

# COVID Reports Manual

Last Modified on 06/25/2020 3:38 pm CDT

## COVID-19 Related Reporting

To help monitor, track, and understand credits and deferments related to COVID from the FFCRA and CARES acts, we have updated a few existing reports and created some new COVID related reports. This article will review all COVID related Reports for your reference.

**\*Note\*** When pulling reports in Enterprise, you will want to be mindful of your hierarchy level. To ensure you are including all the relevant transactions, records, and information, we recommend pulling reports at your highest hierarchy level available (system, subsystem, etc.). For more information on hierarchy, check out [Hierarchy Training](#).

### List of Reports with COVID Related Information:

- [CARES Act PPP Loan Application](#)
- [CARES Act PPP Loan Forgiveness Estimator](#)
- [COVID Provisions Breakout](#)
- [Federal Tax Deposit - COVID Provisions](#)
- [Gross Profit Detail - COVID Provisions](#)
- [Gross Profit Summary - COVID Provisions](#)
- [Management - COVID Provisions](#)

## Running Reports in Enterprise

You can find all the COVID related reports in Enterprise by navigating to All Options > Reports. Select 'All' reports and search for "COVID"

The screenshot shows a software interface with a sidebar on the left containing navigation options: My Favorites, All, Affordable Care Act, Commissions, Customer, Employee Info, Employee Reporting, Exports, Financial, Forecast, Log Information, Order & Assignment, Productivity, Sales & Invoicing, Tasks, Tax Administration, and Time & Pay. The main content area is titled 'COVID' and contains three report cards:

- COVID Provisions Breakout**: Displays a transaction level breakout of all COVID Provisions. A magnifying glass icon is highlighted over this report.
- Federal Tax Deposit - COVID Provisions**: Shows the federal tax deposit detail for a given check date range. Breaks out each tax type and groups by EINC and branch. Includes COVID Provisions.
- Gross Profit Detail - COVID Provisions**: Displays gross profit information by branch and customer within a selected date range. The data can be further broken down by department, order, assignment, and transaction. Allows you to select which costs you want to take out of your gross sales.

Select the Magnifying Glass in the upper right on any report to view it.

**\*Note\*** Reports require Security Role Permissions to run. Typically, reports access is given by report category which is listed on each report below. Check out [Enterprise - Security Roles](#) for more information.

## Cares Act PPP Loan Application

**Purpose:** This report displays financial information regarding the PPP Loan Application.

### CARES Act - PPP Payroll Cost and FTE

High Tech Staffing

Showing data for check dates between 4/1/2020 and 5/28/2020

Entity	Head Count	Avg FTE Count	2019 Wages	Q1 2020 Wages
HiTech Staffing	131	1.6	\$97,312.65	\$125,878.49
<b>Report Totals</b>	<b>131</b>	<b>1.6</b>	<b>\$97,312.65</b>	<b>\$125,878.49</b>

### Parameters:

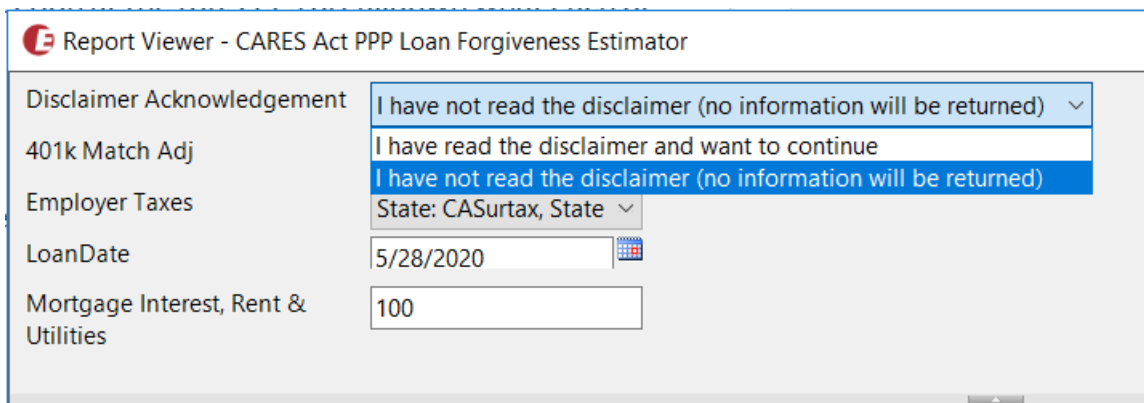
Disclaimer Acknowledgement	I have read the disclaimer and want to continue	Employer Name	HiTech Staffing
401k Match Adj	401kMatch: 401(k) Err	Insurance Match Adj	ACA Emplo4: Employ
Employer Taxes	State: CASurtax, State	Period Cap	15385
Start Date	4/1/2020	End Date	5/28/2020

## Disclaimer

Because this report contains a lot of information that can be used for loan applications, we have a disclaimer listed at the beginning of the report.

In order to see any of the report, you will first need to read and agree to the disclaimer. If you select View Report, you will be shown the full disclaimer and the disclaimer will be saved with the report should it be exported.

Change the **Disclaimer Acknowledgement** to "I have read the disclaimer and want to continue" and select view report again in order to view the full report.



Report Viewer - CARES Act PPP Loan Forgiveness Estimator

Disclaimer Acknowledgement	I have not read the disclaimer (no information will be returned) ▾
401k Match Adj	I have read the disclaimer and want to continue
Employer Taxes	I have not read the disclaimer (no information will be returned)
	State: CASurtax, State ▾
LoanDate	5/28/2020
Mortgage Interest, Rent & Utilities	100

Here is a list of the remaining parameters for this report:

Parameter	Definition
401K Match Adj	In this drop down, select any adjustment types that are related to 401K match amounts that are paid by employers. This is used in calculations on this report.
Insurance Match Adj	In this drop down, select any adjustment types that are related to employer paid insurance or insurance match. This is used in calculations on this report.
Employer Taxes	In this drop down, select which Employer paid taxes should be included in calculations on this report. By default, this includes state taxes.
Period Cap	The maximum dollar amount of forgivable wages in the covered period
Start Date	First date of coverage for loan
End Date	Last date of coverage for loan

## Report Breakdown:

The following sections define the columns of information on the report:

- **Entity:** Name of the Entity/Employer/EINC or Employee Name

Entity	Head Count
<input checked="" type="checkbox"/> HiTech Staffing	131
101, 101	1
119 Emp, 119 Emp	1
131 Emp, 131 Emp	1
18021NoResNoWorksite, 18021NoResNoWorksite	1
18021NoWorksite, 18021NoWorksite	1
3tiertest111919, 3tiertest111919	1
ABARCA, MARIA TERESA	1

- **Head Count:** Total number of employees included in this report or considered in this row

Entity	Head Count	Avg FTE Count
<input checked="" type="checkbox"/> HiTech Staffing	131	1.6
101, 101	1	0.0
119 Emp, 119 Emp	1	0.0

- **Avg FTE Count:** This column indicates the average time the employee was considered a "Full Time Equivalent" employee during the reporting period.

Head Count	Avg FTE Count	2019 Wages
131	1.6	\$97,312.65
1	0.0	\$400.00
1	0.0	\$1.00
1	0.1	\$560.00

- This is calculated by finding the average number of hours paid per week, divided by 40, and rounded to the nearest tenth. The maximum for each employee is 1.

- **2019 Wages:** Total wages from 2019 for reference purposes. This can help identify employees who made under or over \$100,000 last year.

Avg FTE Count	2019 Wages	Q1 2020 Wages
1.6	\$97,312.65	\$125,878.49
0.0	\$400.00	\$100.00
0.0	\$1.00	\$20.00
0.1	\$560.00	\$0.00

- **Q1 2020 Wages:** Total wages from 1/1/2020 to 3/31/2020

2019 Wages	Q1 2020 Wages	Q1 2020 Prorated Wages (*8/13)
\$97,312.65	\$125,878.49	\$77,463.74
\$400.00	\$100.00	\$61.54
\$1.00	\$20.00	\$12.31

- **Q1 2020 Prorated Wages:** Q1wages divided by 13 and then multiplied by 8 to get the 8 week average from the 13 weeks in quarter 1

Q1 2020 Wages	Q1 2020 Prorated Wages (*8/13)	Total Gross
\$125,878.49	\$77,463.74	\$16,285.00
\$100.00	\$61.54	\$0.00
\$20.00	\$12.31	\$0.00

- **Total Gross:** total gross amount for employee in reporting period
- **Gross (Under vs. Over Cap):** Gross amount divided into how much of the wages are under the Period cap and how much of the wages were over the Period Cap.

	Gross	
	Period cap: 15385	
Total Gross	Under Cap	Over Cap
\$16,285.00	\$16,285.00	\$0.00
\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00
\$200.00	\$200.00	\$0.00

- **ER Taxes:** Any employer tax amounts that are included in this report

ER Taxes	Ins Ben
\$252.08	\$4.00
\$0.00	\$0.00
\$0.00	\$0.00
\$2.20	\$14.00

- **Ins Ben:** Any insurance benefit amounts that are included in this report

ER Taxes	Ins Ben	401k Ben
\$252.08	\$4.00	\$0.00
\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00
\$2.20	\$14.00	\$0.00

- **401k Ben:** Any 401k match (employer costs) that are included in this report

Ins Ben	401k Ben	Total Cost
\$4.00	\$0.00	\$16,541.08
\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00
\$14.00	\$0.00	\$216.20

- **Total Cost:** Under Cap amount + ER Taxes + Ins Ben + 401k Ben

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## COVID Provisions Breakout

**Purpose:** Displays all transactions within the date filter that have FFCRA or EE Retention related paycodes.

**\*Note\*** This report is part of the **Time & Pay** report category. You may need security role that gives you access to the Time & Pay reports to access this report.

# COVID Provisions Breakout

High Tech Staffing

Showing activity for transactions with a Check Date between 4/1/2020 and 4/28/2020.



This report displays FFCRA and EE Retention wages as they were processed. It is the employers responsibility to ensure maximums per employee are not exceeded.

Emp Name	WE Bill	WE Date	Check Date	Check#	Paycode	Total Hours	FFCRA Wages	50% EE Retention	Qual Days	Qual Hlth Exp	CMed Credit	Total Credits
<input checked="" type="checkbox"/> High Tech Staffing Inc						160.00	\$3,200.00	\$0.00	20.01	\$200.10	\$46.40	\$3,446.50
<input checked="" type="checkbox"/> Eagan						40.00	\$800.00	\$0.00	5.00	\$50.00	\$11.60	\$861.60
<input checked="" type="checkbox"/> Minneapolis						120.00	\$2,400.00	\$0.00	15.01	\$150.10	\$34.80	\$2,584.90
Adams, Henry	4/26/2020	4/26/2020	4/28/2020	1039694	C19PSLSelf	40.00	\$800.00	\$0.00	5.00	\$50.00	\$11.60	\$861.60
Delgado, Gloria	4/26/2020	4/26/2020	4/28/2020	1039695	C19PSLSelf	35.00	\$700.00	\$0.00	4.38	\$43.80	\$10.15	\$753.95
Emerson, Derek	4/26/2020	4/26/2020	4/28/2020	1039696	C19PSLSelf	25.00	\$500.00	\$0.00	3.13	\$31.30	\$7.25	\$538.55
Halpert, Jim	4/26/2020	4/26/2020	4/28/2020	1039697	C19PFLChld	20.00	\$400.00	\$0.00	2.50	\$25.00	\$5.80	\$430.80
<b>Report Total:</b>						<b>160.00</b>	<b>\$3,200.00</b>	<b>\$0.00</b>	<b>20.01</b>	<b>\$200.10</b>	<b>\$46.40</b>	<b>\$3,446.50</b>

## Parameters:

Employer	High Tech Staffing Inc	Branch	Canada Test, CardiffU
FFCRA Credit Paycodes	C19PFLChld - Covid-1	EE Retention Paycodes	(No Paycodes)
Qualified Health Expense Daily Premium	10	Credit/Deferral Calculation	FFCRA Wages, FFCRA
Start Date	4/1/2020	End Date	4/30/2020
Date Filter	Check Date	Branch Source	Check (Federal Tax Deposit)
Group By Primary	Employer	Group By Secondary	Branch
Expand Details	False		

Parameter	Description
<b>Employer</b>	Allows you to choose which EIN(s) should be shown on this report (all are selected by default).
<b>Branch</b>	Allows you to choose which Branch(s) should be shown on this report (all are selected by default).
<b>FFCRA Credit Paycodes</b>	<p>This option allows you to choose which paycodes in your system are FFCRA related and should be included in this report.</p> <p>By default, the C19PSLSelf, C19PSLOth, and C19PFLChld paycodes will be selected but if you have created additional paycodes for tracking purposes, you can select more here.</p>
<b>EE Retention Paycodes</b>	This option allows you to choose which paycodes (if any) in your system are related to <a href="#">Employee Retention Credits</a> (as part of the CARES Act).
<b>Qualified Health Expense Daily Premium</b>	Average daily healthcare premium (in dollars) for qualified health expenses.
<b>Credit/Deferral Calculation</b>	Determines which COVID related credits and deferrals are added in the calculations for the total credits column. For example, if you want to see totals without EE Retention Credits considered, you can uncheck this option. When you run the report it will show the total without the EE Retention Credits considered.

Parameter	Description
Start & End Date	(Required) Date range you are pulling this report for (consider quarterly, monthly, or weekly).
Date Filter	Should start and end date pull transactions by Check Date or Weekend Bill.
Branch Source	This option allows you to choose whether the branch information is pulled from the check (Check) or from the timecard (Txns).
Group By Primary & Secondary	<p>There are two grouping options. The Primary will be the first grouping (Example from Screenshot: High Tech Staffing (Employer) and the secondary will further break down the groupings (Example from Screenshot: Each Branch). This allows you to break up the information showing different subtotals and visual groupings to help you.</p> <p><i>Options Available Include:</i></p> <ul style="list-style-type: none"> <li>• Branch</li> <li>• Employee</li> <li>• Employer</li> <li>• Customer</li> <li>• Customer Departments</li> <li>• Date (Check, Weekend Bill, or Weekend Date)</li> <li>• Paycode</li> <li>• Error Count - Will display number of payroll errors for each distinct employee and will display the error message when expanded. For payroll error info, <a href="#">click here</a>.</li> </ul>
Expand Details	<p>This allows you to either have all group by options expanded or not when you run the report. You can always select the box next to each grouping to expand or contract the details in that grouping.</p> <ul style="list-style-type: none"> <li>• True - all items will be expanded to show all transactions when the report is run.</li> </ul> <div data-bbox="799 1749 1042 1928" data-label="Image"> </div> <ul style="list-style-type: none"> <li>• False - all items will be contracted to show only primary groups to start - you will be able to expand to more detail as you wish.</li> </ul>

Parameter	Description
	Emp Name
	<input checked="" type="checkbox"/> High Tech Staffing Inc
	Report Total:

## Report Breakdown:

The following sections define the columns of information on the report:

- **Check Details:** Weekend Bill date, Weekend Date, Check Date, Check #, Paycode and Total Hours are all the pertinent check information included on this report

Emp Name	WE Bill	WE Date	Check Date	Check#	Paycode	Total Hours
<input checked="" type="checkbox"/> High Tech Staffing Inc						160.00
<input checked="" type="checkbox"/> Eagan						40.00
Clerk, Jennifer	4/26/2020	4/26/2020	4/28/2020	1039693	C19PSLOth	40.00

- **FFCRA Wages:** Gross wages from FFCRA Paycodes

Paycode	Total Hours	FFCRA Wages
	160.00	\$3,200.00
	40.00	\$800.00
C19PSLOth	40.00	\$800.00
	120.00	\$2,400.00
C19PSLSelf	40.00	\$800.00

- **50% EE Retention:** 50% of the gross associated with EE Retention Paycodes

FFCRA Wages	50% EE Retention	Qual Days
\$3,200.00	\$0.00	20.01
\$800.00	\$0.00	5.00
\$800.00	\$0.00	5.00
\$2,400.00	\$0.00	15.01
\$800.00	\$0.00	5.00

- **Qual Days:** Number of days with hours on the timecard tied to the check (if not entered daily take total hours divided by 8 hours per day)

50% EE Retention	Qual Days	Qual Hlth Exp
\$0.00	20.01	\$200.10
\$0.00	5.00	\$50.00
\$0.00	5.00	\$50.00
\$0.00	15.01	\$150.10

- **Qual Hlth Exp:** Qual Days x Qualified Health Expense Daily Premium (same from FFCRA and EE Retention)

Qual Days	Qual Hlth Exp	CMed Credit
20.01	\$200.10	\$46.40
5.00	\$50.00	\$11.60
5.00	\$50.00	\$11.60
15.01	\$150.10	\$34.80

- **CMed Credit:** Employer Medicare taxes from FFCRA and EE Retention pay codes



Qual Hlth Exp	CMed Credit	Total Credits
\$200.10	\$46.40	\$3,446.50
\$50.00	\$11.60	\$861.60
\$50.00	\$11.60	\$861.60

- **Total Credits:** FFCRA Wages + 50% EE Retention + Qual Hlth Exp + CMed Credit = Total Credits

FFCRA Wages	50% EE Retention	Qual Days	Qual Hlth Exp	CMed Credit	Total Credits
\$3,200.00	\$0.00	20.01	\$200.10	\$46.40	\$3,446.50
\$800.00	\$0.00	5.00	\$50.00	\$11.60	\$861.60
\$800.00	\$0.00	5.00	\$50.00	\$11.60	\$861.60
\$2,400.00	\$0.00	15.01	\$150.10	\$34.80	\$2,584.90

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## Federal Tax Deposit - COVID Provisions

**Purpose:** This report is a modified version of the Federal Tax Deposit report. It shows federal tax deposit details for a given check date range including COVID provisions.

**\*Note\*** This report is part of the **Tax Administration** report category. You may need security role that gives you access to the Tax Administration reports to access this report.

### Federal Tax Deposit - COVID Provisions

High Tech Staffing

Entity Level (Hierld 2)



Federal taxes withheld from checks with a Check Date between 4/1/2020 and 4/30/2020.

**This report displays FFCRA and EE Retention wages as they were processed. It is the employers responsibility to ensure maximums per employee are not exceeded.**

Branch Name	EFica/ FFCRA Wages	CFica/ CFICA Defer	EMed/ 50% EE Retention	EMed Sup/ Qual Hlth Exp	CMed/ CMed Credit	Fed Inc Tax/ Total Cred/Def	Total Tax/ Total Tax Calc
High Tech Staffing Inc FEIN: 154645165 EINC: 0							
Eagan	\$2,152.80	\$2,103.20	\$503.48	\$0.00	\$503.48	\$3,672.89	\$8,935.85
Credits/Deferrals	\$800.00	\$2,103.20	\$0.00	\$50.00	\$11.60	\$2,964.80	\$5,971.05
Hennepin East	\$158.35	\$158.35	\$37.03	\$0.00	\$37.03	\$123.88	\$514.64
Credits/Deferrals	\$0.00	\$158.35	\$0.00	\$0.00	\$0.00	\$158.35	\$356.29
Minneapolis	\$5,710.78	\$5,561.98	\$1,335.58	\$0.00	\$1,335.58	\$7,271.49	\$21,215.41
Credits/Deferrals	\$2,400.00	\$5,561.98	\$0.00	\$150.10	\$34.80	\$8,146.88	\$13,068.53
New Brighton	\$963.18	\$963.18	\$225.27	\$0.00	\$225.27	\$1,259.95	\$3,636.85
Credits/Deferrals	\$0.00	\$963.18	\$0.00	\$0.00	\$0.00	\$963.18	\$2,673.67

### Parameters:

Employer	High Tech Staffing Inc	Branch	Canada Test, CardiffU
FFCRA Credit Paycodes	C19PFLChld - Covid-1	EE Retention Paycodes	(No Paycodes)
Qualified Health Expense Daily Premium	0	Credit/Deferral Calculation	FFCRA Wages, FFCRA
Start Date		End Date	
Date Filter	Check Date		

Parameters	Description
Employer	Allows you to choose which EINC(s) should be shown on this report (all are selected by default).
Branch	Allows you to choose which Branch(s) should be shown on this report (all are selected by default).
FFCRA Credit Paycodes	<p>This option allows you to choose which paycodes in your system are FFCRA related and should be included in this report.</p> <p>By default, the C19PSLSelf, C19PSLOth, and C19PFLChld paycodes will be selected but if you have created additional paycodes for tracking purposes, you can select more here.</p>
EE Retention Pacyodes	This option allows you to choose which paycodes (if any) in your system are related to <a href="#">Employee Retention Credits</a> (as part of the CARES Act).
Qualified Health Expense Daily Premium	Average daily healthcare premium (in dollars) for qualified health expenses.
Credit/Deferral Calculation	Determines which COVID related credits and deferrals are added in the calculations for the Total Cred/Def column. For example, if you want to see totals without EE Retention Credits considered, you can uncheck this option. When you run the report it will show the total without the EE Retention Credits considered.
*Start & End Date	(Required) Date range you are pulling this report for (consider quarterly, monthly, or weekly).
Date Filter	Should start and end date pull transactions by Check Date or Weekend Bill.

## Report Breakdown

The following sections define the columns of information on the report:

- **EFica/FFCRA Wages:** Shows EFICA total on top and any FFCRA credits/deferral amounts based on FFCRA paycodes

Branch Name	EFica/ FFCRA Wages	CFica/ CFICA Defer
Staffing Inc FEIN: 154645165 EINC: 0		
Eagan	\$2,152.80	\$2,103.20
Credits/Deferrals	\$800.00	\$2,103.20
Hennepin East	\$158.35	\$158.35
Credits/Deferrals	\$0.00	\$158.35

- **CFica/CFICA Defer:** Show Employer FICA Taxes and amount that may be able to be deferred at this time

EFica/ FFCRA Wages	CFica/ CFICA Defer	EMed/ 50% EE Retention
645165 EINC: 0		
\$2,152.80	\$2,103.20	\$503.48
\$800.00	\$2,103.20	\$0.00
\$158.35	\$158.35	\$37.03
\$0.00	\$158.35	\$0.00

- **EMed/50% EE Retention:** Shows EMed on top and then potential Employee Retention Credits based on 50% of EE Retention Credit Paycodes

CFica/ CFICA Defer	EMed/ 50% EE Retention	EMed Sup/ Qual Hlth Exp
\$2,103.20	\$503.48	\$0.00
\$2,103.20	\$0.00	\$50.00
\$158.35	\$37.03	\$0.00
\$158.35	\$0.00	\$0.00

- **EMed Sup/Qual Hlth Exp:** Shows EMed Sup on top and then potential Qualified Health Expenses underneath (Qualified Health Expense Daily Premium x Qualified Days Worked)

EMed/ 50% EE Retention	EMed Sup/ Qual Hlth Exp	CMed/ CMed Credit
\$503.48	\$0.00	\$503.48
\$0.00	\$50.00	\$11.60
\$37.03	\$0.00	\$37.03
\$0.00	\$0.00	\$0.00

- **CMed/CMed Credit:** Shows Company Medicare costs on top and Employer Medicare taxes from FFCRA and EE Retention Paycodes selected underneath

EMed Sup/ Qual Hlth Exp	CMed/ CMed Credit	Fed Inc Tax/ Total Cred/Def
\$0.00	\$503.48	\$3,672.89
\$50.00	\$11.60	\$2,964.80
\$0.00	\$37.03	\$123.88
\$0.00	\$0.00	\$158.35

- **Fed Inc Tax/Total Cred/Def:** Shows total tax on top and total credits and defferals calculated by FFCRA wages + FFCRA ER Medicare Credit + Employer FICA Deferral + Employee Retention Credit + Qualified Health Expenses

CMed/ CMed Credit	Fed Inc Tax/ Total Cred/Def	Total Tax/ Total Tax Calc
\$503.48	\$3,672.89	\$8,935.85
\$11.60	\$2,964.80	\$5,971.05
\$37.03	\$123.88	\$514.64
\$0.00	\$158.35	\$356.29

- Total Tax/Total Tax Calc: Total Tax - Total Cred/Def = Total Tax Calc

Fed Inc Tax/ Total Cred/Def	Total Tax/ Total Tax Calc
\$3,672.89	\$8,935.85
\$2,964.80	\$5,971.05
\$123.88	\$514.64
\$158.35	\$356.29

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## Gross Profit Detail - COVID Provisions

**Purpose:** This modified version of the Gross Profit Detail report shows the gross profit information by branch and customer within a selected date range including FFCRA and EE Retention credit information. This is a great report if you want to factor COVID related credits into your Gross Profit Calculations.

**\*Note\*** This report is part of the **Financial** report category. You may need security role that gives you access to the Financial reports to access this report.

### Gross Profit Detail - COVID Provisions

High Tech Staffing



Entity Level (HierId 2) 

Activity from weekendbill 4/1/2020 through 4/30/2020, from the following selected branches: '(All Branches Selected)'

This report displays FFCRA and EE Retention wages as they were processed. It is the employers responsibility to ensure maximums per employee are not exceeded.

Department	Hours	SALES				Total Sales	PAYROLL					GROSS PROFIT		
		Gross Sales	Billable Adj	ACA Billing*	Total Sales		Gross	One Time Adj	Calculated Burden	COVID Credits	Total Payroll Cost	Gross Profit	Gross Profit %	
<b>Eagan</b>														
<b>Buy N Large</b>														
Yogurt Division	40.00	\$1,240.00	\$0.00	\$0.00	\$1,270.00	\$800.00	\$0.00	\$51.18	(\$861.60)	(\$10.42)	\$1,250.42	100.84%		
Customer Total:	40.00	\$1,240.00	\$0.00	\$0.00	\$1,270.00	\$800.00	\$0.00	\$51.18	(\$861.60)	(\$10.42)	\$1,250.42	100.84%		
<b>Captain Sham's Sailboat Rental</b>														
Primary	(69.75)	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,674.00)	\$0.00	(\$244.21)	\$0.00	(\$1,918.21)	\$1,918.21	0.00%		
Customer Total:	(69.75)	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,674.00)	\$0.00	(\$244.21)	\$0.00	(\$1,918.21)	\$1,918.21	0.00%		

**Parameters:**

Branch	Canada Test, CardiffU ▾	Payroll Costs Filter	Gross, LBonding, Cont ▾
Group By	Department ▾	Sort By	Name ▾
FFCRACredit Paycodes	C19PFLChld - Covid-1 ▾	EERetention Paycodes	(No Paycodes) ▾
Qualified Health Expense Daily Premium	10	FFCRACalculation	FFCRA Wages, FFCRA ▾
Start Date	4/1/2020 	End Date	4/30/2020 
Filter by Customer	<input type="text"/>	Flat Burden %	<input type="text"/>
Filter by Asg Entered By	<input type="text"/>	Filter by Asg Service Rep	<input type="text"/>

Parameters	Description
Branch	Allows you to choose which Branch(s) should be shown on this report (all are selected by default).
Payroll Costs Filter	Determines which payroll costs will be considered in the payroll totals and factored in for Gross Profit. Uncheck any option you do not want factored into your GP.
Group By	Changes what criteria the report groups information.
Sort By	Changes how the items in the groups are organized.
FFCRA Credit Paycodes	<p>This option allows you to choose which paycodes in your system are FFCRA related and should be included in this report.</p> <p>By default, the C19PSLSelf, C19PSLOth, and C19PFLChld paycodes will be selected but if you have created additional paycodes for tracking purposes, you can select more here.</p>
EE Retention Paycodes	This option allows you to choose which paycodes (if any) in your system are related to <a href="#">Employee Retention Credits</a> (as part of the CARES Act).
Qualified Health Expense Daily Premium	Average daily healthcare premium (in dollars) for qualified health expenses.
FFCRA Calculations	Determines which COVID related credits and deferrals are added in the calculations for the COVID Credits column. For Example, if you want to see totals without EE Retention Credits considered, you can uncheck this option. When you run the report it will show the total without the EE Retention Credits considered.
*Start & End Date	(Required) Date range you are pulling this report for (consider quarterly, monthly, or weekly).
Filter By Customer	Allows you to limit the report to show only the customer name entered here.

Parameters	Description
Flat Burden %	Optionally enter a % as your flat burden rate.
Filter by Asg Entered By	Allows you to limit the report to show only data related to assignments that were created by a specific service rep.
Filter by Asg Service Rep	Allows you to limit the report to show only data related to assignments that have a particular person listed as the Service Rep on the assignment.

## Report Breakdown

The following sections define the columns of information on the report:

- **Sales:** Includes gross sales amount, any billable adjustment amounts, applicable ACA billing, and total sales

SALES			
Gross Sales	Billable Adj	ACA Billing*	Total Sales
\$1,240.00	\$0.00	\$0.00	\$1,270.00
<b>\$1,240.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,270.00</b>

- **Payroll:** Includes gross payroll, any one-time payable adjustments, calculated burden (Employer taxes + Worker Comp Costs + LBonding + Branch Burden + COVID Credits - Rebate Amount - Credit Card Expense Amount), COVID Credits (Total amount for FFCRA and EE Retention related credits), and total payroll costs

PAYROLL				
Gross	One Time Adj	Calculated Burden	COVID Credits	Total Payroll Cost
\$800.00	\$0.00	\$51.18	(\$861.60)	(\$10.42)
<b>\$800.00</b>	<b>\$0.00</b>	<b>\$51.18</b>	<b>(\$861.60)</b>	<b>(\$10.42)</b>

- **Gross Profit:** Includes Gross Profit Amount( Gross Sales +One time Adj + ACA Billing - Payroll Costs) and Gross Profit % (gross profit / (gross sales + one time adj + ACA Billing))

GROSS PROFIT	
Gross Profit	Gross Profit %
\$1,250.42	100.84%
\$1,250.42	100.84%

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## Gross Profit Summary- COVID Provisions

**Purpose:** This modified version of the Gross Profit Summary report shows a summary of the gross profit information by branch and customer within a selected date range including FFCRA and EE Retention credit information.

The Gross Profit Summary allows for different groupings and provides more of an overview while the Gross Profit Detail can be more in-depth. This is another great report if you want to factor COVID related credits into your Gross Profit Calculations.

**\*Note\*** This report is part of the **Financial** report category. You may need security role that gives you access to the Financial reports to access this report.

### Gross Profit Summary - COVID Provisions

High Tech Staffing

Entity Level (Hierld 2)



Activity from weekendbill 4/1/2020 through 4/30/2020 grouped by Customer, from the following selected branches: '{All Branches Selected}'.

This report displays FFCRA and EE Retention wages as they were processed. It is the employers responsibility to ensure maximums per employee are not exceeded.

Customer	Hours	SALES				PAYROLL					GROSS PROFIT	
		Gross Sales	Billable Adj	ACA Billing*	Total Sales	Gross	One Time Adj	Calculated Burden	COVID Credits	Total Payroll Cost	Gross Profit	Gross Profit %
ABC Broom co	94.00	\$2,781.20	\$0.00	\$0.00	\$2,841.20	\$1,632.20	\$0.00	\$289.78	\$0.00	\$1,921.98	\$859.22	30.89%
Cotton Candy	565.00	\$13,985.00	\$0.00	\$0.00	\$14,408.75	\$9,850.00	\$0.00	\$1,426.53	\$0.00	\$11,276.53	\$2,708.47	19.37%
123 Medical Company	154.00	\$3,357.20	\$0.00	\$0.00	\$3,454.70	\$2,190.00	\$0.00	\$365.37	\$0.00	\$2,555.37	\$801.83	23.88%
123 Nursing	153.00	\$3,484.52	\$0.00	\$0.00	\$3,595.52	\$2,682.50	\$0.00	\$398.54	\$0.00	\$3,081.04	\$403.48	11.58%
ABC 0002 MPN	80.00	\$896.00	\$0.00	\$0.00	\$926.00	\$640.00	\$0.00	\$89.15	\$0.00	\$729.15	\$166.85	18.62%

### Parameters

Branch	Canada Test, CardiffU	Payroll Costs Filter	Gross, LBonding, Cont
Sales Team	#1 Team, _test_, AJ &	Group By	Sales Team
FFCRA Credit Paycodes	C19PFLChld - Covid-1	EE Retention Paycodes	(No Paycodes)
Qualified Health Expense Daily Premium	10	FFCRA Calculation	FFCRA Wages, FFCRA
Start Date	4/1/2020	End Date	4/30/2020
Filter by Customer		Filter By ASG Entered By	
Filter By ASG Service Rep		Flat Burden %	

Parameters	Description

Parameters	Description
	Allows you to choose which Branch(s) should be shown on this report (all are selected by default).
<b>Payroll Costs Filter</b>	Determines which payroll costs will be considered in the payroll totals and factored in for Gross Profit. Uncheck any option you do not want factored into your GP.
<b>Sales Team</b>	Allows you to choose which sales team's transactions to include in the report.
<b>Group By</b>	Changes what criteria the report groups information.
<b>FFCRA Credit Paycodes</b>	<p>This option allows you to choose which paycodes in your system are FFCRA related and should be included in this report.</p> <p>By default, the C19PSLSelf, C19PSLOth, and C19PFLChld paycodes will be selected but if you have created additional paycodes for tracking purposes, you can select more here.</p>
<b>EE Retention Paycodes</b>	This option allows you to choose which paycodes (if any) in your system are related to <a href="#">Employee Retention Credits</a> (as part of the CARES Act).
<b>Qualified Health Expense Daily Premium</b>	Average daily healthcare premium (in dollars) for qualified health expenses.
<b>FFCRA Calculations</b>	Determines which COVID related credits and deferrals are added in the calculations for the COVID Credits column. For Example, if you want to see totals without EE Retention Credits considered, you can uncheck this option. When you run the report it will show the total without the EE Retention Credits considered.
<b>*Start &amp; End Date</b>	(Required) Date range you are pulling this report for (consider quarterly, monthly, or weekly).
<b>Filter By Customer</b>	Allows you to limit the report to show only the customer name entered here.
<b>Filter by Asg Entered By</b>	Allows you to limit the report to show only data related to assignments that were created by a specific service rep.
<b>Filter by Asg Service Rep</b>	Allows you to limit the report to show only data related to assignments that have a particular person listed as the Service Rep on the assignment.
<b>Flat Burden %</b>	Optionally, enter a % as your flat burden rate.



Parameters	Description
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## Report Breakdown

The following sections define the columns of information on the report:

- **Sales:** Includes gross sales amount, any billable adjustment amounts, applicable ACA billing, and total sales

SALES			
Gross Sales	Billable Adj	ACA Billing*	Total Sales
\$2,781.20	\$0.00	\$0.00	\$2,841.20
\$13,985.00	\$0.00	\$0.00	\$14,408.75
\$3,357.20	\$0.00	\$0.00	\$3,454.70

- **Payroll:** Includes gross payroll, any one-time payable adjustments, calculated burden (Employer taxes + Worker Comp Costs + LBonding + Branch Burden + COVID Credits - Rebate Amount - Credit Card Expense Amount), COVID Credits (Total amount for FFCRA and EE Retention related credits), and total payroll costs

PAYROLL				
Gross	One Time Adj	Calculated Burden	COVID Credits	Total Payroll Cost
\$1,632.20	\$0.00	\$289.78	\$0.00	\$1,921.98
\$9,850.00	\$0.00	\$1,426.53	\$0.00	\$11,276.53
\$2,190.00	\$0.00	\$365.37	\$0.00	\$2,555.37

- **Gross Profit:** Includes Gross Profit Amount( Gross Sales +One time Adj + ACA Billing - Payroll Costs) and Gross Profit % (gross profit / (gross sales + one time adj + ACA Billing))

GROSS PROFIT	
Gross Profit	Gross Profit %
\$859.22	30.89%
\$2,708.47	19.37%
\$801.83	23.88%

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## Management - COVID Provisions

**Purpose:** This modified version of the Management report displays important metrics and financial figures based on a specified date range. This report runs based on weekend bill date and can only be run for closed weeks. This version of the Management report factors in COVID provisions.

**\*Note\*** This report is part of the **Financial** report category. You may need security role that gives you access to the Financial reports to access this report.

# Management - COVID Provisions

High Tech Staffing

Entity Level (Hierd 2)



Activity from 4/1/2020 through 4/30/2020 by Weekendbill Date

**This report displays FFCRA and EE Retention wages as they were processed. It is the employers responsibility to ensure maximums per employee are not exceeded.**

## Branch: Eagan

Payroll		Billing		Taxes		
Employee Hours		Billed Hours		Employee Taxes		
RHours Paid	1,187.25	RHours Billed	1,125.00		<b>Amt Taxable</b>	<b>Amt Tax</b>
OHours Paid	32.00	OHours Billed	32.00	OASDI	\$24,203.40	\$1,500.60
DHours Paid	0.00	DHours Billed	0.00	Medicare	\$24,203.40	\$350.96
<b>Total Hours Paid</b>	<b>1,219.25</b>	<b>Total Hours Billed</b>	<b>1,157.00</b>	Medicare Sup	\$0.00	\$0.00
				State WH	\$27,763.40	\$1,118.92
				Federal WH	\$24,203.40	\$2,674.76
				EIC	\$0.00	\$0.00
				City Local Tax	\$666.50	\$11.21
				County Local Tax	\$0.00	\$0.00
				School Local Tax	\$272.50	\$1.36
				EE Other Tax	\$10,400.00	\$29.48
				<b>Total</b>		<b>\$5,687.29</b>
Employee Wages		Billed Amounts				
Regular Pay	\$23,043.36	Temp Billing	\$31,041.00			
Vacation Pay	\$0.00	Contractor Bill	\$2,708.80			
Holiday Pay	(\$622.00)	DH Billing	\$0.00			
Bonus Pay	\$343.00	<b>Total Billing</b>	<b>\$33,749.80</b>			
Other Pay	\$1,853.50	ACA Billing	\$400.50			
<b>Gross Pay</b>	<b>\$24,617.86</b>	Sales Tax	\$36.68			
		<b>Total</b>	<b>\$34,186.98</b>			
Employee Other		Other Financial				
Emp Deductions	\$484.93	Gross Pay	\$24,617.86		<b>Amt Taxable</b>	<b>Amt Tax</b>
Employee Taxes	\$5,687.29	Net Pay Adjusts	\$275.00	OASDI	\$23,403.40	\$1,451.00
Net	\$21,265.64	Employer Taxes	\$2,586.75	Medicare	\$24,203.40	\$350.96
Live Checks	\$17,157.02	Workers Comp	\$175.69	FUTA	\$10,118.23	\$60.71
Direct Deposit	\$4,108.62	Benefits	\$69.80	State FUTA Credit	\$10,118.23	\$0.00
Contractor Pay	\$2,820.00	COVID Credits	(\$861.60)	SUTA	\$24,617.86	\$680.10
Number of Checks	36	Cost of Sales	\$29,683.50	ER Other Tax	\$7,060.00	\$43.98
Avg Hours Worked	33.87	Hours NonBill	-17.75	<b>Total</b>		<b>\$2,586.75</b>
Avg Per-Hour Pay	\$20.19	Temp GP	\$4,177.50			
Avg Per-Hour Bill	\$26.83	Temp GP Percent	13.46%	Fed Tax Deposit		\$6,328.28
		Total GP	\$3,204.70	FFCRA Wage Cred		(\$800.00)
		Total GP Percent	9.50%	FFCRA CMED Cred		(\$11.60)
				EE Retention Cred		\$0.00
				Qual Hlth Exp Cred		(\$50.00)
				CFICA Deferral		(\$1,451.00)
				Fed Tax Calc		\$4,015.68

## Parameters

FFCRA Credit Paycodes	C19PFLChld - Covid-1	EE Retention Paycodes	(No Paycodes)
Qualified Health Expense Daily Premium	10	FFCRA Calculation	FFCRA Wages, FFCRA
Start Date	4/1/2020	End Date	4/30/2020

Parameter	Description
FFCRA Credit Paycodes	<p>This option allows you to choose which paycodes in your system are FFCRA related and should be included in this report.</p> <p>By default, the C19PSLSelf, C19PSLOth, and C19PFLChld paycodes will be selected but if you have created additional paycodes for tracking purposes, you</p>

Parameter	Description
EE Retention Paycodes	This option allows you to choose which paycodes (if any) in your system are related to <a href="#">Employee Retention Credits</a> (as part of the CARES Act).
Qualified Health Expense Daily Premium	Average daily healthcare premium (in dollars) for qualified health expenses.
FFCRA Calculations	Determines which COVID related credits and deferrals are added in the calculations for the COVID Credits column. For Example, if you want to see totals without EE Retention Credits considered, you can uncheck this option. When you run the report it will show the total without the EE Retention Credits considered.
*Start & End Date	(Required) Date range you are pulling this report for (consider quarterly, monthly, or weekly).

## COVID Provision Additions

The following sections break down the COVID related additions to the Management Report. For more information on the management report, check out [Management Report](#).

### Other Financial

Other Financial	
Gross Pay	\$24,617.86
Net Pay Adjusts	\$275.00
Employer Taxes	\$2,586.75
Workers Comp	\$175.69
Benefits	\$69.80
COVID Credits	(\$861.60)
Cost of Sales	\$29,683.50
Hours NonBill	-17.75
Temp GP	\$4,177.50
Temp GP Percent	13.46%
Total GP	\$3,204.70
Total GP Percent	9.50%

- **COVID Credits:** Total credits calculated from FFCRA, EE Retention, FFCRA CMED, and Qual Hlth Exp

### Employer Taxes

Employer Taxes		
	Amt Taxable	Amt Tax
OASDI	\$23,403.40	\$1,451.00
Medicare	\$24,203.40	\$350.96
FUTA	\$10,118.23	\$60.71
State FUTA Credit	\$10,118.23	\$0.00
SUTA	\$24,617.86	\$680.10
ER Other Tax	\$7,060.00	\$43.98
<b>Total</b>		<b>\$2,586.75</b>
<b>Fed Tax Deposit</b>		<b>\$6,328.28</b>
FFCRA Wage Cred		(\$800.00)
FFCRA CMED Cred		(\$11.60)
EE Retention Cred		\$0.00
Qual Hlth Exp Cred		(\$50.00)
CFICA Deferral		(\$1,451.00)
<b>Fed Tax Calc</b>		<b>\$4,015.68</b>

- **FFCRA Wage Cred:** Gross wages from FFCRA Paycodes
- **FFCRA CMED Cred:** Employer medicare taxes from FFCRA Paycodes
- **EE Retention Cred:** 50% gross wages from EE Retention Credit Paycodes
- **Qual Hlth Exp Cred:** *Qualified health expenses daily premium* (from parameters) x *Qualified Days Worked*  
(number of days worked on FFCRA and EE Retention Paycodes - If using daily hours 1 day per day total entered - If using total hours take total hours/8 hours per day)
- **CFICA Deferral:** Employer FICA taxes that could be deferred

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