amounts have actually been paid during the covered period, these are estimated figures. Refer to your
- Employer-paid healthcare costs includes employer-paid group health (medical, dental, and vision), voluntary health and group life and disability benefits which are not tracked in our payroll system. If you claimed Employee Retention Credit or Families First Coronavirus Response Act for healthcare costs, this should be subtracted from employer-paid health and benefits costs. See the Employee Retention
- COBRA and state continuation premiums can only be included if you are not receiving the COBRA tax credit under the American Rescue Plan act. If you are receiving the COBRA tax credit, do not add these costs. They are not eligible for PPP forgiveness.

Seasonal Employers. We are waiting on guidance from the SBA on what comparison period should be used for wage reductions. For FTE reductions, seasonal employers can also use either standard comparison period or any 12-week period between February 15, 2019 and

Employee Retention Credit. With the amendment of the CARES Act on December 27, 2020, the Employee Retention Credit can now be used by employers who received a PPP Loan in 2020 or 2021. However, you cannot use the same wages or healthcare expenses for both

If you are taking advantage of the Employee Retention Credit in 2021, report the qualified wages and healthcare expenses with each check You will need to determine if your business is eligible for the Employee Retention Credit. If so, determine which employee's wages are eligible. To simplify documentation, it is best practice to use wages outside your covered period on the Employee Retention Credit before If you have already applied for forgiveness, you cannot adjust your forgiveness application. Only wages not used toward PPP forgiveness If you claim Employee Retention Credit for any wages or healthcare expenses retroactively for 2020 or 2021, you need to do the following.

Wages
If your filed Employee Retention Credits for wages included in the covered period, here's what you'll need to do:
a. Calculate the appropriate amount of Employee Retention Credit wages in the covered period.
b. Based on this calculation, add or remove any wages used toward the Employee Retention Credit from the appropriate Cash

Healthcare expenses
For healthcare expenses used for the Employee Retention Credit, you may need to make the following adjustments based on how you tracked the healthcare expenses that you used toward Employee Retention Credit.
a. Calculate the appropriate amount of Employee Retention Credit for healthcare expenses in the covered period.
b. Based on this calculation, add or remove any amounts used toward the Employee Retention Credit from the employer-paid

• If you plan to use employer-paid healthcare costs toward loan forgiveness subtract the amount used toward Employee Retention Credit from your total eligible employer-paid healthcare costs during the covered period.
• If you do not plan to use employer-paid healthcare costs toward loan forgiveness you can replace this amount with a 0 when completing If you need assistance, contact your financial advisor.

Choose Your Forgiveness Application. When it comes time to apply for loan forgiveness, you may have a few options. The simplified form (3508S) must be used by borrowers who received loans of smaller sizes. The EZ form (3508EZ) can be used by certain borrowers who

For the simplified form, you're eligible if your loan is $150,000 or less. You may be able to apply for forgiveness directly through the SBA Forgiveness Portal if your lender is participating. A list of participating lenders can be found here. Follow the instructions on the Simplified

For the EZ form, you're eligible if any of the following are true:
• You're self-employed and didn't include any employees' wages when you applied for your loan.
• You did not reduce any employee's salary or wages by more than 25 percent, and you did not reduce FTEs.
• You did not reduce any employee's salary or wages by more than 25 percent, and you experienced reductions in business activity as a

FTEs and wage reductions won't impact your loan forgiveness if your loan is less than $50,000 (and the sum of the loans across all your

Salary/Hourly Wage Reduction. For each employee who earned less than $100,000 (annualized) in every pay period in 2019, we compare the wages paid during the most recent full quarter before the covered period with the wages paid during the covered period, and calculate whether their wages were reduced by more than 25% during the covered period. For calculating wage reductions, regular wages are used for comparison. This does not include things like tips or bonuses, but does include leave using Families First Coronavirus Response Act and wages used toward Employee Retention Credit. Any wage reductions are identified in the Elapsed Covered Period Wage Reductions column. For hourly employees, the Report includes a wage reduction if the average weekly rate paid to the hourly employee (calculated as total wages divided by hours) is reduced by more than 25% during the covered period when compared to the rate paid during the most recent full quarter before the covered period. For salaried employees or employees with a pay type of other, the Report includes a salary reduction if their average weekly wage during the covered period is reduced by more than 25% from their average weekly wage during the most recent full quarter before the covered period. If any employee changed how they were paid (salary, hourly) during the most recent full quarter or the Covered Period, you may need to review and adjust the wage reduction. If the wage reduction is fully attributable to the

Wage reductions are calculated based on the number of weeks in covered period. On the Report, look at the Elapsed Covered Period Wage Reductions column to understand the impact on your loan forgiveness.

Salary/Hourly Wage Reduction Safe Harbor. You're exempt from the salary/hourly wage reduction if you did both of the following:
1. You reduced salaries/hourly wages between February 15 and April 26, 2020 (when compared to February 15, 2020).

2. You restored salaries/hourly wages by the last day of the covered period (and no later than December 31, 2020 for 2020 loans). Wages are fully restored for all employees to the same level as the pay period that included February 15, 2020.
If you're eligible for this safe harbor, you can eliminate your wage reductions on the Loan Forgiveness Application Schedule A. However, the Report will still include any salary or hourly wage reductions in the Elapsed Covered Period Wage Reductions column of the Report.

Average FTE Estimation – Covered Period. The Report shows the number of average weekly FTEs we estimate you employed during your covered period in the Avg. FTEs Simplified Method column. The Average FTE is an important part of your loan forgiveness application as reductions in your FTEs can result in a reduction of your loan forgiveness report. Carefully review the average FTE status for each
There are two methods you can use to determine your Average FTEs. The first uses the actual average weekly number of hours your employees worked and is shown in the FTEs Based on Payroll Hours – Informational column. The second method assigns all employees that worked more than 40 hours on average per week an FTE of 1.0 and all part-time employees who worked less than 40 hours on
Salaried full-time employees who did not work the entire period (e.g., they were furloughed or hired during the period) are assigned .5 FTE. Salaried part-time employees are always assigned .5 FTE. Hourly employees who did not work the entire period are assigned .5 FTE if their average weekly hours are less than 40 (when averaged across the entire period). If their average weekly hours are 40 or more (across
Because we may not have hours for every employee, the Report makes the following assumptions about the average hours worked per week for employees with a pay type of salary or other to determine the Average FTEs – Simplified Method. We recommend you carefully review the hours assumed for employees designated as salary or other and modify them as necessary. If an hourly employee has wages,

- **Salary Pay Type – Full-Time or no Status.** We assume the employees work 40 or more hours on average per week and use an FTE of 1.0.
- **Salary Pay Type – Part-Time.** We assume the employees work less than 40 hours per week on average and use an FTE of .5.

To make your review easier, the Report includes information so that you can easily see how we estimated your Average FTEs. The Report lists the Employee Pay Type (Salary or Hourly), Status (full- or part-time), and the average weekly hours worked for each employee you

- **Average Payroll Hours Per Week Entered in Payroll.** Average hours per week for each employee entered in our payroll system.
- **FTEs Based on Payroll Hours - Informational.** Average number of hours per week entered in payroll divided by 40, capped at 1.0 FTE.
- **Average FTEs – Simplified Method.**

  - **Hourly Pay Type.** All hourly employees who average 40 or more hours per week have an FTE of 1.0. All hourly workers who average
  - **Salary Pay Type.** We use an FTE of 1.0 for all employees designated full-time or no status. An FTE of .5 is used for all employees

FTE Reduction Safe Harbors. There are two FTE Reduction Safe Harbors:
- **FTE Reduction Safe Harbor 1.** You're eligible for safe harbor 1 if requirements or guidance related to COVID-19 prevented you from operating at the same level of business between February 15, 2020 and the end of your covered period – as compared to your business
- **FTE Reduction Safe Harbor 2.** You're eligible for safe harbor 2 if you did both of the following:
  - Reduced FTEs between February 15 and April 26, 2020 (when compared to February 15, 2020), and
  - Restored FTEs by the last day of the covered period (and no later than December 31, 2020 for 2020 loans). FTEs are fully restored to

Even if you're eligible for an FTE safe harbor (or if you intend to file the simplified form or the EZ form), you should still review and retain

FTE reduction exceptions. You may be eligible to include certain employees in your Average FTEs for your covered period if you qualify for the FTE Reduction Exception. Because the information required to determine an FTE Reduction Exception is not in our payroll system, you
These are the scenarios where you can include an FTE in your Average FTEs during your covered period as if they were employed at that
- An employee (who was employed on February 15, 2020 and then later let go) rejected a good-faith, written offer of rehire; and you were unable to hire a similarly qualified replacement by December 31, 2020 for a loan from 2020, or by the end of your Covered Period for a
- During your covered period, an employee (whose hours had been reduced) rejected a good-faith, written offer to restore any reduction
- During your covered period, an employee:
  - was fired for cause,
  - voluntarily resigned, or
  - voluntarily requested and received a reduction of their hours.

If any of these situations impacted your number of FTEs during the covered period, add the appropriate FTE value for those employees when completing your application. Be sure to keep track of what you've changed because your lender may request details.

Submitting your application. Before you submit your application to your lender, read the SBA's instructions for your forgiveness application – you'll find these included in the application PDF on their website (after the signature page). Then review your completed application. Once you're confident everything looks right, share the form, reports, and supporting documentation with your lender. Keep a

Payrolls Processed by Us. For payrolls we processed, the information is based on the payroll information and employee information provided by you for that payroll. If you processed payroll for any employees with another provider or in-house, the Report does not include that payroll information. We will base any information requiring a pay-period-by-pay-period analysis for payroll processed by us on the actual payroll information processed for that payroll. If you did not process every payroll in 2019, 2020, and 2021 with us, we will use

Payroll costs outside of our system. The Report will use your employer-assessed state and local taxes. Other employer-paid costs such as retirement, employer-paid group health, insurance premium costs, etc. are not tracked in our payroll system. You may add these or any

Mid-Quarter Tax Rate Changes. If you had a rate change for state or local taxes during the quarter, you may have to adjust your employer-assessed state and local taxes. You are responsible for reviewing your taxes and making any necessary adjustments.

FEIN Reporting – The report is designed to be run by FEIN. Reports run by branch will not consolidate a shared employee's cash compensation and the payroll costs for that branch shared employee may be overstated if the employee made more than $100,000 (annualized) during your covered period across the payroll accounts. Review your Report for any shared employees, and make necessary

Legal Disclaimer –

The Paycheck Protection Program (PPP) Forgiveness Report (Report) and any loan forgiveness application forms generated from our payroll system are based solely on information you provided. You are solely responsible for reviewing the Report and its underlying assumptions and making any required changes for your application. We are not responsible for any errors resulting from incorrect information or assumptions. The Report is based on the CARES Act as amended, PPP Flexibility Act of 2020, the SBA Interim Final Rules, the loan forgiveness applications, and related guidance as of the date listed below and is subject to change. If further law, regulation, or guidance requires updating the Report, you are solely responsible for obtaining an updated report. We are not responsible for the accuracy of the Report and are not responsible for any errors or omissions contained in the Report. You are solely responsible for seeking loan forgiveness and certifying the correctness of the information contained in your Loan Forgiveness Application. The Report and any

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