

SBA PPP Loans - Calculating Payroll Costs Used to Date

To determine where the parish/school is with using PPP funds, in IOIPay, under Reports → Report Archives, for each pay date using PPP funds, run an **051-Payroll Register Report**. These download to PDF, but if you are comfortable converting CSV to Excel, you can use the C03 report.

- Note any “orphan” non-PPP earnings or hours. This could mean payroll was processed with PPP earnings on a different line from hours. It could also mean employees were double paid (if you forgot to check the “Salary Override” box on Paycheck Options.) Contact Prime Pay for help on YTD adjustments to fix these; if not fixed, your forgiveness application may be incorrect.

PAY-AB001-051 V4.8
 GENPRG1 BRANCH 10 2020-012-01
 CURRENT DATE 06/09/2020 10:48:03

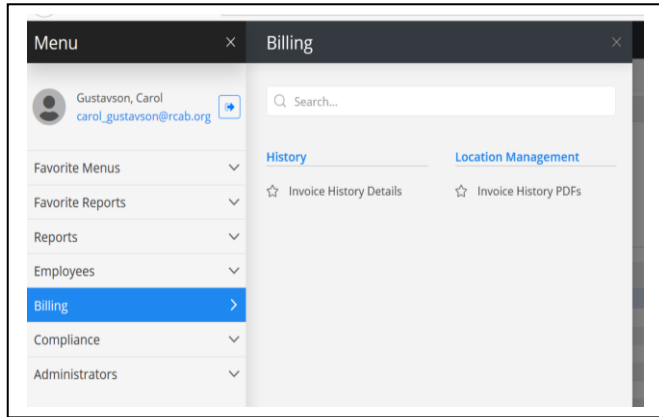
-----	E A R N I N G S	-----*
DESCRIPTION	HOURS	EARNINGS
GTLAUTO	0.000	59.62
PPPREG	693.000	18,324.90
MEDPRTB	0.000	280.10
#ROOMERD	0.000	1,200.00
REG 2	0.000	50.00
STIPENDS	0.000	80.00

- Total the PPPNOWRK and PPPREG and PRTB earnings (if any).
- Total the 401M MTC and CLRG401M.
- To double check your math on the PPP earnings codes, run an 003 – Employee YTD Report. Then look for PPPReg and PPPNOWORK to see if your totals match your prior totals.

-----	E A R N I N G S	-----*	*-- DEDUCTIONS / ACH --*
DESCRIPTION	HOURS	EARNINGS	DESCRIPTION AMOUNT
REGULAR	0.000	2,568.04	*401A FEE 3.62
GTLAUTO	0.000	10.46	401KLOAN 30.17
PPPNOWRK	93.750	1,782.73	*401M MTC 86.56
PPPREG	257.000	3,823.07	401KPT 185.84
#ROOMERD	0.000	1,200.00	*CLRG401M 62.12
			GTLAUTO 10.46
			ACH-CHKG 5,942.07
			ACH-SVNG 348.86

For the Health Plan employer cost, use the “rough justice” method:

In MyEnroll, take the monthly invoice and apply cost sharing for two of the months included in 8-week period. Clergy costs should be included in full. The Benefits Office is working on more precise reporting.



June 2020 Employees' E			
MyEnroll ID	Period	Benefit Class	Medical
919843	202006	Clergy	\$1,470.00
533595	202006	Clergy	\$1,336.00
679940	202006	Lay	\$778.00
506323	202006	Lay	\$0.00
1043254	202006	Lay	\$1,947.96
1139340	202006	Lay	\$778.00
583734	202006	Lay	\$633.40
PHER 627268	202006	Lay	\$0.00
L 959886	202006	Lay	\$0.00
506324	202006	Lay	\$778.00
597896	202006	Lay	\$0.00
Count: 11			\$7,721.36