



## Roman Catholic Archdiocese of Boston

### MEMORANDUM

**TO:** Business Managers and Finance and Operations Managers

**CC:** FinPAX / Parish Accounting Team  
Parish Financial Services Team

**FROM:** Yitao Ward , Senior Manager – RCAB Finance

**DATE:** January 27, 2020

**RE:** PrimePay Reports for SBA Forgiveness documentation

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#### **PURPOSE:**

The purpose of this memo is to provide instruction on how to run the proper PrimePay payroll reports to support your SBA Loan Forgiveness applications.

#### **BACKGROUND:**

The SBA requires supporting documentation that shows the SBA Loan proceeds were used for eligible costs (Payroll Costs and Non-Payroll Costs). Borrowers are generally eligible for forgiveness for the payroll costs paid and payroll costs incurred during the 24-week (168 day) or 8-week (56 day) Covered Period. By utilizing the longer 24-week covered period, your parish or school will most likely be able use the loan proceeds entirely on payroll. Doing so will simplify the application process, since the inclusion and documentation of health insurance and occupancy costs will not be necessary in order to maximize forgiveness. We have worked with Prime Pay to generate the appropriate reports for you and this memo will walk you through the instructions on how to properly run these reports.

#### **PRIME PAY REPORTS**

There are several different reports you will need out of Prime Pay to support your SBA Forgiveness Application:

1. Quarterly Package Reports for Q1-Q4 for calendar year 2020
2. Payroll Register for period that includes 2/15/2020; this should be check date 2/21/2020
3. Payroll Forgiveness Reports:
  - a. Payroll Costs
  - b. Employee Count
4. Payroll registers for the covered period



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### Quarterly Package Reports for Q1-Q4

1. In the main PrimePay screen select the Payroll radio button
2. Enter in your division number
3. On the left-hand side there is a tool bar, select Reports
4. Select Quarterly Tax Reports
5. Select the Year - 2020
6. Download all 4 quarter reports
7. Save as PDFs

AB190 SAINT JOSEPH PARI screen pick

Reports Report Archive Check Browse

**General Reports**

Report Archive

Check Browse

Check History

Quarterly Tax Reports

### Quarterly Tax Reports

Select the Year from the pull down to view link(s) to a particular year's quarter

Click on the link(s) to view or print the reports in PDF format.

If no quarterly reports exist for this division for the year selected, then the text

Year

2020

[First Quarter Report](#)  
[Second Quarter Report](#)  
[Third Quarter Report](#)

*Adobe Acrobat is required to view the post-production reports online. See the instructions below.*



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### Payroll Register for check date 2/21/20

1. Go to Reports
2. Report Archives
  - a. Year 2020
  - b. Payroll – school down until you see the 2/21/20 check date
  - c. Reports
    - i. Select 051 for the Payroll Register → run
  - d. Save this PDF

Reports Report Archive Check Browse

### Report Archive

Year: 2020 Archives (Year, Payroll #, Run #): 2020 - 004 - 01 : Check Date 02/21/2020

Reports: 051 - Payroll Register w/ Taxable

Run Report

*Adobe Acrobat is required to view the post-production reports online. If you do not have Adobe Acrobat, Adobe Acrobat Reader, or you have a version older than 5.0, please click on the icon below.*



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66 Brooks Drive  
Braintree, Massachusetts 02184-3839



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### Payroll Forgiveness Reports

*A listing of the following important dates will be sent via the BA email system for all entities in the following format:*

**EXAMPLE ONLY:**

Primepay Division	Date Disbursed	Payroll period start date after loan disb date	Check Date Start	Check date end
ABOXX	5/5/2020	5/10/2020	5/29/2020	10/30/2020

This is the date you will use to run your PPP Loan Forgiveness Report when it asks for the **START DATE**

#### Running the Payroll Forgiveness Reports

1. Log into PrimePay
2. Click on the Payroll radio button
3. Enter Division number
4. Select Reports → Payroll Reports
5. PPP Loan Forgiveness Application Report

#### Payroll Reports

- Employee Maintenance Report
- Hours and Dollars Proof Listing
- ACH Deposits Report
- Deduction Activation Report
- Employee Deduction Report
- Employee PTO Listing Report
- Employee Rate Change Report
- Company CARES SBA PPP Report
- PPP Loan Forgiveness Application Report



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6. Loan period: 24 weeks from 1st pay period start date after the PPP loan disbursement date
7. Enter your **Start Date** (From Email noted above)
8. Safe Harbor is 12/31/2020
9. Calculation Method for FTE → Alternative (Avg hrs. per week)
10. Look back period:
  1. Parishes 1/1/2020 – 2/29/2020
  2. Schools 2/15/2019 – 6/30/2019
11. Date plan to submit App: 12/31/2020
12. Click Run Report
13. Drop down – View Report Output
  1. **Payroll Cost - Forgiveness**
  2. **Reduction – Employee count**
14. Save as PDFs

### SBA PPP Loan Forgiveness Report

Loan Period  
24 Weeks from 1st Pay Period start date after PPP Loan Disbursement Date

Start Date  
05/10/2020

End Date  
10/25/2020

Safe Harbor Date  
12/31/2020

Calculation Method for Avg. FTE  
Alternative (Avg hrs per week >= 40 use 1.0, < 40 use 0.5. Max 1.0)

Look Back Period  
Between 1/1/2020 and 2/29/2020

Date plan to submit App  
12/31/2020

Run Report

Run Report

View report outputs

- Payroll Costs - Forgiveness
- Reduction - Employee Count
- Reduction - Salary and Wages**
- Reduction count CSV file

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### Supporting payroll registers for the covered period

Primepay Division	Date Disbursed	Payroll period start date after loan disb date	Check Date Start	Check date end
ABOXX	5/5/2020	5/10/2020	5/29/2020	10/30/2020

1. Go to Reports
2. Report Archives
  - a. Year 2020
  - b. Payroll – school down until you see the date highlighted in green per the above.
  - c. Reports
    - i. 051 Payroll Register reports for all check dates between your Check Start Date and your Check End Date.
    - ii. This should generate approx. 13 separate PDF reports
  - d. Save these PDFs