



# WebPay functionality

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Families First Coronavirus Response Act, H.R. 6201 (FFCRA) &  
Coronavirus Aid, Relief and Economic Security Act, H.R. 748  
(CARES)

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# New FFCRA / CARES functionality in WebPay

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To assist you in tracking sick leave and paid family leave related to the FFCRA / CARES, NCR provides the following WebPay functionality:

- **New: Knowledge Base & COVID-19 Resource Icons** – these icons provide navigation to additional resources and are available via the WebPay home page.
- **Deferral of Employer Social Security Tax:** Access to an Authorization form via a Pop-up on the WebPay home page
- Specific **earnings sub-codes** to track paid sick leave and paid family leave
- **Special transaction** to report qualified health insurance costs
- **FFCRA & CARES Credits:** Access to a new page to provide wage, cost, and adjustments for credits.
- **Standard Payroll Reports** will include FFCRA wages, credits and exemptions, deferred employer tax amount, Retention Credit amounts
  - **New: Employer Credits Due to COVID-19 Report** – this report displays the FFCRA payments made and any reported Employer Qualified Health Insurance Costs
  - **New: Form 7200** – generated if eligible for an immediate refund of relief credit that exceeds current pay federal tax liability
- **New: FFCRA Average Wage & Hours Export/Report** – this report will assist in determining the average hourly rate, and average hours worked for part time employees that qualify for FFCRA Emergency Leave payments
- **New: CARES Paycheck Protection Program Data – Employee Detail/Worksheet Report** – this report will assist the employer to complete the Paycheck Protection Program loan application backed by the SBA
- **New: PPP Full Time Equivalent Report** – this report will assist the employer to complete the Paycheck Protection Program loan forgiveness application

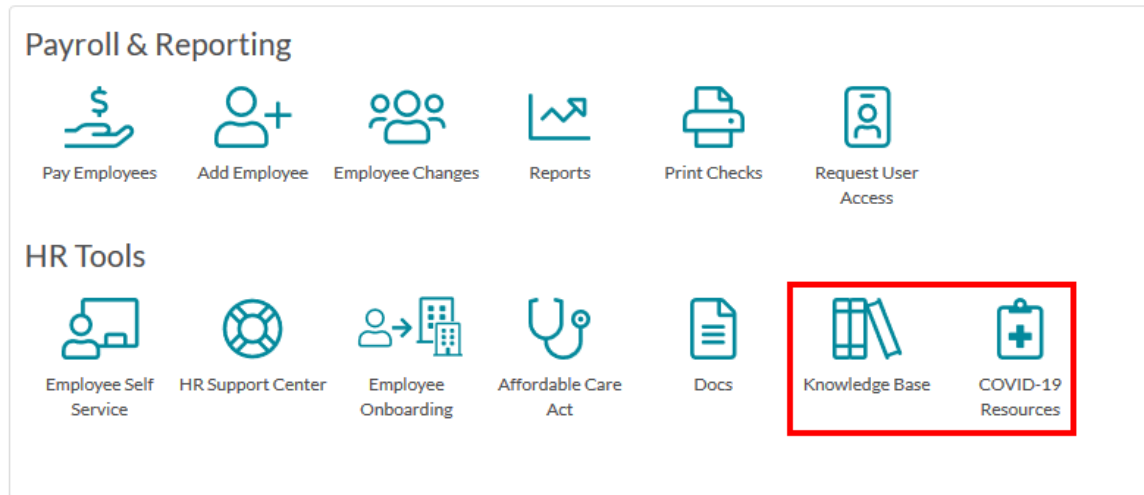
For more information on the FFCRA, see the official Department of Labor website:

<https://www.dol.gov/agencies/whd/ffcra>

**Contact your CSR or HR Business Partner to assist with the initial configuration.**

## Additional Information & Resources

Two new icons have been added to the WebPay home page. These icons provide navigation to additional knowledge base content and COVID-19 specific resources.



## CARES - Deferral of Employer Share of Social Security Taxes

Based on a company's participation in relief programs included in the CARES Act they may choose to defer the deposit and payment of the employer's portion of Social Security taxes. The deferral applies to deposits and payments of the employer's share of Social Security tax that would otherwise be required to be made during the period beginning on March 27, 2020, and ending December 31, 2020

Employers that received a Paycheck Protection Program loan may not defer the deposit and payment of the employer's share of Social Security tax that is otherwise due after the employer receives a decision from the lender that the loan was forgiven. Deferral will not be retroactive to prior pays.

If you wish to participate in this deferral, an authorization form is required. The authorization form is available via the pop-up on the home page and Latest from NCR section on the Home Page. Return the completed authorization form to your CSR if you wish to defer these taxes.

# FFCRA - Recording COVID-19 related payments in WebPay

1. **Note:** Prior to processing payroll for COVID-19 related payments contact your CSR for initial earnings sub-code configuration assistance.
  - a. Earnings Codes
    - i. Hours – Holiday
    - ii. Dollars – Miscellaneous or Pay Adjustment
  - b. Sub-codes
    - 1 – EPSLA - Employee Paid Sick Leave (EPSLA)  
Paid at Regular rate (\$511/day, \$5,110 YTD max)
    - 2 – EPSLAF - Family Paid Sick Leave (EPSLAF)  
Paid at 2/3 Regular rate (\$200/day, \$2,000 YTD max)
    - 3 – EFMLEA - Extended Family & Medical Leave (EFMLEA)  
Paid at 2/3 Regular Rate (\$200/day, \$10,000 YTD max)
2. Navigate to Pay Employees → Enter Pay
3. For Hourly Employees
  - a. Enter hours under Holiday with the appropriate sub code
  - b. Enter a Temp Rate if the hours are to be paid at 2/3 the regular rate
  - c. Note: The system will not automatically stop at the capped hours/amounts

*Example - Hourly*

Status	Action	Chk #	Check Type	Ovrd	Regular	OT1	Earnings Code	Units/Amt	Sub Code
PARKER, PETER   # 33   400   Hourly 20.000   OT1 M 1.500									
		1	R				HOL	40	1
		1							

4. For Salaried Employees:
  - a. Enter dollars under Misc or Pay Adjustment with the appropriate sub code
  - b. Reduce the Regular Salary by the amount entered under Misc or Pay Adjustment so the combined amount equals the total Salary
  - c. If you record Memo Hours to track time off, in addition to the dollars entered in step (a) enter hours under Holiday with the matching sub code
  - d. Note: The system will not automatically stop at the capped hours/amounts

*Example - Salary*

Status	Action	Chk #	Check Type	Ovrd	Regular	OT1	Earnings Code	Units/Amt	Sub Code
JONES, GAIL   # 418   100   Salary 2500.000									
		1	R		2100		Misc	400.00	1

*Example – Salary with memo hours*

Status	Action	Chk #	Check Type	Ovrd	Regular	OT1	Earnings Code	Units/Amt	Sub Code
JONES, GAIL   # 418   100   Salary 2500.000									
		1	R		2100.00		Misc	400.00	1
		1					HOL +	8	1



## IMPORTANT: Payroll Entry of FFCRA Hours/Dollars

- Required Rate of Pay – whichever is higher
  - Employee’s regular rate of pay
    - Employee’s average regular rate over a 6-month period prior to the date the employee takes the qualified leave (may include Commission & Tips)
  - FLSA minimum wage
  - Highest applicable state or municipal minimum wage
- Only eligible payment amounts up to the FFCRA maximum amounts should be entered
  - The system will not automatically stop at the capped hours/amounts
  - If the employer chooses to pay more than the capped hours/amounts, those hours/amounts must be entered under a different Earnings code/Pay category
- Adjustments
  - Negative Holiday hours and earnings and Negative Misc or Pay Adjustment earnings allowed on Voids, Prepays, Special Checks and checks entered in Enter Pay – Earnings/Deductions
- Verify If the FFCRA earnings should be used in calculating any Percent deductions and/or Pension plan deferrals

## FFCRA - Recording Qualified Health Plan Expenses in WebPay

You can calculate and report these expenses either per payroll, monthly or quarterly. The calculation should be based on the time the employee is collecting the leave wages, and the qualified health expenses that occurred during that timeframe.

The credit amount generally includes both the portion of the cost paid by the employer, and the portion of the cost paid by the employee with pre-tax salary reduction contributions. The credit amount should not include amount that the employee paid with after-tax contributions.

The preferred method of tracking health costs is to add this to affected employees each pay.

1. Navigate to Employee Changes → Special Transactions
2. Select the transaction, “FFCRA - Health Ins Cost” from the list.
3. Record the qualified health plan expense in the “Value” field and click “Save”.

### Special Transactions

Employee ID 417 Mark Anthony, JR

Special Transaction Data - FFCRA - Health Ins Cost				
Field Name	Position	Value	Last Entry	Date
Health Ins Cost	65	<input type="text"/>	250	4/3/2020

# CARES - Recording Retention Qualifying Wages & Employer Health Insurance Costs in WebPay

You can calculate and report these expenses per payroll. These amounts are used to calculate credits against your Federal Tax Deposit. Calculation should be based on the qualified wages employees are collecting & Qualified health expenses that occurred during that timeframe.

A new page available via Company Changes > FFCRA & CARES Act is used to record amounts of: CARES Act Retention Qualifying Wages and CARES Act Employer Health Insurance Costs. You will record this information per pay for payrolls after 3/31/2020. Fields available to record qualified amounts for payrolls 3/12/2020 – 3/31/2020 will be editable until the end of Q2 2020 (6/30/2020).

The preferred method of reporting credit amounts is to provide them each pay

The screenshot shows the WebPay interface for a company named '91 - YOUR WEB TRAINING COMPANY'. The top navigation bar includes a home icon, a menu icon, a calculator icon, and the company name. Below the navigation bar is a sidebar menu with options: Employee Changes, Pay Employees, Submit Payroll, Third Party Checks, Reports, and Company Changes. The 'Company Changes' section is expanded, showing sub-options: General, Deductions, Tax Data, FFCRA & CARES Act (highlighted), and Code Table Maintenance. The main content area is titled 'FFCRA & CARES Act' and contains a form titled 'Retention Credits & Health Insurance Costs'. The form has six input fields for recording the following information:

- CARES Act Retention Qualifying Wages
- CARES Act Employer Health Insurance Costs
- CARES Act Retention Qualifying Wages 3/12/20 through 3/31/20
- CARES Act Employer Health Insurance Costs 3/12/20 through 3/31/20
- Adjustment to FFCRA Credit
- Adjustment to CARES Act Retention Credit

1. Navigate Company Changes → FFCRA & CARES Act
2. Locate the fields
  - a. **CARES Act Retention Qualifying Wages** - Enter current pay retention credit qualifying wages. This amount is used when calculating the Federal Tax Deposit. Please note: the calculation of this amount varies by year. For 2020 qualifying wages: The amount is based on 50% of up to \$10,000 of wages per employee for the year. Do not put the full amount of the wages. The maximum amount included in this field per employee for the year is \$5,000. For 2021 qualifying wages: The amount is based on 70% of up to \$10,000 of wages per employee for the quarter. Do not put the full amount of the wages. The maximum amount included in this field per employee for the quarter is \$7,000. The maximum amount included in this field per employee for the year is \$14,000.
  - b. **CARES Act Employer Health Insurance Costs** - Enter current pay amount of employer health plan expenses that are allocable to the qualified wages for which the retention credit is allowed. This amount is used when calculating the Federal Tax Deposit.
  - c. **CARES Act Retention Qualifying Wages 3/12/20 through 3/31/20** - Enter the retention credit qualifying wages that are allocable to the qualified wages from 3/12/20 – 3/31/20. This amount is used

when calculating the Federal Tax Deposit. . The amount is based on 50% of up to \$10,000 of wages per employee. Do not put the full amount of the wages. Please note this field will only be available for payrolls run with a pay date in Q2 2020 (4/1/2020 – 6/30/2020).

- d. **CARES Act Employer Health Insurance Costs 3/12/20 through 3/31/20** - Enter the total amount of employer health plan expenses that are allocable to the qualified wages from 3/12/20 – 3/31/20 for which the retention credit is allowed. This amount is used when calculating the Federal Tax Deposit.

## Standard Payroll Reports

Several reports have been updated to include deferred tax amounts, and wage and credit information. This information will be included on the following reports where appropriate: Management Summary, Tax Analysis, Quarterly Tax Analysis, Quarterly Tax Statement, and Payroll Register.

- Management Summary

<b>F E D E R A L   T A X   L I A B I L I T Y</b>			
FEDERAL INCOME TAX WITHHELD			5,518.81
SOC. SEC. TAX WITHHELD			1,639.81
WAGES	25221.70	X .06200	1,563.75
TIPS	1227.00	X .06200	76.07
FFCRA	946.08-	X .06200	58.66-
MEDICARE TAX WITHHELD			383.51
WAGES AND TIPS			
	26448.70	X .01450	383.51
TOTAL THIS PAY LIABILITY			9,506.80
CARES ACT DEFERRED ER SOC. SEC.			1,581.16
THIS PAY FFCRA CREDITS APPLIED			1,019.80
THIS PAY RETNTN CREDITS APPLIED			6,905.84
<b>9 4 1   S U M M A R Y   F O R   E F T P S</b>			
TOTAL THIS PAY LIABILITY			9,506.80
LESS DEFERRED ER SOC. SEC.			1,581.16-
LESS FFCRA AMOUNTS			1,019.80-
LESS RETNTN CREDIT			6,905.84-
941 DEPOSIT AMOUNT			.00

- Tax Analysis

<b>F E D E R A L   T A X   L I A B I L I T Y</b>			
FIT WAGES	26325.19	TAX WITHHELD	5,518.81
SOC. SEC. TAX WITHHELD			1,639.81
WAGES	25221.70	X 6.200 PCT	1,563.75
TIPS	1227.00	X 6.200 PCT	76.07
FFCRA WAGES	946.08-	X 6.200 PCT	58.66CR
MEDICARE TAX WITHHELD			383.51
WAGES AND TIPS			
	26448.70	X 1.450 PCT	383.51
941 FEDERAL TAX LIABILITY			9,506.80
D941 CARES ACT DEFERRED ER SOC. SEC.-CREDIT			1,581.16CR
CVRA FFCRA PAYMENTS/HEALTH INS-CREDIT			1,019.80CR
CARE RETENTION/HEALTH INS-CREDIT			6,905.84CR
EXCESS RETENTION AMOUNT			5,727.01

**CLIENT MUST MAKE DEPOSITS WHEN DUE**





• Quarterly Tax Analysis

	QUARTER-TO-DATE	YEAR-TO-DATE
FEDERAL TAXABLE WAGES	26,325.19	91,843.67
FEDERAL WITHHOLDING	5,518.81	11,729.63
SOC. SEC. TAXABLE WAGES	25,221.70	90,579.14
SOC. SEC. TIPS	1,227.00	2,636.50
MEDICARE TAXABLE WAGES	25,221.70	90,579.14
MEDICARE TIPS	1,227.00	2,636.50
CARES ACT DEFERRED ER SOC. SEC.	1,581.16	1,581.16
FFCRA SOCSEC WAGES	946.08CR	946.08CR
FFCRA CREDITS APPLIED	1,019.80CR	1,019.80CR
RETENTION CREDITS APPLIED	6,905.84CR	6,905.84CR

• Quarterly Tax Statement

ACCT		DUE/DEPOSITED	DRAFTED	VARIANCE
	*** TAXES ***			
	<b>FEDERAL TAX LIABILITY</b>			
941	FEDERAL INCOME TAX WITHHELD	5,518.81	5,518.81	.00
	SOC. SEC.			
	WAGES 25221.70 X 12.400 PCT	3,127.49		
	TIPS 1227.00 X 12.400 PCT	152.15		
	FFCRA WAGES 946.08- X 6.200 PCT	58.66CR		
	MEDICARE WAGES AND TIPS			
	26448.70 X 2.900 PCT	767.01		
	TAX OVER 200000.00			
	.00 X .900 PCT	.00		
941	FICA TOTAL	3,987.99	3,987.99	.00
D941	CARES ACT DEFERRED ER SOC. SEC.	1,581.16CR	1,581.16CR	.00
CVRA	FFCRA CREDIT	1,019.80CR	1,019.80CR	.00
	CARE RETENTION CREDIT	6,905.84CR	6,905.84CR	.00

• Quarterly Tax Statement (Continued)

ACCT		DUE/DEPOSITED	DRAFTED	VARIANCE
FEE	FEE - TOTAL	163.00	.00	163.00
	<b>GRAND TOTALS</b>	1,697.21	1,534.20	163.01

\*\*\*\*\*  
 \* **THE BALANCE DUE \$163.01 WILL BE DRAFTED 4/30/2020. PLEASE ENSURE THAT YOUR ACCT NO. 1234567**  
 \*\*\*\*\*

TAX FILING SERVICE FILING RESPONSIBILITIES

\* Q U A R T E R \*      \* A N N U A L \*  
 FORM 941              FORM 940  
 SIT RETURNS        ALL STATE W-2'S  
 SUI RETURNS        LOCAL W-2'S  
 LOCAL RETURNS  
 LST/OPT RETURNS

CLIENT FILING RESPONSIBILITIES

\* Q U A R T E R \*      \* A N N U A L \*  
 NONE                      FEDERAL W-2'S

<b>CUMULATIVE CARES ACT DEFERRED EMPLOYER SOCIAL SECURITY TAXES</b>	<b>1,581.16</b>
<b>IT IS CLIENT'S RESPONSIBILITY TO DEPOSIT DEFERRED TAXES WHEN DUE</b>	
<b>TOTAL FFCRA PAY, EMPLOYER MEDICARE &amp; HEALTH INS FOR QUARTER</b>	<b>1,019.80</b>
<b>FFCRA PAY, EMPLOYER MEDICARE &amp; HEALTH INS USED TO REDUCE 941 DEPOSITS</b>	<b>1,019.80CR</b>
<b>FFCRA BALANCE</b>	<b>.00</b>
<b>TOTAL CARES ACT RETENTION CREDIT (WAGE &amp; HEALTH INS) FOR QUARTER</b>	<b>12,632.85</b>
<b>CARES ACT RETENTION CREDIT USED TO REDUCE 941 DEPOSITS</b>	<b>6,905.84CR</b>
<b>RETENTION CREDIT BALANCE - REQUEST ADVANCE PAYMENT ON IRS FORM 7200</b>	<b>5,727.01</b>



- Payroll Register

<<<< THIS PAY >>>>			
		WAGES	LIABILITY
SOCSEC WAGES			
.06200 X		1199.00	74.33
SOCSEC TIPS			
.06200 X		.00	
MDCARE WAGES			
.01450 X		2145.08	31.10
MDCARE TIPS			
.01450 X		.00	
FFCRA SS EXEMPT		946.08	
FEDERAL UNEMP			
.00600 X		1235.08	7.41
STATE UNEMP			
42 PA .036785 X		1490.08	54.81
TOTAL			167.65

## New: Employer Credits Due to COVID-19 Report

A new report is available that includes the Federal Tax Liability Credit amount, FFCRA related earnings, Employer Qualified Health Insurance Costs, Total amount eligible for credit, amount applied to the Federal tax deposit and FFCRA balance. The report also includes the Retention Credit, Health Insurance Costs, Total Retention Credit, amount applied to the Federal tax deposit and Retention balance. This report is available when FFCRA payments or Retention Credits have been made within the quarter.

EMPLOYER CREDITS DUE TO COVID-19 REPORT									
10 YOUR COMPANY INC					PAY PER 5/17/2020 Q		CHK DATE 5/22/2020		PAGE NO. 1
DEPT	RCDNO	EMPLOYEE NAME	-- EPSLA EMPLOYEE --		-- EPSLA FAMILY --		---- EFMLEA ----		HEALTH INS
			HOURS	PAYMENT	HOURS	PAYMENT	HOURS	PAYMENT	COSTS
100	4	ZWICKY, THOMAS	CUR	24.00	400.08				30.00
		REG RATE 16.670	MTD	24.00	400.08				30.00
			QTD	24.00	400.08				30.00
			YTD	24.00	400.08				30.00
200	7	HARRIS, DAVID	CUR				24.00	546.00	30.00
		REG RATE 22.750	MTD				24.00	546.00	30.00
			QTD				24.00	546.00	30.00
			YTD				24.00	546.00	30.00
T O T A L S			CUR	24.00	400.08		24.00	546.00	60.00
			MTD	24.00	400.08		24.00	546.00	60.00
			QTD	24.00	400.08		24.00	546.00	60.00
			YTD	24.00	400.08		24.00	546.00	60.00
*** FFCRA SUMMARY ***				THIS PAY		QTD			
TOTAL EPLSA AND EFMLEA				946.08		946.08			
EMPLOYER MEDICARE ON PAID LEAVE				13.72		13.72			
HEALTH INSURANCE COSTS				60.00		60.00			
TOTAL AMOUNT ELIGIBLE FOR FFCRA CREDIT				1019.80		1019.80			
AMOUNT APPLIED TO FEDERAL TAX DEPOSIT				1019.80		1019.80			
FFCRA BALANCE				.00					
*** CARES ACT SUMMARY ***				THIS PAY		QTD			
RETENTION CREDIT WAGES AFTER 3/31/20				12632.85		12632.85			
HEALTH INSURANCE COSTS AFTER 3/31/20				.00		.00			
TOTAL RETENTION CREDIT				12632.85		12632.85			
AMOUNT APPLIED TO FEDERAL TAX DEPOSIT				6905.84		6905.84			
RETENTION BALANCE-REQUEST ADVANCE PAYMENT				5727.01					
COMPLETE ATTACHED IRS FORM 7200 ADVANCE PAYMENT OF EMPLOYER CREDITS DUE TO COVID-19. SIGN AND FAX TO IRS AT 855-248-0552.									
INSTRUCTIONS FOR IRS FORM 7200 MAY BE FOUND AT WWW.IRS.GOV/FORMS-INSTRUCTIONS									



# New: Form 7200 Report

When the amount of FFCRA or Retention credits exceeds your federal tax liability a report, "Form 7200" will be available. This form should be used to request Advance Payment from the federal government in a timely manner. Amounts that exceeded the current pay federal tax liability will not be carried forward to the next pay however may be added with a manual adjustment to the next payroll if Form 7200 is not submitted. Please contact your CSR if you have a credit you would like added to your next payroll.

<b>Form 7200</b> (March 2020) Department of the Treasury Internal Revenue Service		<b>Advance Payment of Employer Credits Due to COVID-19</b> ▶ Go to <a href="http://www.irs.gov/Form7200">www.irs.gov/Form7200</a> for instructions and the latest information.		OMB No. 1545-0029
Name (not your trade name) <b>YOUR COMPANY INC</b>		Employer identification number (EIN) <b>23-1234567</b>		
Trade name (if any)		Applicable calendar quarter (check one) (2) <input checked="" type="checkbox"/> April, May, June (3) <input type="checkbox"/> July, August, September (4) <input type="checkbox"/> October, November, December		
Number, street, and apt. or suite no. If a P.O. box, see instructions. <b>1234 MAIN STREET</b>				
City or town, state, and ZIP code. If a foreign address, also complete spaces below. (See instructions.) <b>OUR TOWN PA 12345</b>				
Foreign country name		Foreign province/county		Foreign postal code
Does a third-party payer file your employment tax return? (See instructions.) If "Yes," enter its name. <b>PAYROLL TAX FILING SERVICES</b>				Third-party payer's EIN (if applicable) <b>23-2604153</b>

**Tip:** File Form 7200 if you can't reduce your employment tax deposits to fully account for these credits that you expect to claim on your employment tax return for the applicable quarter. Don't reduce your employment tax deposits and request advanced credits for the same expected credits. You will need to reconcile your advanced credits and reduced deposits on your employment tax return. You can't request an advance payment of the credit for sick and family leave for self-employed individuals.

**Part I Tell Us About Your Employment Tax Return**

- A** Check the box to indicate which employment tax return form you file (or will file for 2020):  
 (1)  941, 941-PR, or 941-SS (2)  943 or 943-PR (3)  944 or 944(SP) (4)  CT-1
- B** Is this a new business started on or after January 1, 2020? ▶  Yes  No  
 If "Yes," skip line C unless you've already filed Form 941, Form 941-PR, or Form 941-SS for at least one quarter of 2020.
- C** Amount reported on line 2 of your most recently filed Form 941 (or wages reported on Schedule R (Form 941), column (c), by your third-party payer (see instructions)). If you file a different employment tax return, see instructions ▶ \_\_\_\_\_
- D** Enter the total number of employees you have. See instructions ▶ \_\_\_\_\_

**Part II Enter Your Credits and Advance Requested**

<b>1</b>	Total employee retention credit for the quarter. See instructions . . . . .	<b>1</b>	12632.85
<b>2</b>	Total qualified sick leave wages eligible for the credit and paid this quarter. See instructions . . . . .	<b>2</b>	.00
<b>3</b>	Total qualified family leave wages eligible for the credit and paid this quarter. See instructions . . . . .	<b>3</b>	.00
<b>4</b>	Add lines 1, 2, and 3 . . . . .	<b>4</b>	12632.85
<b>5</b>	Total amount by which you have already reduced your federal employment tax deposits for these credits for this quarter . . . . .	<b>5</b>	9565.46
<b>6</b>	Total advanced credits requested on previous filings of this form for this quarter . . . . .	<b>6</b>	
<b>7</b>	Add lines 5 and 6 . . . . .	<b>7</b>	
<b>8</b>	<b>Advance requested.</b> Subtract line 7 from line 4. If zero or less, don't file this form . . . . .	<b>8</b>	



# New: FFCRA Average Wage & Hours Export/Report

New reports are available that can assist you in determining the Average Hours and Average Hourly Regular Rate of Pay for employee FFCRA earnings.

1. Navigate to Reports → History.

## Reports

This Pay **History** Employee Company NCR Payroll & HR Solutions Transaction Personnel Pay Run Requested ● Additional Reports

- Any report without a date range filter, or a date range filter that spans 13 months or more, must be processed off peak hours.
- If you wish to run the report immediately, please provide a date range filter of less than 13 months.
- Peak Hours include (9am - 3pm Monday and Tuesday).

2. Locate the reports FFCRA Average Wage & Hours Export, FFCRA Average Wage & Hours Report

FFCRA Average Wage & Hours Export (PDF Only)  
FFCRA Average Wage & Hours Report (PDF Only)

3. Select the appropriate filters

- a. **Check Date Range** (Required) - Enter the 6-month period prior to the date the employee starts receiving the Paid Sick (EPSLA/EPFLAF) or Family Medical Leave (EFMLEA)
- b. **Record Number Range** - Enter the Record number range to be included in the report. For all Record numbers, leave blank.

4. For FFCRA Average Wage & Hours Export, Click Run Export for a .csv file which is suitable for opening in Excel

**FFCRA Average Wage & Hours Export Report Filter/Sort** ↻

Select options and click Run.  
If you are using 'Popup Blocker' software, it must be disabled to view JetPay WebPay reports.

**Check Date Range**

**Record Number Range**

All Record Numbers

**Company Selection**

The current company is selected.

Run Export

5. For FFCRA Average Wage & Hours Report - Click the View HTML, View PDF or Print Report icon to see the Report

6. The report contains the following information for each employee:

- a. **RcdNo**- The employee's record number in WebPay.
- b. **Name** – Employees First Middle and Last Name
- c. **Standard Hours** – The number of hours that represent a full work week for the employee.
- d. **Total Hours Worked** - The actual number of hours worked by the employee for the report period.
- e. **# of Weeks** – The number of calendar weeks in the report period.
- f. **Average Hours Worked** – Employees average hours worked, calculated using the Total Hours Worked and # of Weeks in the report period.
- g. **Total Wages Paid** – The total dollar amount of all earnings (e.g. regular, overtime, bonus, etc.) paid to the employee in the report period.
- h. **Total Overtime Premium** – The total dollar amount of overtime pay included in the Total Wages Paid column in the report period.
- i. **Total Regular Wages Paid** – The total dollar amount of regular pay included in the Total Wages Paid column in the report period.
- j. **Total Hours Paid** - The total number of hours worked by the employee in the report period.
- k. **Average Regular Rate** – The calculated average regular rate of pay for the employee in the report period.

## "FFCRA Average Hours and Wage Report"

Jul 14 2020 10:37 AM

Prepared By: [REDACTED]

Check Date Range: 10/01/2019 to 03/31/2020 | Record Number Range: All

RcdNo	Name	Standard Hours	Total Hours Worked	# of Weeks	Average Hours Worked	Total Wages Paid	Total Overtime Premium	Total Regular Wages Paid	Total Hours Paid	Average Regular Rate
1	[REDACTED]	40.00	32.00	26	1.23	\$736.00	\$0.00	\$736.00	32.00	\$23.00
2	[REDACTED]	40.00	1,040.50	26	40.02	\$18,785.88	\$0.00	\$18,785.88	1,040.50	\$18.05
3	[REDACTED]	40.00	1,037.00	26	39.88	\$24,150.00	\$0.00	\$24,150.00	1,037.00	\$23.29
4	[REDACTED]	40.00	1,041.00	26	40.04	\$27,351.27	\$0.00	\$27,351.27	1,041.00	\$26.27
5	[REDACTED]	40.00	783.00	26	30.12	\$20,004.75	\$0.00	\$20,004.75	783.00	\$25.55
6	[REDACTED]	40.00	1,047.00	26	40.27	\$26,312.50	\$0.00	\$26,312.50	1,047.00	\$25.13
7	[REDACTED]	40.00	875.00	26	33.65	\$27,311.00	\$0.00	\$27,311.00	875.00	\$31.21
8	[REDACTED]	40.00	933.00	26	35.88	\$23,130.00	\$18.00	\$23,112.00	933.00	\$24.77
9	[REDACTED]	40.00	1,036.00	26	39.85	\$27,576.00	\$0.00	\$27,576.00	1,036.00	\$26.62
10	[REDACTED]	40.00	962.00	26	37.00	\$16,593.50	\$93.50	\$16,500.00	962.00	\$17.15
11	[REDACTED]	40.00	1,014.00	26	39.00	\$18,461.50	\$0.00	\$18,461.50	1,014.00	\$18.21
12	[REDACTED]	40.00	805.00	26	30.96	\$20,527.50	\$0.00	\$20,527.50	805.00	\$25.50
13	[REDACTED]	40.00	826.00	26	31.77	\$18,172.00	\$0.00	\$18,172.00	826.00	\$22.00
14	[REDACTED]	40.00	1,009.50	26	38.83	\$24,799.00	\$361.00	\$24,438.00	1,009.50	\$24.21
15	[REDACTED]	40.00	1,268.50	26	48.79	\$28,346.45	\$0.00	\$28,346.45	1,268.50	\$22.35
16	[REDACTED]	40.00	207.50	26	7.98	\$4,980.00	\$0.00	\$4,980.00	207.50	\$24.00
17	[REDACTED]	40.00	878.00	26	33.77	\$18,625.50	\$115.50	\$18,510.00	878.00	\$21.08
18	[REDACTED]	40.00	949.00	26	36.50	\$14,276.25	\$0.00	\$14,276.25	949.00	\$15.04
19	[REDACTED]	40.00	607.00	26	23.35	\$14,159.50	\$5.50	\$14,154.00	607.00	\$23.32
20	[REDACTED]	40.00	765.50	26	29.44	\$18,372.00	\$0.00	\$18,372.00	765.50	\$24.00
21	[REDACTED]	40.00	36.00	26	1.38	\$504.00	\$0.00	\$504.00	36.00	\$14.00
22	[REDACTED]	40.00	1,053.50	26	40.52	\$21,365.00	\$135.00	\$21,230.00	1,053.50	\$20.15

## New: CARES Paycheck Protection Program Data - Employee Detail/Worksheet Report

New reports are available that can assist you when providing information for Paycheck Protection Program (PPP) loans.

### Reports

This Pay **History** Employee Company NCR Payroll & HR Solutions Transaction Personnel Pay Run Requested Additional Reports

- Any report without a date range filter, or a date range filter that spans 13 months or more, must be processed off peak hours.
- If you wish to run the report immediately, please provide a date range filter of less than 13 months.
- Peak Hours include (9am - 3pm Monday and Tuesday).

1. Navigate to Reports → History
2. Locate the reports CARES Paycheck Protection Program Employee Detail (PDF Only), CARES Paycheck Protection Program Worksheet.

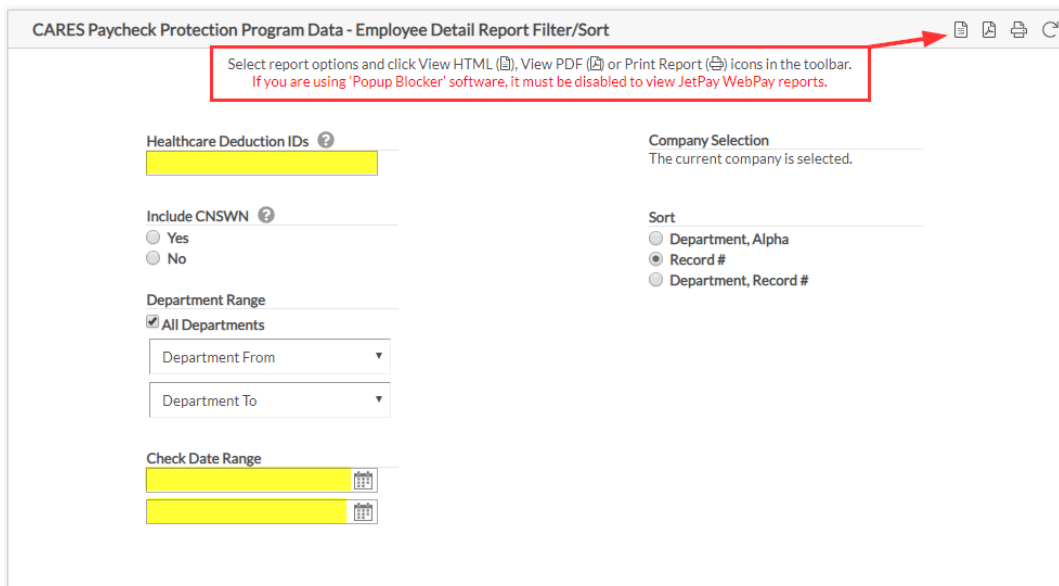


CARES Paycheck Protection Program Data -

Employee Detail (PDF Only)

CARES Paycheck Protection Program Worksheet

3. Select the appropriate filters
  - a. **Healthcare Deduction IDs** - List deduction numbers separated by a comma (,) of the amounts that should be included in the Health Care Benefit Costs totals
  - b. **Include CNSWN** (Required) - If NCR is storing you Pension match/Employer Contribution in this special field check Yes to include the amounts in the Retirement Benefits totals, otherwise check No (consult your CSR for direction)
  - c. **Department Range** - Enter the Department number range to be included in the report. For all Departments, leave blank.
  - d. **Check Date Range** (Required) - Enter the Date Range to be included in the Report – Typically a 12-month period
  - e. Select desired sorting
    - a. Click on the **Sort** you prefer
    - b. Department Sorts will include Department totals
4. Click the View HTML, View PDF or Print Report icon to see the Report



CARES Paycheck Protection Program Data - Employee Detail Report Filter/Sort

Select report options and click View HTML (H), View PDF (P) or Print Report (P) icons in the toolbar. If you are using 'Popup Blocker' software, it must be disabled to view JetPay WebPay reports.

**Healthcare Deduction IDs** ?

**Include CNSWN** ?

Yes

No

**Department Range**

All Departments

Department From

Department To

**Check Date Range**

**Company Selection**

The current company is selected.

**Sort**

Department, Alpha

Record #

Department, Record #

5. The report contains two sections. The first section provides a monthly figure for:
  - a. **EE Count** The total number of employees paid that month.
  - b. **Salary & Wage** – Total dollar amount of regular hourly and/or salary earnings paid by the employer.
  - c. **Cash Tips or Equivalent** – Total dollar amount of reported Cash Tips or Equivalent earnings.
  - d. **Payment for Vacation Sick or other leave** – Total dollar amount of Vacation, Sick, or other leave earnings paid by the employer.
  - e. **Health Care benefits costs** – Total cost of health care benefits, includes employee and employer contributions.
  - f. **Retirement Benefits** – Total amount of retirement

- g. **Excluded Wages** - Total amount of wages paid by the employer that are excluded from PPP loan calculations.

### CARES - Paycheck Protection Program Worksheet

7/14/2020 10:33 AM

Prepared By: [REDACTED]

Healthcare Deduction IDs: 12 | Include CNSWN: No | Department Range: All | Check Date Range: 01/01/2019 to 12/31/2019

	EE Count	Salary & Wage	Cash Tips or Equivalent	Payment for Vacation, Sick or other leave	Health Care benefit costs	Retirement Benefits	Excluded Wages
JANUARY 2019	45	\$182,110.72	\$0.00	\$3,940.00	\$3,744.20	\$4,306.55	\$7,718.29
FEBRUARY 2019	45	\$181,288.14	\$0.00	\$2,328.00	\$3,744.20	\$4,256.00	\$7,718.29
MARCH 2019	45	\$233,788.99	\$0.00	\$2,944.00	\$4,680.25	\$5,408.79	\$7,718.29
APRIL 2019	45	\$185,519.15	\$0.00	\$2,436.00	\$3,744.20	\$4,257.97	\$7,718.29
MAY 2019	45	\$227,485.74	\$0.00	\$4,064.00	\$4,680.25	\$5,420.85	\$7,718.29
JUNE 2019	45	\$172,426.10	\$0.00	\$2,080.00	\$3,744.20	\$4,194.12	\$7,718.29
JULY 2019	45	\$166,551.34	\$0.00	\$4,576.00	\$3,744.20	\$4,304.79	\$7,718.29
AUGUST 2019	45	\$211,011.44	\$0.00	\$4,920.00	\$4,680.25	\$5,478.53	\$7,718.29
SEPTEMBER 2019	45	\$164,487.85	\$0.00	\$5,744.00	\$3,744.20	\$4,108.79	\$7,718.29
OCTOBER 2019	45	\$167,302.32	\$0.00	\$1,364.00	\$3,744.20	\$4,026.07	\$7,718.29
NOVEMBER 2019	45	\$207,153.67	\$0.00	\$1,214.00	\$4,680.25	\$5,455.53	\$7,718.29
DECEMBER 2019	45	\$209,203.22	\$0.00	\$3,880.00	\$4,352.13	\$4,097.62	\$7,718.29
<b>Totals:</b>		<b>\$2,308,328.68</b>	<b>\$0.00</b>	<b>\$39,490.00</b>	<b>\$49,282.53</b>	<b>\$55,315.61</b>	<b>\$92,619.46</b>

6. Worksheet Totals are provided at the bottom of the report. Totals are calculated amounts from the Company Totals row in the report.
- Total payroll costs from above** – Total of all amounts from Company Totals
  - Add allowable employer health costs** – Health costs paid by the Employer and the Employee portion paid with pre-tax deductions
  - Add allowable employer taxes** – Taxes paid by the employer that can be included in the calculation of the maximum loan amount.
  - Subtotal** – add (A), (B), and (C) above
  - Excluded Wages** – Compensation above \$100,000 and compensation paid to an employee whose primary address is outside the US
  - Net payroll cost** – Subtract E from D
  - Number of Months** – Number of Months in the Date Range specified
  - Ave. Monthly Payroll** (F divided by G)
  - Max Loan Amount** – (H) multiplied by 2.5



## Worksheet Totals

A - Total payroll costs from above	\$2,452,416.82
B - Add allowable employer health costs	
C - Add allowable employer taxes	
D - Subtotal - add (A), (B), and (C) above	
E - Excluded Wages *	\$92,619.46
F - Net payroll cost - Subtract E from D	
G - Number of Months	12
H - Avg. Monthly Payroll (F divided by G)	X 2.5
MAX LOAN AMOUNT	

\* - Compensation above \$100,000, and compensation paid to an employee whose primary address is outside the US is excluded  
 This report is intended to assist you in completing the Paycheck Protection Program loan application from the SBA. Other information not available in WebPay may be required to complete your application

For more information:

<https://www.sba.gov/funding-programs/loans/coronavirus-relief-options>

## New: PPP Full Time Equivalent Report

New reports are available that can assist you when providing information for the Paycheck Protection Program (PPP) loan forgiveness application.

### Reports

This Pay **History** Employee Company General Ledger NCR Payroll & HR Solutions Transaction Personnel Pay Run Requested

- Any report without a date range filter, or a date range filter that spans 13 months or more, must be processed off peak hours.
- If you wish to run the report immediately, please provide a date range filter of less than 13 months.
- Peak Hours include (9am - 3pm Monday and Tuesday).

1. Navigate to Reports → History
2. Locate the report PPP Full Time Equivalent

#### PPP Full Time Equivalent

#### Specific Earnings Subcode

3. Select the appropriate filters
  - a. **Check Date Range** (Required) - Enter the Date Range to be included in the Report – Typically an 8-week or 24-week period
  - b. **Hours Calculation** – Select the type of hours to be included in the Report's Full Time Equivalent calculation
  - c. **Daily Employee Hours** – Number of hours that constitute a full day of work e.g. 8
  - d. Select desired sorting
    - a. Click on the **Sort** you prefer

4. Click the View HTML, View PDF or Print Report icon to see the Report

5. The following information will be returned in the report.
- Check Date** – Check Date of payroll processed within the Check Date Range provided .
  - Pay Type** – Employee’s assigned pay type, Salary, Hourly, Commission, etc.
  - Status** – Employee’s status, Active, Leave, etc. as of Check Date listed
  - Hours** – Number of hours paid
  - PPP Wages** - Wages shown as Gross Wages less any FFCRA Paid Leave for the Check Date
    - Due to the \$100k limit per employee – per pay wages will max out at the following amounts
      - Weekly \$1,923.08
      - Bi-weekly \$3,846.15
      - Semi-Monthly \$4,166.67
      - Monthly \$8,333.33
  - FTE Calc Option 1** – FTE Calculation – percentage of an FTE based on 40 hours per week. An employee working 30 hours in a week would be calculated as  $30/40 = .75$  FTE
  - FTE Calc Option 2** – FTE Calculation – simplified method counting employees averaging less than 40 hours as .5 FTE and those working 40 hours or more as 1.0 FTE

To print this report, use a page orientation of landscape.  
**Payroll Protection Program - FTE Calculation**

Jun 12 2020 2:00 PM

Prepared By: [REDACTED]

Check Date Range: 04/01/2020 to 06/30/2020 | Hours Calculation: All | Daily Employee Hours: 8

Co #	Company Name	Pay Period End Date	Check Date	End Type
[REDACTED]	[REDACTED]	6/14/2020	6/19/2020	W

DEPARTMENT	Check Date	Pay Type	Status	Hours	PPP Wages	FTE Calc Option 1	FTE Calc Option 2
<b>Rcd # [REDACTED]</b>	4/3/2020	SALARY	ACTIVE	40.00	1,328.46	1.00	1.00
	5/22/2020	SALARY	ACTIVE	40.00	1,328.46	1.00	1.00
	5/29/2020	SALARY	ACTIVE	40.00	1,328.46	1.00	1.00
	6/5/2020	SALARY	ACTIVE	40.00	1,923.08	1.00	1.00
	6/12/2020	SALARY	ACTIVE	40.00	1,328.46	1.00	1.00
	<b>Total Hours for Period</b>	<b>200.00</b>	<b>Total Wages for Period</b>	<b>7,236.92</b>	<b>FTE Option 1</b>	<b>1.00</b>	<b>FTE Option 2</b> 1.00
<b>Rcd # [REDACTED]</b>	4/3/2020	HOURLY	ACTIVE	13.75	440.00	0.34	0.50
	4/10/2020	HOURLY	ACTIVE	15.75	504.00	0.39	0.50
	4/24/2020	HOURLY	ACTIVE	29.25	936.00	0.73	0.50
	5/1/2020	HOURLY	ACTIVE	10.25	328.00	0.26	0.50
	5/8/2020	HOURLY	ACTIVE	15.75	504.00	0.39	0.50
	5/15/2020	HOURLY	ACTIVE	9.25	296.00	0.23	0.50
	5/22/2020	HOURLY	ACTIVE	14.75	472.00	0.37	0.50
	5/29/2020	HOURLY	ACTIVE	16.25	520.00	0.41	0.50
	6/5/2020	HOURLY	ACTIVE	15.50	496.00	0.39	0.50
	6/12/2020	HOURLY	ACTIVE	17.75	568.00	0.44	0.50
	<b>Total Hours for Period</b>	<b>158.25</b>	<b>Total Wages for Period</b>	<b>5,064.00</b>	<b>FTE Option 1</b>	<b>0.40</b>	<b>FTE Option 2</b> 0.50
<b>Rcd # [REDACTED]</b>	4/3/2020	HOURLY	ACTIVE	20.00	592.20	0.50	0.50
	4/10/2020	HOURLY	ACTIVE	20.00	592.20	0.50	0.50
	5/1/2020	HOURLY	ACTIVE	6.00	177.66	0.15	0.50
	5/8/2020	HOURLY	ACTIVE	6.00	177.66	0.15	0.50
	5/15/2020	HOURLY	ACTIVE	6.00	177.66	0.15	0.50
	5/22/2020	HOURLY	ACTIVE	40.00	1,184.40	1.00	1.00
	5/29/2020	HOURLY	ACTIVE	40.00	1,184.40	1.00	1.00
	6/5/2020	HOURLY	ACTIVE	40.00	1,184.40	1.00	1.00
	6/12/2020	HOURLY	ACTIVE	40.00	1,184.40	1.00	1.00
	<b>Total Hours for Period</b>	<b>218.00</b>	<b>Total Wages for Period</b>	<b>6,454.98</b>	<b>FTE Option 1</b>	<b>0.61</b>	<b>FTE Option 2</b> 0.50

6/12/2020 2:00:33 PM

Page 1 of 2

Rcd # [REDACTED]	Check Date	Pay Type	Status	Hours	PPP Wages	FTE Calc Option 1	FTE Calc Option 2
	5/29/2020	HOURLY	ACTIVE	40.00	1,000.00	1.00	1.00
	6/5/2020	HOURLY	ACTIVE	40.00	1,000.00	1.00	1.00
	6/12/2020	HOURLY	ACTIVE	40.00	1,000.00	1.00	1.00
	<b>Total Hours for Period</b>	<b>120.00</b>	<b>Total Wages for Period</b>	<b>3,000.00</b>	<b>FTE Option 1</b>	<b>1.00</b>	<b>FTE Option 2</b> 1.00
<b>Rcd # [REDACTED]</b>	5/8/2020	HOURLY	ACTIVE	4.75	95.00	0.12	0.50
	5/22/2020	HOURLY	ACTIVE	5.75	115.00	0.14	0.50
	5/29/2020	HOURLY	ACTIVE	7.25	145.00	0.18	0.50
	6/5/2020	HOURLY	ACTIVE	5.25	105.00	0.13	0.50
	6/12/2020	HOURLY	ACTIVE	5.75	115.00	0.14	0.50
	<b>Total Hours for Period</b>	<b>28.75</b>	<b>Total Wages for Period</b>	<b>575.00</b>	<b>FTE Option 1</b>	<b>0.14</b>	<b>FTE Option 2</b> 0.50

DEPARTMENT TOTALS	
Option 1 Full-Time Equivalent Employees	3.14
Option 2 Full-Time Equivalent Employees	4.00
<b>Total PPP Wages for Report Period</b>	<b>22,330.90</b>

TOTALS	
Option 1 Full-Time Equivalent Employees	3.14
Option 2 Full-Time Equivalent Employees	4.00
<b>Total PPP Wages for Report Period</b>	<b>22,330.90</b>

FTE Calc Option 1 is a percentage of an FTE based on 40 hours per week. For example, someone working 30 hours in a week would be 30/40 = .75  
 FTE Calc Option 2 counts employees averaging less than 40 hours as .5 FTE, and those working 40 hours or more as 1 FTE

