

Payality Reporting Guide for CA Tax Credit FTE Count

taxcredit.cdtfa.ca.gov



CALIFORNIA DEPARTMENT OF
TAX AND FEE ADMINISTRATION

Main Street Small Business Hiring Tax Credit Reservation System

Welcome to the California Department of Tax and Fee Administration's Main Street Small Business Hiring Tax Credit Reservation System.

As a reminder, tentative credit reservations are allocated on a first-come, first-served basis. The order in which reservations are allocated is based on the date and time when the application is completed and submitted in the system, not when you begin the application in the system. After submission of your application, you will promptly receive a secure email notification notifying you as to whether a tentative credit reservation has been allocated to you and the amount of the tentative credit reservation.

The system will not allow you to save the application if you exit the system before completing and submitting the application.

Important Note: Do not use the browser back and forward option, only use the Back and Next at the bottom of each page.

To get started, enter your email address and we'll send you a verification code to start your tax credit reservation.

Let's Get Started

**Tentative Amount of
Credit Claimed**

\$40,305,294

**Tentative Amount of
Unclaimed Credit**

\$59,694,706

* All amounts are as of 12/05/2020 2:00 PM

1. Click on REPORTING in the top Menu.
2. Type FTE in the Title Field and then click Search.
3. Click on the PPP FTE Look Back Period Count Link

Home Documents ESS Employee HR **REPORTING** Payroll Company System

STANDARD REPORTS Report Writer Saved Company Reports My Reports My Completed Reports

Category Title Report Type

Sub Category Tag Report ID

REPORT TITLE	DESCRIPTION
PPP FTE Look Back Period Count	

1. Put a Check Mark in the Override Dates
2. Enter 04/01/2020 in the Custom Begin Date
3. Enter 06/30/2020 in the Custom End Date

Home Documents ESS Employee HR **REPORTING** Payroll Company System

STANDARD REPORTS Report Writer Saved Company Reports My Reports My Completed Reports

Crystal Report - PPP FTE Look Back Period Count

Date Selection

Date Selection Most Recent Payroll Process

Override Dates ←

Begin Date


End Date

Custom Begin Date → 04/01/2020

Custom End Date → 06/30/2020

1. Scroll Down and Change Output Format to Microsoft Excel
2. Click Run Report
3. After Saving Excel File, return to the top and change dates to 07/01/2020 – 11/30/2020 and run report again

Output Options

Output Format: 

Notify Me When Completed: Report will open up in a new window and will display when complete.

Email Completed Report:

Save Options

Save to "Saved Company Reports": Report Title:

Save to "My Reports": Report Title:

[Back To Reports List](#)



3
4
5 PPP Loan Report: PPP FTE Look Back Period Count
6 Prepared by: Payality Inc.

\$234,644.16

136.8 

FTE Count will appear at bottom of the excel file.