



Archdiocese of Boston

**Guidance Regarding Returning Individuals to Payroll  
For Parishes/Schools Receiving Payroll Protection Program (PPP)  
Loan Proceeds (as of 4/26/20)**

Below is the current guidance on returning employees to active payroll once PPP loan proceeds are received:

1. Start counting the 8-week period on the day the funds are deposited into the parish/school bank account.
2. If your parish/school has received PPP loan proceeds prior to your May 1<sup>st</sup> pay date, and if any work day of the 8-week period fell into the pay period covered by the May 1 pay date, set up your payroll as it was on the Feb 21, 2020 pay date. PPP funds will cover your payroll for those days.
3. Use the new Prime Pay “PPP” codes to show who is working and who is not working for any days in the 8-week period.
  - a. **PPPR** – Payroll Protection Regular – for those who are working, including priests, and being paid with PPP funds.
  - b. **PPPN** – Payroll Protection Not Working – for those who are not working but are being paid with PPP funds.
4. If an individual is no longer employed by the parish/school due to termination for cause, retirement, voluntary resignation, or death, do not return that person to payroll. Do return everyone else to payroll, regardless of whether they are working (remotely, at the office) or not (if you have already placed them on temporary layoff/furlough/leave without pay). Returning these individuals to payroll does not mean you are re-employing them.
5. Notify any individuals who were not being paid in March/April prior to PPP funding (or whose hours/pay were reduced during that time period) of the return to active payroll, with the effective date, and instruct them to stop filing PUA applications for any future weeks. If an employee has already filed for PUA benefits for the week ending April 25, to avoid overpayment of PUA benefits, do not pay this employee on May 1. Instead, return this employee to active payroll on the May 15 pay date.